

Change 2 **Teaching**

Make the change. Shape the future.



Application Guide

decyp.tas.gov.au/C2T

CRICOS 00586B

Table of Contents

Version 1 – 24/06/2026

<i>Change2Teaching with the Department for Education, Children and Young People (DECYP)</i>	3
1 About the Change2Teaching Program (C2T)	3
2 What's in it for me?	4
2.1 Salary and Award	5
3 I'd like to apply – What do I need to know?	5
3.1 Essential Requirements	5
3.2 Existing Department employee – can I apply?	6
3.3 How do I submit an application?	6
3.4 How do I address the questions?	6
3.5 Workplace adjustments	7
4 Understanding the selection process	7
4.1 Application	7
4.2 Shortlisting	8
4.3 Referees	8
4.4 Interview	8
4.5 Reasonable Adjustments	8
4.6 Selection	9
4.7 Program timeline	9
4.8 Placement and offers of employment	9
4.9 Confirmation of appointment	9
4.10 University of Tasmania Enrolment	10
4.11 University of Tasmania Study Grant	10
5 Application Checklist	10
6 Supporting Information	10

Change2Teaching with the Department for Education, Children and Young People (DECYP)

Step 1 – Read and save a copy of this guide

Step 2 – Read and save the statement of duties

Step 3 – Apply!

1 About the Change2Teaching Program (C2T)

The Change2Teaching (C2T) program is designed for individuals transitioning into teaching.

Participants are concurrently enrolled in the University of Tasmania's Master of Teaching and will gain practical, school-based experience while completing their studies.

Participants will undertake between two to four days per week of paid employment with DECYP, as well as dedicated study days.

The C2T Initial Teacher role is a fixed-term, part-time position.

The role supports the development of teaching practice and contributes to student learning outcomes under the guidance of experienced educators.

Hub and Spoke Schools

Together, the hub-and-spoke model combines training and structured support with real-world practice across the C2T program.

Hub schools act as the central base for participants' learning and professional support.

They will host the weekly hub-based study day and provide mentoring, coordination and opportunities for collaboration with other participants.

The hubs will be based at:

- Claremont College, Claremont (Southern Tasmania)
- Parklands High School, Romaine (North West Tasmania)

Spoke schools are the partner schools.

This is where participants will be hosted to undertake their paid school-based work, and gain practical teaching experience in school settings.

The spoke schools are:

South:

- Claremont College
- Fairview Primary School
- JRLF Primary School
- Brighton High School
- Brighton Primary School
- New Norfolk Primary School
- Southern Support School

North West:

- Parklands High School
- Yolla District High School
- Burnie High School
- Wynyard High School
- Romaine Primary School
- Table Cape Primary School
- North West Support School

The spoke schools may be subject to change, however, they will be located within 50km of the hub schools.

2 What's in it for me?

Teachers shape bright lives and positive futures. It's rewarding to support students in reaching their goals.

The C2T program provides many benefits to support your transition into a teaching career:

- Earn while you learn – combine on the job experience with formal study
- Wrap around study supports – be supported by senior mentors for your study and learning
- Connect with fellow program participants – a valuable opportunity to connect with others along the journey
- Create connections within local communities
- Pathway to permanent employment – this program is an initial two-year fixed term program, with permanency upon successful completion of the program and qualification

We provide a supportive environment where you can:

- build on your quality teaching practice
- pave a career path and reach your full potential
- empower students to reach their full potential

At DECYP, we believe that diversity drives innovation, equity fosters fairness, and inclusion builds stronger teams.

We are committed to creating a workplace where every individual feels valued, respected, and empowered to bring their authentic selves to work.

As a teacher within DECYP you will be part of a values-based workplace and have access to:

- flexible working arrangements
- substantial leave entitlements
- a supportive workplace with induction mentoring
- professional development opportunities
- various incentives and allowances

DECYP values the importance of professional development.

In addition to their University of Tasmania, Master of Teaching studies, successful applicants will have opportunities to access a range of further professional development opportunities through the Training & Development Hub. Successful applicants will have opportunities to access a range of [programs](#) while also benefiting from the experience and support of quality teacher colleagues within the workplace.

We celebrate the unique backgrounds, perspectives, and experiences of our employees. This is embedded in our hiring practices, professional development programs, community engagement, and company culture.

We actively work to identify and remove barriers to equity and strive to ensure that all voices are heard and represented.

Through continuous learning, open dialogue, and accountability, we aim to cultivate an environment where everyone can thrive.

2.1 Salary and Award

- Salary Range Year 1: \$85,000.00 (per annum, pro rata) + superannuation
 - Term 1 and 2 2027 – 0.4 FTE / 28 hrs per fortnight
 - Term 3 and 4 2027 – 0.6 FTE / 42 hrs per fortnight
- Salary Range Year 2: \$90,000.00 (per annum, pro rata) + superannuation
 - Term 1 and 2 2028 – 0.6 FTE / 42 hrs per fortnight
 - Term 3 and 4 2028 – 0.8 FTE / 56 hrs per fortnight
- Award/Agreement: Teaching Service (Tasmanian Public Sector)
- Classification: Change2Teaching Initial Teacher Year 1 and Year 2
- In addition to your DECYP Salary, you will receive a \$20,000 UTAS Change2Teaching Study Grant in two increments during your first year.

Please note: study commitments are in addition to the above employment hours.

3 I'd like to apply – What do I need to know?

3.1 Essential Requirements

Please ensure you meet the essential requirements of the C2T program prior to the commencement date.

You must:

- have completed a Bachelor's Degree in a non-education discipline and meet the eligibility requirements for a Master of Teaching at the University of Tasmania. [E7G Master of Teaching | Courses and Units](#)
- hold current Tasmanian [Registration to Work with Vulnerable People \(RWVP\) - Class of Registration – Employment/Volunteer](#).
- be
 - an Australian citizen
 - a permanent resident of Australia
 - a New Zealand citizen with a current New Zealand passport
 - the holder of a current visa that allows you to work within Australia

Refer to [Immigration and citizenship \(homeaffairs.gov.au\)](#) for more information

3.2 Existing Department employee – can I apply?

If you are an existing Department permanent employee, you are eligible to apply, if you meet the Essential Requirements.

3.3 How do I submit an application?

Applications must be submitted online by the advertised closing date and time at [Tasmanian Government Jobs - Department for Education, Children and Young People](#).

Find the relevant vacancy and click the 'Apply now' button.

You will be prompted to complete an online application form, where you will attach your resume, supporting documents and the details of your two referees.

Ensure all your documentation is correct and has uploaded properly. Once your application is submitted, you will not be able to make further changes. You will be sent an email acknowledging your application has been received.

If you cannot submit your application online or wish to amend uploaded documents, please email Change2Teaching@decyp.tas.gov.au before the closing date and time.

3.4 How do I address the questions?

The selection criteria are outlined in the Statement of Duties (SoD). They describe the key skills, knowledge, experience and attributes required for the role and will be assessed by the selection panel.

Application questions are based on these criteria. To prepare, review the advertisement and SoD, highlight key terms, and link them to the role's duties.

In your written application, respond to the questions using relevant examples from your work, study or other experiences (1–2 A4 pages).

We understand that your experience may be outside of teaching, so please provide examples from your current career, noting any transferable skills as listed in the selection criteria.

The most important aspect of addressing the questions is to provide evidence through relevant examples. Support your claims with actual, specific examples of what you have done and how well you did it.

One way to do this is to use the STAR model:

- **Situation** – Outline a specific circumstance where you demonstrated the particular skills
- **Task** – What was your role? What did you have to do?
- **Action** – What did you do and how did you do it?
- **Result** – What did you achieve? What were the results of what you did?

3.5 Workplace adjustments

The department will readily consider reasonable adjustments that may be needed in the workplace.

Please contact us to discuss any specific requirements you may need during the selection process

[Website accessibility - Department for Education, Children and Young People \(decyp.tas.gov.au\)](http://decyp.tas.gov.au)

4 Understanding the selection process

The selection process begins once applications for the vacancy have closed.

Once applications close, we will assess all submissions and contact shortlisted applicants.

A selection panel will assess the applications, undertake any interviews and recommend suitable applicants for the program.

Each selection process for vacancies within DECYP may vary slightly, using different methods to determine who is most suited to the vacancy.

The selection process for this campaign will include the following steps;

4.1 Application

The C2T program will be open for applications between 29 June and 30 August.

Applicants must:

- Complete the online application form to provide details on:
 - Personal contact information
 - Current qualifications and registrations
 - Current skill set and areas of expertise
 - Spoke school preferences
- Submit a response to the questions listed in the form, with a maximum of up to two A4 pages:
 - The questions in the application will be based on the selection criteria and the primary duties of an Initial Teacher within the C2T program

- Your response should clearly outline your experience, skills and knowledge and consider that the panel will look at what you have done and how you have done it
- You are encouraged to use examples to support your response
- Upload an up-to-date résumé (up to four pages). This should be succinct with clear headings and dot points so it is easy to read. At a minimum your résumé should include:
 - The skills you have that will support you in this role
 - A history of your relevant work experience (paid and unpaid)
 - Relevant education, qualifications, and/or training history. Make sure you include details of your undergraduate Bachelor's degree
 - Two referees, with correct contact details provided. If you are shortlisted for interview from your written response, your referees will be contacted at that point. We encourage you to let them know they will be contacted by email. Referees should not be a family member, relative or close friend

4.2 Shortlisting

Panel members will assess your eligibility for the role and your response to the questions provided. All applicants (successful or unsuccessful) will be notified via email of the scheduled shortlisting outcome by Mid-September.

4.3 Referees

Your nominated referees will be emailed a request to complete an online referee report.

Your referees will be asked to respond about your skills and knowledge based on the requirements of the position, as well as your experience and general work behaviour and performance.

4.4 Interview

If you are shortlisted, you will have the option of an in-person or online interview through Microsoft Teams.

A series of questions relating to the role is generally used to enable the panel to assess each applicant. You will receive your interview questions 15 minutes prior to your interview.

Panels include those in senior education leadership roles, People and Culture staff and a representative from the University of Tasmania as key in the decision-making process.

Face to face interviews will be held in the South and North West Tasmania.

4.5 Reasonable Adjustments

We'll work with you to make sure you can fully take part in the selection process.

We support reasonable adjustments during every step of the recruiting process.

Everyone's needs are different, so if you'd like to talk about what support might help you, please reach out to the contact person listed in the job advertisement.

4.6 Selection

The selection panel will make a recommendation to the Head of Agency (or delegate). If the recommendation is accepted, an offer of employment will be made to the suitable applicants.

All applicants will be advised of the outcome of the selection process.

If your application is unsuccessful, you can request feedback.

4.7 Program timeline

Stage	Timing
Applications open	29 June 2026
Applications close	30 August 2026
Shortlisting	31 August – 4 September
Referees contacted	Mid-September
Shortlisting outcome	Mid-September
Interviews	Mid – late September
Offers and notification to all applicants	Mid-October
Program start	Term 1 2027

4.8 Placement and offers of employment

Following the completion of interviews and the finalisation of the selection process, the C2T team will match successful applicants to hub and spoke schools.

These matches will be based on qualifications, skill set and nominated location preferences.

You will receive a phone call when matched with a vacancy and offered a location. The offer will need to be accepted or declined within two weeks.

More information in relation to the school context will be provided during this time.

4.9 Confirmation of appointment

You will receive employment correspondence detailing start date, location, hours of work and salary range.

Your appointment is dependent on you being accepted into the Master of Teaching course at University of Tasmania, and holding a valid Registration to Work with Vulnerable People (see further information below)

4.10 University of Tasmania Enrolment

In order to be accepted into the C2T program, you must meet the eligibility requirements of the University of Tasmania Master of Teaching.

For eligibility criteria and further information, please visit [E7G Master of Teaching | Courses and Units](#)

4.11 University of Tasmania Study Grant

Eligible participants will receive a \$20,000 Study Grant support, funded by the University of Tasmania in two instalments during their first year.

Eligibility and Study Grant conditions apply.

5 Application Checklist

Before you submit your application, please check:

- ☐ you have all the information you need to decide whether to apply, noting that in some cases relocation may be required
- ☐ you have provided location preferences on your application form
- ☐ you have written an answer to the questions provided
- ☐ your resume is included and up to date
- ☐ your contact details are current
- ☐ your referee contact details are current and correct
- ☐ you are aware of the requirements to apply for and obtain Registration to Work with Vulnerable People issued in Tasmania prior to commencement date.
- ☐ you are aware of the requirements to successfully enrol in the Master of Teaching Course at the University of Tasmania prior to the January commencement date.

6 Supporting Information

[Change2Teaching webpage](#)

[DECYP Strategic Plan](#)

[Statement of Duties - Change2Teaching Year 1](#)

[Statement of Duties - Change2teaching Year 2](#)

[DECYP School Map](#)

AWARDS AND AGREEMENTS

[State Service Act 2000](#)

[Teaching Service \(Tasmanian Public Sector\) Award](#)

[Teachers Agreement 2023](#)

[Variation to Teachers Agreement 2025](#)

EXTERNAL SITES

[Registration to Work with Vulnerable People](#)

[Australian Institute for Teaching and School Leadership \(AITSL\)](#)

[The Official Tourism Tasmania Website | Discover Tasmania](#)

[Be That Teacher](#)

Visit us at www.decyp.tas.gov.au and follow us on [Facebook](#), [LinkedIn](#) and [Instagram](#) to see the exciting work that is underway within the Department.

For queries phone (03) 6165 5497 or email change2teaching@decyp.tas.gov.au