

# People and Culture Forms

<b>Policy code:</b>	OG1548
<b>Policy owner:</b>	Director, People and Culture
<b>Approval authority:</b>	Director, People and Culture
<b>Approval date:</b>	15 March 2024
<b>Next review date:</b>	

## Table of Contents

Aboriginal and Torres Strait Islander .....	1
Employee Assistance Program (EAP) .....	1
Employment/Payroll .....	1
Induction .....	2
Outside Studies Program (OSP) .....	2
Position Classification and Reclassification .....	2
Recruitment .....	2
Staff Grievance .....	2
Superannuation .....	2
TAFE Teachers .....	3
Working From Home .....	3
Working With Children .....	3

## Aboriginal and Torres Strait Islander

- [Aboriginal and Torres Strait Islander Peoples Workforce Strategy 2022-2025](#)

### Forms.

- [A&TSI request form](#) (DOCX 125.2kb)

## Employee Assistance Program (EAP)

### Forms.

- [Employee Assistance Program \(EAP\) feedback sheet](#) (DOCX 125.1kb)

## Employment/Payroll

### Forms.

- [Employee Leave Form](#) (DOCX 156.8kb)
- [Hours Calculator - for General Staff on Annualised Hours](#) (XLSX 403.1kb)
- [Part-time General Staff Claim Time Sheet - automatic calculator](#) (XLSX 248.2kb)
- [Time claims - all staff](#) (DOTX 185.6kb)

## Induction

### Forms.

- [Local induction checklist](#) (DOCX 93.1kb)
- [New starter guide](#) (DOCX 85.0kb)
- [Pre-existing Injury or Disease Form](#) (DOCX 82.5kb)

## Outside Studies Program (OSP)

### Forms.

- [Outside Studies Program Application Form](#) (DOCX 156.7kb)
- [Outside Studies Program Salary Packaging Agreement](#) (DOCX 158.1kb)

## Position Classification and Reclassification

### Forms.

- [HEW Position Classification Questionnaire](#) (DOCX 103.8kb)
- [HEW Position Classification Questionnaire - Example](#) (PDF 190.0kb)
- [Position Description Template \(use for Reclassifications only\)](#) (DOCX 264.8kb)

## Recruitment

### Forms.

- [Position description template - ACDA](#) (DOTX 267.4kb)
- [Position description template - ACDB](#) (DOTX 267.8kb)
- [Position description template - ACDC](#) (DOTX 270.4kb)
- [Position description template - ACDD](#) (DOTX 270.3kb)
- [Position description template - ACDE](#) (DOTX 271.2kb)
- [Position description template - HEW positions](#) (DOTX 263.4kb)
- [Position description template - TAFE teacher](#) (DOTX 269.8kb)
- [Relocation Agreement/Reimbursement of Relocation Expenses](#) (DOCX 178.6kb)
- [Request for Employer Nomination](#) (DOCX 152.1kb)
- [Statement of duties - Course Coordinator](#) (DOCX 169.4kb)
- [Statement of duties - Unit Coordinator](#) (DOCX 168.0kb)

## Staff Grievance

### Forms.

- [Staff Grievance Lodgement Form](#) (DOCX 87.1kb)

## Superannuation

### Forms.

- [Choice of Superannuation Fund Standard Choice Form](#) (PDF 4960.1kb)
- [Choice of Superannuation Fund Standard Choice Form \(if nominating Aware Super\)](#) (PDF 270.3kb)
- [Superannuation Member and Voluntary Contributions Form](#) (DOCX 55.9kb)

## TAFE Teachers

### Forms.

- [VET Teacher Work Plan](#) (XLSX 1111.9kb)

## Working From Home

### Forms.

- [Flexible Work Agreement request](#) (DOCX 149.6kb)
- [Remote working checklist](#) (DOCX 154.2kb)

## Working With Children

### Forms.

- [VSO Guidelines: Working at a TAFE Institute or With TAFE Students](#) (PDF 2911.4kb)

# Glossary