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# **Application Package**

## **Farrar Early Learning Centre**

**October 2011**

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## 1.0 Introduction to Child Australia

We commenced operations in 1987 as The Resource Unit for Children with Special Needs (RUCSN) to help child care services include children with disabilities in mainstream child care settings. Since then we have grown to provide a much wider range of services to the early childhood education and care sector in Western Australia and the Northern Territory. To reflect this broader role, in November 2008 we changed our name to Child Inclusive Learning and Development Australia (Child Australia). Information about our current programs and services can be obtained from our websites [www.childaustralia.org.au](http://www.childaustralia.org.au) ; [www.pscwa.org.au](http://www.pscwa.org.au); and [www.pscnt.org.au](http://www.pscnt.org.au) .

We are an innovative organisation with a strong organisational culture developed from our Mission, Vision and Values. Our head office is in Malaga in Western Australia, with our Northern Territory office located in Woolner. Other offices are located across Western Australia in Albany, Mandurah, Dunsborough, Geraldton, Kalgoorlie, Karratha, and South Hedland.

## 2.0 Applying for a Position

### 2.1 Written application

You must submit a written application for all advertised positions. Our advertisement or request for expression of interest will list all of our requirements. Your application should always include a covering letter and your current resume (Curriculum Vitae). In some instances, we will ask you to address selection criteria. You may do this in the body of your covering letter or in a separate statement (maximum three pages). We will use your application materials to decide if you progress in our selection process. Please advise when you are available to commence.

### 2.2 Submitting applications.

Most positions are advertised through seek.com and on our website. We prefer to receive applications by email however you may also post or fax your application to us.

Email	hr@childaustralia.org.au
Postal	Human Resources, Child Australia, PO Box 2562, Malaga WA 6944
Facsimile	(08) 9249 4366.

## 3.0 Interview Process

### 3.1 What to expect

Applicants short-listed for interview will be contacted by telephone so please ensure that your application includes a day time telephone contact. All applications are confidential and no referees will be contacted without your prior consent. If you are offered an interview and have particular requirements (e.g. accessible parking or communication aids) please advise us so that we can assist you.

### 3.2 Selection Techniques

We may also undertake pre-interview telephone screening. We use a range of selection techniques including telephone screening, skills assessment and personal interviews. We will keep you informed and let you know what to expect at each stage of the selection process.

### 3.3 Outcome of Application

All applicants will be advised of the outcome of their application.

## 4.0 Additional Requirements

### 4.1 Police Clearance

Employment is subject to a current satisfactory Federal Police Certificate. A criminal record does not automatically preclude employment as consideration will be to the nature of the offence(s) and the work to be performed.

### 4.2 Working with Children Check/Ochre Card

In WA, the Working with Children (Criminal Record) Checking Act 2004 requires persons whose normal duties include working with children to have a Working with Children Card. In the NT, persons working in similar roles require an Ochre Card. This will apply to you.

## 5.0 Conditions of Employment

The federal Children's Services Award 2010 provides the conditions of service for all employees working in our education and care settings. We pride ourselves on being a progressive and flexible Employer of Choice. We offer professional development opportunities, and a culture that supports initiative and growth.

## 6.0 Anticipated Commencement Date

We plan to open Farrar Early Learning Centre on 30 January 2012 subject to obtaining all necessary approvals and licenses. If, for some reason, operations are delayed, we still plan to have all staff employed by this date. Don't forget to tell us when you are available to commence in the covering letter forming part of your written application.

## 7.0 Required Qualifications

### 7.1 General Information

We are committed to employing qualified, experienced educators with a passion for continuing education. If, for some reason, you do not currently hold the preferred qualification for the position of interest, you may still apply PROVIDED that you are willing to study and upgrade your qualifications.

### 7.2 Qualifications for Vacancies

Director	Degree (preferred) in Children Studies/Early Childhood Education, Diploma as a minimum
Early Childhood Teacher	Degree in Early Childhood Education
Room Leader (Qualified)	Diploma of Children's Services
Room Leader (Studying)	<u>Significant</u> progress towards Diploma in Children's Services
Educator	Certificate III in Children's Services
Educator (Studying)	Undertaking or willing to undertake Certificate III in Children's Services
Food Coordinator	Certificate III in Children's Services, undertaking or willing to undertake Certificate III in Children's Services