

## Non-Teaching Staff School Introduction Training Days

The Department of Education is seeking people who are interested in commencing work within public schools in your area.

The School Administrative and Support (SAS) Staff Reference Group welcome any people looking to start work in school administration to enrol in our Non-Teaching Staff School Introduction training programs.

The aim of this training is to provide participants with an overview of school administrative roles. Participation in this Introduction day is **not** a guarantee of employment with the Department of Education. Following this introduction day, it will be up to individuals to contact schools and follow up possible employment. Participants would then also need to obtain a Working with Children Check (WWCC) clearance (at their own cost) through Service NSW and apply for a Department of Education employee number through a local public school. Many schools have a policy of not employing current parents or associates within their own school.

It would be desirable if participants had a sound knowledge of the Microsoft Office suite.

The training days will be held in the following locations:

Lismore Turf Club – Monday 27 March 2017

South Tweed Sports Club – Tuesday 28 March 2017

Tuncurry Beach Bowling Club – Tuesday 28 March 2017

Coffs Racing Club – Wednesday 29 March 2017

The Westport Club, Port Macquarie – Thursday 30 March 2017

Kempsey Macleay RSL Club – Friday 31 March 2017

To secure a place in this course, you will need to register online by **17 March 2017** using the link below, clicking on the 'community members' tab and following the instructions. They will show you how to obtain a username and password, search for a course using the course code **NR13249** and enrolling in the venue you wish to attend. You will also need to complete the form attached to this online registration and pay a fee of \$20 by cheque or money order made out to Department of Education posted to the address on the form. Morning tea and lunch will be provided on the day.

<https://education.nsw.gov.au/mypl>

Further information can be provided by contacting the SAS Staff Reference Group (SRG) Coffs Harbour on (02)66235911 or by email at [SRGCoffsHarbour@det.nsw.edu.au](mailto:SRGCoffsHarbour@det.nsw.edu.au)