

Qualifications

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Permanent employees and past applicants

Permanent employees and past applicants with the department are not required to provide qualification information on their application unless they want the panel to consider it in the selection process, or unless they are adding additional qualifications which have not already been recorded through the professional profiles, [employee information kiosk \(EIK\)](#) or past applications.

New applicants

Please list all tertiary undergraduate and post graduate qualifications. This includes any TAFE and university qualifications you have completed or are actively working towards.

Qualifications are not mandatory of all positions however, they do provide additional information which may be considered.

Qualifications are mandatory for:

- teaching
- early childhood employment
- psychologists
- social workers
- as specified in the role description of the advertised position.

If you have been or are currently employed with the department, please ensure your qualification(s) details match what has been previously provided. This information is available from the [professional profile system](#) at your most recent site of employment.

Entering your qualification information

Note: once you begin, every field in this section is mandatory.

Qualification information should include:

- name of qualification (eg Bachelor of Arts, Bachelor of Education, Psychology Degree, Diploma of Teaching, Bachelor or Social Work, Master of Science, Bachelor's Degree, Certificate III Children's Services or Education Support, Diploma of Early Childhood or other)
- awarding institution (eg Flinders University, Interstate Tertiary Institution, SACAE Sturt, Tabor Adelaide, overseas tertiary institution)



Qualifications

- start date (if start date is unknown start from 01/01/YYYY. Ensure date uses correct convention)
- completion date/end date, this is the date you have completed all requirements of your qualification (if end date is unknown enter from 31/12/YYYY. Ensure date uses correct convention). Applicants who will be graduating during this year can enter a future date. **Please note:** ensure this date is correct, specific to the month, as it may have an impact on your eligibility for Beginning Teacher Support if you are a new teacher.
- duration (based on course length, not the time it took to complete)
- field of study (eg psychology, early childhood, social work, food and hospitality, performing arts, primary, sport and recreation). If the field you require is not listed, either enter the closest match or find a generic field.

Please note: other information in relation to your qualifications and areas of study not already recorded in this section can be recorded within your resume or described in the 'other information' section of the online application. For example if you have ticked 'other' for a qualification or an awarding institution, you can give details about these in your resume.

Please note: press the **add** button at the bottom of the page to add additional rows for more qualifications.

Press **remove** for a qualification you no longer want to show in your application.

Academic transcript or certificates (attachments)

In this section you are required to add the final transcript for each university qualification, or the certificate for other qualifications.

Please note: if you are seeking permanent employment, a copy of your academic transcript(s) must be attached, so your qualification(s) can be verified. Also attach any relevant undergraduate (or post graduate) academic transcripts if applicable.

Practicum / placement documents (attachments)

Graduates should attach signed copies, in their entirety, of their most recent 2 professional experience reports.

Teaching applicants please note: to assist with your rating in particular subjects / areas of teaching, it is important to add your last two practicum reports.

Work reports can also be attached

For applicants who are not graduates but have been working in the previous years, it is highly recommended you attach work reports from the last 2 contracts. This provides the opportunity to include current evidence of your work performance. (temporary teaching report (contract/TRT) form (VL048) is located [here](#)).

Scanning and file saving tips can be located [here](#).



For further support with	Contact
System issues eg password issues, email address, internet service provider, your browser, attachments, cannot add additional rows or boxes	Big Red Sky Help Desk Tel: 1300 733 056 Email: helpdesk@bigredsky.com
Employable applicants Applications for teaching or ancillary pools (ETR/EAR) Authority to teach/work letters Requirements for employment	Education.Recruitment@sa.gov.au
Permanent and current temporary employees Advertised position Appointment letters Change in time	Education.HR@sa.gov.au

