HOURLY PAID INSTRUCTORS
COMMUNITY SERVICES & HEALTH

Do you have skills and experience working in the Disability Sector with key community based service delivery and interested in teaching others and facilitating training?

TAFESA Adelaide South deliver certificate and diploma qualifications in the areas of:

- Aged Care
- Home & Community Care
- Disability Support Work
- Youth Work
- Enrolled Nursing

- Children’s Services
- Advocacy
- Service Coordination
- Mental Health (*Non Clinical*)
- Autism Spectrum Disorder

We are particularly interested in recruiting new Hourly Paid Instructors to assist in the delivery of a range of Disability qualifications (Certificate III, IV & Diploma).

While a Certificate IV in Training and Assessment is desirable it is not essential. It is critical however that you have relevant work experience in the disability sector and a keen desire to become involved in training and assessment for people who would like to enter the disability work force or would like to upgrade their current skills. A broad description of the job role appears below.

If you would like to find out how to gain part time employment as an Hourly Paid Instructor please register your interest with Josephine Cray by calling 8207 2893 or via email: josephine.cray@tafesa.edu.au

TAFE SA, Adelaide South
Panorama Campus
621 Goodwood Road
Panorama
EMPLOYMENT AS AN HOURLY PAID INSTRUCTOR

Conditions of Employment

Introduction
Hourly Paid Instructors (HPI) are appointed under Section 9(6) of the TAFE Act which enables the Minister to employ such persons as he or she considers necessary for the proper administration of this Act.

Definition
An Hourly Paid Instructor is engaged on an hourly basis. Hourly Paid Instructors are not Officers of the Teaching Service.

Hourly Paid Instructors may be engaged to:
  a) teach with the prescribed level of preparation and assessment/marketing, which may consist of:
     i) provide specific industry expertise in vocational programs not currently available from within the Institute’s teaching staff;
     ii) replace an ill or injured lecturer on a short term basis;
     iii) provide teaching in community education classes (Stream 1000’s);
     iv) provide lecturing duties, while longer term employees are sought;
     v) teach in programs of limited duration.
  
  b) HPI employment is offered and accepted as such. All Hourly Paid Instructors must be engaged by a formal letter of offer, detailing the appointment arrangements including an end date and requiring a signature of the potential employee to such arrangements. There should be no extension to contracts. Any further offer of employment is to be by the way of a new offer and acceptance.

  c) HPI’s are employed on an hourly basis. If an hourly contract is the intent, termination of services may therefore be given by one hour’s notice at any time, by either party. However, given the nature of many such appointments, and except in cases of dismissal or termination for any lawful reason, or cessation of class, appropriate counselling, response and intervention must be given prior to contract termination.

  d) Hourly Paid Instructors may be entitled to Long Service Leave but have no entitlement to any other form of leave.

  e) Hourly Paid Instructors are paid according to actual hours of teaching or setting and marking of examinations or required and authorised attendance.
Role of Hourly Paid Instructors

1. Responsibilities

Hourly Paid Instructors are responsible to the Educational Managers for implementation of an educational program to a group of students.

In conjunction with permanent and temporary staff, Hourly Paid Instructors are expected to:

- agree upon a set of learning objectives,
- plan and implement a sequence of learning experience,
- evaluate students’ learning,
- provide resource materials and individual help,
- record student attendance and performance,
- contribute as appropriate to the development of curriculum/training packages.

2. Functions

Hourly Paid Instructors are required to perform any or all of the following functions:

- teach with the prescribed level of preparation,
- undertake individual music tuition,
- set and/or mark examinations/assignments,
- tutor,
- undertake external studies marking.

Other Conditions Of Employment Matters

1. Rate of Pay

The rate of pay payable to an Hourly Paid Instructor is prescribed at Schedule 1 in the DETAFE (Educational Staff) Interim Award. The rate of pay is paid for actual hours of lecturing and/or required attendance. The rate incorporates preparation and marking time and complexity of such. As Hourly Paid Instructors are paid according to actual hours of teaching or setting and marking of examinations or required attendance they must sign an Institute Time Book or such other approved method of recording arrival and departure times as may apply.

2. Workers Compensation

Hourly Paid Instructors are eligible for compensation under the Worker’s Compensation Act, subject to the normal provisions of the Act.

4. Long Service Leave

Hourly Paid Instructors are entitled to Long Service Leave pursuant to the Public Sector Management Act Section 71(2)(a).
5. **Travelling Allowance**  
   Hourly Paid Instructors are eligible, in certain approved circumstances, for payment of a travelling allowance, where this is in connection with their duties.

6. **Departmental Instructions and Regulations**  
   Hourly Paid Instructors are subject to certain rights and powers under Departmental instructions and regulations. These matters are found in Bulletins, circulars and the Technical and Further Education Act and Regulations as amended from time to time.

**Miscellaneous**

1. **Appointment**
   a) Employment of Hourly Paid Instructors is by the Minister, through the Minister’s delegates.

   b) Hourly Paid Instructors should normally not be engaged for **more than 10 hours per week across the Department**.

2. **Selection**
   Selection of Hourly Paid Instructors should be made with regard to merit and equal opportunity considerations.

3. **TAFE Act Officers as Hourly Paid Instructors**
   No TAFE Act Officer (Lecturer, Lecturer's Assistant, Educational Manager or Director) is to be engaged as an HPI.

4. **Applications for Other Public Sector Positions**
   Hourly Paid Instructors are eligible to apply for positions advertised in the “Notice of Vacancies” if they were actually employed by TAFE at any time during the period from the date of issue of the Notice of Vacancies to the closing date for such applications.