

Department for Education information sheet:

- Updated certificate(s) must be attached through your online Job Seeker account. DO NOT email your certificates to the Recruitment Centre. Make sure you amend the issue date when you attach an updated certificate.
- When your application for employment is finalised you will be emailed an 'Authority to Teach or Work letter'. The Authority letter will only be issued when the minimum requirements to [work](#) or [teach](#) have been **verified**. Verification requires Recruitment staff to open and check your certificates to verify your full name, identity. Make sure your application contains ALL your names including any middle names you may have.
- An approved 'Authority to Teach or Work' letter is a **mandatory** requirement to work in the Department for Education. Make copies of your letter and distribute them to all sites in which you are seeking relief employment.
- [Teaching](#) and [Ancillary](#) information is located on the department's website at www.education.sa.gov.au. Go to 'Working with us'

Who do I ask?

Subject	Details	Links or contacts
Advertised positions	Teaching, ancillary leadership	Advertised Positions Online Help Education.HR@sa.gov.au
Ancillary Application – Employable Ancillary Register (EAR)	Processing EARs minimum requirements for employment - certificates	EAR Instructions Education.recruitment@sa.gov.au
Approval to teach/work letter	The letter will only issue when all requirements to work have been met.	Authority to Teach or work letter
AST queries	Step 9 AST2	Advanced Skills Teachers education.standardscertification@sa.gov.au
Big Red Sky	System or logon details Password Email issues	Big Red Sky Help Desk Tel: 1300 733 056 Email: helpdesk@bigredsky.com
Claims	Including TRT claims Payment	Intranet Processing claims for TRT/ECW and HPI Payment – Payroll05@sharedservices.sa.gov.au System Help – Education.HR@sa.gov.au
Early Childhood	Family Day Care Learning Together Programs	Family Day Care Learning Together Simone.Harris@sa.gov.au
Education Registered Training Organisation (RTO)	Prior Learning Certificates for SSO or ECW	RTO education.RTO@sa.gov.au
Edujobs (DECDjobs) - Big Red Sky - system queries	password issues, email address, internet service provider, your browser, attachments, cannot add additional rows	Tel: 1300 733 056 Email: helpdesk@bigredsky.com
Emergency relief	For permanent employees	Emergency Relief education.HR@sa.gov.au
LearnLink	Department emails	ICT Service Desk Phone: 8204 1866 (metro) or 1300 363 227 (regional) Monday to Friday 8am to 6pm Email: education.ictservicedesk@sa.gov.au (for non-urgent queries)



Internal P&C system issues	Problems and anomalies with P&C systems applications (not employee applications)	Education.HRSystems@sa.gov.au
Jobs – current employees	Vacancy (VSP) Support, Appointment details, HPI, PTRs, TRT and supplement, Transfer, Relocations	Working in Education Education.HR@sa.gov.au
Leave – current employees		Leave Education.HR@sa.gov.au
Permanent employees	Advertised positions, appointment letters, Change in time	Working in Education Education.HR@sa.gov.au
Reclassifications for teachers	Assessment of correct salary tier	Teacher Salary Reclassification Education.RecruitmentSR@sa.gov.au
Relevant History Screening	Information and updates for Department of Human Services- Child related employment clearance	Relevant History Screening Education.HRConfidential@sa.gov.au
Responding to Abuse and Neglect – Education and Care (RAN-EC) Plink online training	Queries regarding individual sessions RAN update, online training options Department for Education login issues, suggestions for improvement, queries on the system	contact the session facilitator directly here Department for Education website education.plink@sa.gov.au
Statement of Service	For years of teaching service with the department	Statement of Service Education.RecruitmentSOS@sa.gov.au
Teacher Application – ETR Employable Teacher Register	Processing ETR and compliance minimum requirements - certificates	ETR Instructions Education.Recruitment@sa.gov.au
Temporary employees with a current job	Advertised position, appointment letters, Change in time	Working in Education Education.HR@sa.gov.au
Top Increment	Eligibility How to apply	Top Pay Increment Education.HR@sa.gov.au

