

Permanency & Transfer

Permanent employment starts with the Recruitment Round process that occurs during Term 3 every year. Applications are due towards the end of Term 2. The aim of this process is to give individuals a merit rating or ranking, which is the key element in gaining permanency. The merit rating is assessed on a range of factors – your application, the interview, references, and practice teaching and/or contract reports. There are three ratings – Outstanding, Meritorious and Competent.

While this merit process is in train, school principals are making assessments about their staffing needs for the following year. Principals will submit their recruitment demands to the Department, which will then assess system staffing needs. Early offers of appointment will be made to Recruitment Round applicants in teaching areas where there is a known teacher shortage, or an unusually heavy demand.

Known and anticipated vacancies are published two weeks before the end of Term 3 in the DET online Human Resources publication *e-employment*. Only permanent teachers may apply for specific vacancies in what is known as the Transfer Round. Applicants in the Recruitment Round are applying for employment, and there is no provision for them to apply for specific positions.

The Transfer Round begins at the start of Term 4. Placements are made by 3-person panels, the composition of which are jointly agreed by the Department and the AEU. There are always positions available that cannot be filled by transferring permanent officers, and these are the positions which will eventually be offered to applicants in the Recruitment Round. All offers of employment to applicants in the Recruitment Round are made in order of merit, based on the rating received during the Recruitment Round process.

Some vacancies will be of fixed duration – for instance, where a permanent officer has been granted leave for a year or a temporary transfer for a semester – and in these cases, a recruit may be offered a *contract* [not permanency] for the duration of the vacancy. Other vacancies will be *substantive vacancies* [ongoing placements of more than one year], and recruits will be offered permanency. There are occasions when a permanent employee is placed in a *limited time placement* which means that the placement is for a length of less than a year. The AEU is of the view that such placements are certainly not ideal and should, wherever possible, be extended.

Transfers and offers of employment are published in late November or early December. Recruitment Round applicants, who are not offered a job at this time, should be aware that they will have priority as offers continue to be made in January and throughout the first semester of the following year, as further vacancies invariably arise.

The mobility arrangements agreed to in Section Q of the Union Collective Agreement mean that all teachers appointed since 1999 have permanency with the ACT Department of Education system, not to a particular position. An appointment will be to a particular position for a fixed period, at the end of which the teacher will be required to apply for transfer, as a permanent officer, in the Transfer Round. Check the latest Union Collective Agreement, www.aeuact.asn.au/info-centre/working-conditions/index.html, [under the Mobility clause Section Q – Teacher Transfer, Mobility and Limited Time Placement] to find out how many years in length the first, second, third and subsequent placements may be.

A permanent officer may apply for transfer to an advertised vacancy in a school before the end of their current position – this means they are a *voluntary transferee*. If they have been placed in a fixed term position, in the final year of the term, they become a *priority transferee* and must apply for transfer in the Transfer Round.

AEU officers are available to provide advice on any employment issues. Telephone 6272-7900.