



# Make a career change that can change lives!

## TAFE NSW Paid to Learn Program

*Life-changing impact starts with incredible Teachers who see their career as an opportunity to shape someone's world, inspiring their students and helping communities and industries thrive.*

*Now it's within your grasp to apply to be part of this life-changing career, sharing your industry skills and passion with the next generation of Teachers. Applying is easy and you'll have the opportunity to join the great team at TAFE NSW.*



# The Paid to Learn Program

## Program Overview

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To help meet the increasing demand for Teachers across TAFE NSW the Paid to Learn Program (PTL) is an innovative approach to leverage the skills and experience of current industry professionals.

To be a Teacher in the Vocational and Educational Training (VET) Sector, you must hold the Certificate IV Training and Assessment (TAE40122) or an equivalent qualification.

If you do not hold a TAE, we are offering opportunities to support you becoming a Teacher via a 14-week Paid to Learn program. Virtual learners will complete TAE over 16 weeks.

Mentors and other wraparound support will make your transition into teaching a smooth one.

Upon successful completion of the program and becoming a qualified TAFE NSW VET Teacher, we will continue to support your professional development to set you up for a rewarding career.

## How does the program work?

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Following an application process for an advertised teaching role, successful PTL participants will be paid to undertake an intensive 14-week program, consisting of 35 hours per week over 5 days, *typically 8:00AM - 4:00PM*.

The next cohort for PTL will commence the program and employment on Monday, 19 August 2024.

If you already hold a Certificate IV Training and Assessment (TAE40122) or an equivalent qualification, we encourage to apply for a teaching position; however, you will not need to undertake the 14-week program.

Should you be successful in obtaining a teaching position, you would commence employment at a date (likely to be during June or the start of Semester 2 on 22 July 2024) as negotiated with your hiring/line manager.

## What does the Paid to Learn Program look like?

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### Week 1, Orientation Week:

- Your first week within the program will include onboarding, induction, technology uplift and the opportunity to meet your colleagues and begin getting to know your network.
- Orientation Week may be located at a Campus site away from your home campus and if eligible, you will be supported with reasonable travel costs and accommodation depending on your location.

### Week 2, TAE Course:

- You will commence your TAE course for the full 5 days, from your allocated TAE Delivery Hub.

### Weeks 3 – 14, PTL Program:

As a guide your weekly schedule will be:

- **Monday & Tuesday (2 days)** - undertaking practical activities in your home teaching section and learning the craft of teaching, supported by a mentor/buddy.
- **Wednesday (1 day)** - attending weekly Capability Uplift Sessions designed to further prepare you for your role as a Teacher. You will also have an opportunity to undertake your TAE course studies/assessments.
- **Thursday & Friday (2 days)** - attending your Certificate IV in Training and Assessment (TAE) course, facilitated by your TAE Teacher. This may be delivered face-to-face or virtually, depending on your location.



## Paid to Learn Program Benefits

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- Enjoy the flexibility to combine teaching, work, and lifestyle with Australia's leading Vocational Education and Training provider.
- Dedicated PTL Capability Team and Supervising Teachers offering support and mentoring.
- Join a team of passionate Teachers inspiring the next generation of students and help your industry thrive.
- Your PTL TAE course progress will be monitored closely, and we will provide you with additional tailored support if/when required.
- Receive extended professional development allowance of 72 hours per year.
- Membership of Teacher Engagement Network (TEN)

## Testimonials

### Scholars & Stakeholders

”The immersive nature of the TAE study shows the benefits of this style of learning. Challenge yes - but great outcomes with 98% completion.“

”When my wife and daughter see me on my computer doing my study, attending sessions and speaking to my colleagues on TEAMS, they are amazed at how much I have learned and gained in confidence working this way. I could never have learned all this on my own, this program makes all the difference.“

”I would highly recommend the program to others and I am very grateful to the staff that have helped me and contributed to the whole experience.“

”The Paid to Learn program was the best way to enter TAFE and teaching.“



## Frequently Asked Questions

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## Recruitment and Onboarding

### 1. How can I apply for a position in the Paid to Learn Program?

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To become a Teacher with TAFE NSW via the Paid to Learn Program, you will need to apply for a role. All positions within the program will be identified as a Paid to Learn position and advertised through our [TAFE NSW Careers](#) website.

### 2. What does the recruitment process involve?

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Upon applying for a position, your application will be reviewed by the Hiring Manager and their panel. If your application is considered to meet the essential requirements, you will be invited to interview which may also include an interview task or trade test, depending on your industry.

For those who are successful at the interview, professional references will be requested and used when considering the recommended candidate and subsequent eligibility list.

To help you prepare for your application, check out our [TAFE NSW Application Process](#) and [Become a Teacher](#) on our TAFE NSW Careers Page.

For internal candidates a [Candidate toolkit](#) is also available.

### 3. What are the position requirements?

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For your application to be considered for a Paid to Learn Program position, you must:

- Have appropriate subject knowledge, skills, and vocational qualifications (typically a Certificate III level qualification or higher) within your industry.
- Have at least three (3) years post-qualification experience in the industry relevant to your qualifications.
- For ongoing positions in the NSW Public Sector, you need to be an Australian Citizen or Permanent Resident.
- For Aboriginal Identified advertised roles, applicants must be of Aboriginal and/or Torres Strait Islander descent by parentage, identify as being Aboriginal and/or Torres Strait Islander and be accepted in the community as such. An applicant's race is a genuine occupational qualification and is authorised under Section 14(d) of the NSW Anti-Discrimination Act 1977. Candidates will be required to provide 'Confirmation of Aboriginality' documentation as a part of the application process.
- Aboriginal Targeted advertised roles are targeted for Aboriginal and Torres Strait Islander people under Government Sector Employment Rule 26. Non-Aboriginal people are also strongly encouraged to apply. Aboriginal candidates will be required to provide "Confirmation of Aboriginality" documentation as part of the application process.

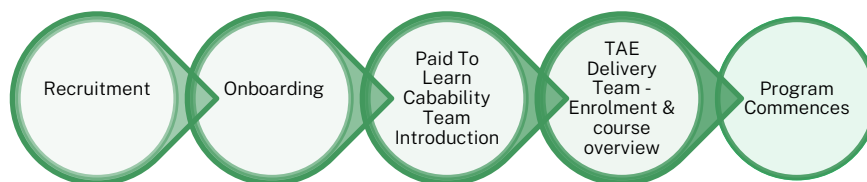
You can find more information, including the position description, and application requirements in the job advertisements.

### 4. I have been offered a position, what happens next?

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Upon verbally accepting a position with TAFE NSW, you will move on to the onboarding stage of the recruitment process. You will be contacted by the following teams:

- **Talent Management and Acquisition Team:** to arrange your Letter of Offer, request onboarding documentation and obtain consent to complete pre-employment checks, such as Working with Children, Criminal History, Qualifications and Australian Right Checks. Please note that your offer is pending pre-employment clearances before onboarding can be finalised.
- **Paid to Learn Capability Team:** to discuss the PTL program and arrangements regarding orientation week.
- **TAE Delivery Team:** to arrange your enrolment and introduction into the Certificate IV in Training and Assessment.



**5. I am currently enrolled in a TAFE NSW TAE Scholarship and am interested in applying for a teaching position to complete my TAE via the program. How do I do this?**

You should apply for a position through the Paid to Learn recruitment process and mention in your application that you are currently undertaking a TAE Scholarship.

### The Paid to Learn Program

**6. Working at TAFE NSW will be a new experience for me as I have worked in my industry for a long time. How will I be supported throughout the program?**

You will be strongly supported throughout the program, including having a dedicated supervising Teacher and mentor from within your delivery section. Furthermore, you will receive continuous tailored support from the Paid to Learn Capability Team as you progress through the program.

**7. When will I start teaching?**

You will begin team teaching (working alongside an experienced Teacher) in week 7 of the program, following a period of getting acquainted with your section, observing other Teachers, and gaining a better understanding of the course delivery.

**8. I have not studied for a long time, how difficult is the TAE?**

TAFE NSW recommends specific performance levels for completing the TAE, as outlined the [Australian Core Skills Framework](#). This includes attaining a level 4 in Learning and Oral Communication, and a level 2-3 in Reading, Writing, Numeracy, and Digital Literacy. We will assess your skills before commencing with TAFE NSW and a tailor an individualized program to meet your needs.

**9. Will my course work be relevant to my role?**

Yes, we have tailored the TAE course so that the practical work you complete, such as lesson plans and assessments, can be used directly in the classroom or support the teaching section within which you are working.

**10. My computer skills are limited. How will the program support me?**

You will participate in a Digital Skills Bootcamp in Week 1 of the program. We will evaluate your computer skills and provide ongoing customised support to help you become proficient with TAFE NSW systems and procedures.

**11. Do I need any tools or technology to complete the TAE?**

You will be issued with a TAFE NSW laptop during Orientation Week (Week 1 of the program). You will need a mobile phone (refer to FAQ 16), a mouse and a headset to assist you throughout the program. A second computer screen would be beneficial in helping you set yourself up for success.

**12. What work-life balance can I expect while participating in the program?**

The Paid to Learn Program is considered an intensive, accelerated program for completing your TAE. To complete the qualification, you can expect the need to complete a varied amount of homework and assessments outside of your 35 hour per week program, typically of an evening or weekends.

### 13. Am I able to take leave during the Paid to Learn Program outside of the 2-week vacation period?

Due to the intensive nature of the Paid to Learn Program, it is not recommended that any leave be taken during this time. Any leave needs should be discussed with the Hiring Manager during the interview process.



## Being an employee at TAFE NSW

### 14. How much do I get paid as a TAFE NSW Teacher?

A full time TAFE NSW Teacher salary currently comprises of four (4) salary steps:

- Step 10 \$89,730 (Hourly Rate \$49.13)
- Step 11 \$93,402 (Hourly Rate \$51.14)
- Step 12 \$97,086 (Hourly Rate \$53.16)
- Step 13 \$106,416 (Hourly Rate \$58.27)

Commencing salary is determined by assessing levels of vocational and/or industrial experience.

On top of this attractive salary, TAFE NSW offers superannuation, leave loading, an excellent work-life balance, and flexible working conditions.

### 15. Can I continue to work within my Trade/Industry while employed with TAFE NSW?

Permanent and temporary TAFE NSW employees must seek written approval of secondary employment (including self-employment and other TAFE NSW work), to ensure consistency across the organisation and prevent risk or cost to TAFE NSW.

### 16. Do I need a smart mobile phone as part of my employment with TAFE NSW?

To enhance security when accessing TAFE NSW systems, you will need:

- A smart mobile phone to install a multi-factor authenticator (MFA) app.

## How can I find out more?

Attend one of our “Drop-In” sessions below where you will be provided with practical information and answers to your questions:

Dates and times are as follows:

- [Thursday, 9 May 2024 – 12.00pm to 1.00pm – Aboriginal Identified and Targeted roles](#)
- [Friday, 10 May 2024 – 8.30am to 9.30am](#)
- [Tuesday, 14 May 2024 – 6.00pm to 7.00pm](#)
- [Wednesday, 15 May 2024 – 6.00pm to 7.00pm – Aboriginal Identified and Targeted roles](#)
- [Thursday, 16 May 2024 – 12.00pm to 1.00pm](#)

Simply click the date/time you wish to join, and it will direct you into an MS Teams call, this can be done on any device and should take less than 5 mins to set up.

If you cannot attend one of these sessions, please reach out to [paidtolearncapabilityteam@tafensw.edu.au](mailto:paidtolearncapabilityteam@tafensw.edu.au)

Additional contact for Aboriginal candidates [AboriginalEmploymentAdvocate@tafensw.edu.au](mailto:AboriginalEmploymentAdvocate@tafensw.edu.au)

**Make a career change that can change lives!**

**Use your skills and experience to become a qualified TAFE NSW VET Teacher and inspire the next generation of students and help your industry to thrive.**