

People and Culture Forms

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Aboriginal and Torres Strait Islander

- [Deadly Careers at Federation](#)

Forms.

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

Employment/Payroll

- [Hours calculator - for general staff on annualised hours](#)
- [Part-time general staff claim time sheet - automatic calculator](#)

Forms.

- [Time claims - all staff](#) (DOTX 185.6kb)

Induction

Forms.

- [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 143.3kb)
- [Outside Studies Program Salary Packaging Agreement](#) (DOCX 158.1kb)

Position classification and reclassification

- [HEW reclassification - application.docx](#)
- [HEW reclassification - PD guidance.docx](#)

Recruitment

- [Direct appointment selection report](#)

Forms.

- [Position description template - ACDA.dotx](#)
- [Position description template - ACDB.dotx](#)
- [Position description template - ACDC.dotx](#)
- [Position description template - ACDD.dotx](#)
- [Position description template - ACDE.dotx](#)
- [Position description template - HEW positions.dotx](#)
- [Position description template - TAFE Teacher.dotx](#)
- [Relocation Agreement/Reimbursement of Relocation Expenses](#) (DOCX 178.6kb)
- [Request for Employer Nomination](#) (DOCX 152.1kb)

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 61.4kb)

TAFE teachers

- [VET Teacher Work Plan](#)

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