

CONFIRMATION OF APPOINTMENT

1. An applicant's appointment is confirmed in writing once:
 - no claim that a standard has been breached has been lodged within the time allowed, or
 - in the event of a claim it has been determined that no breach did in fact occur, or
 - in the event of a successful claim and after appropriate remedial action no further claim is lodged within the time allowed; and
 - a *Police Screening clearance* from *CrimTrac*, a process undertaken by the Department of Education and Training is received.
2. The letter of appointment must state the conditions of service, refer to the Award/Agreement under which conditions are governed, commencement salary and any other relevant policies and practices (eg accommodation provisions, probationary period). (See sample Letter of Appointment - Appendix RSA 3.16).
3. A *Staff Variation Advice* form is forwarded to Central Office.

STAFFING VARIANCES

Policy Statement

1. Any changes to the conditions of service or employment status of a staff member must be reported to the Director.
2. Changes are to be forwarded promptly via a Staffing Variation Advice and must state the reason for the variation and be certified by the College Manager. (See Appendix APP 4.2 for Staff Variation Advice Form.)

These include employment and termination details and/or changes in terms of full or part-time employment, permanent, contract or casual status, hours worked per week, FTEs and/or salary grade.

