



ACT
Government

Referee Report Form

Instructions for Referees

1. This form may be completed in MS-Word or on a printed copy.
2. The completed form should be provided to the applicant for review and signature prior to being forwarded to the Selection Advisory Committee for consideration in the assessment of the applicant.

Instructions for Selection Advisory Committees

1. This form is part of the Recruitment Selection Package.
2. This form may be completed in MS-Word or on a printed copy.
3. The completed form, together with any other documents required as part of the Selection Advisory Committee Report, are to be returned to Shared Services.

Written Referee

This report contains a summary of comments provided by an applicant's referee in support of the applicant's ability to meet the selection criteria. A copy of the completed referee report must be made available to the applicant.

Verbal Referee

This report may be completed by a member of the Selection Advisory Committee or authorised representative (e.g. scribe). A copy of the report must be provided to the referee for verification and signature. The Selection Advisory Committee will provide the applicant with the opportunity to view the referee report and make comment.

Note: The numerical recruitment rating scale should be used (refer to page 4).

Applicant Details		
Family Name:		Given Names:
Details of Position Applied For		
Directorate: Education		Division: System Policy and Reform
Branch: Education and Care, Regulation and Support		Section: Non-government education
Position Title: Home Education Administration Officer	Classification: ASO4	Position Number: P56800
Referee Details		
Name:		Position Title:
Phone:		Organisation:
Email:		Relationship to Applicant:

Referee Comments for Selection Criteria

Criterion 1: Demonstrated proficiency in using the School Administration System (SAS/Sentral), in particular the Enrolments, Messaging and Reporting modules, and the Student Movement Register.

Rating:

Comments:

Criterion 2: Demonstrated proficiency in using TRIM to manage student files and other records, including applying workflows and monitoring outstanding tasks.

Rating:

Comments:

Criterion 3: Demonstrated proficiency in using Adobe Acrobat to create PDF portfolios, and the Microsoft Office Suite, particularly Outlook, Excel, OneNote and Teams.

Rating:

Comments:

Criterion 4: Significant experience in handling personal information within a registration/regulatory environment.

Rating:

Comments:

Criterion 5: Demonstrated ability to apply the Education Act 2004 in a regulatory environment.

Rating:

Comments:

Criterion 6: Demonstrated capacity to work independently and collaboratively; and to demonstrate flexibility, resilience, and pragmatism and a willingness to contribute to ongoing improvements and streamlining of team processes.

Rating:

Comments:

Criterion 7: Well-developed time management and organisational skills, and the ability to manage a high volume of work at different times throughout the year.

Rating:

Comments:

Criterion 8: Well-developed attention to detail and the ability to quality assure data and other records.

Rating:

Comments:

Criterion 9: A sound understanding of and the ability to actively practice the guiding principles of working in the ACT Public Service, including but not limited to in the areas of management, values, non-discrimination, industrial democracy and general principles, as embodied in the Public Sector Management ACT 1994.

Rating:

Comments:

Additional Comments

If Oral Comments Provided

Comments recorded by:-

Name:

Signature:

Date: / /

Referee

I certify that the above comments are a true and accurate record of my observations.

Name:

Signature:

Date: / /

Applicant

Name:

Signature:

Date: / /

Recruitment Rating Scale

Rating	Description	Indicators of Performance
5	Excellent	
	The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding. This is only to be used in cases where exceptional skills have been demonstrated against this criterion.	Is able to perform at high level without direct supervision, for one or more reasons including: • excellent job knowledge • exceptionally reliable • considerable demonstrated ability in problem solving and the application of change • appears to deal instinctively and effectively with all matters relating to the position.
4	Fully Competent	
	The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against this criterion.	Would require limited supervision to achieve good results, for one or more reasons including: • reliability and responsibility • well developed (sound) job knowledge • able to suggest and initiate improvements • well able to deal with all of the routine and most of the complex matters relating to position.
3	Competent	
	The applicant possesses well developed and relevant skills, abilities and personal qualities and has demonstrated competency at the required level.	Would require routine/little supervision to perform at an acceptable level, for one or more reasons including: • reasonable/good job knowledge • makes few errors • generally reliable • would require guidance for more complex situations • could carry responsibility but would not seek it • could deal with all routine matters involving the position.
2	Requires Development/Satisfactory	
	The applicant possesses some skills, abilities and personal qualities relevant to the criterion, but is limited on others. The applicant would be able to temporarily perform the duties of the position <u>with close supervision</u>, but would require further training and development to meet the standard required against this criterion.	Would require close supervision to perform at an acceptable level, for one or more reasons including: • only basic/general job knowledge • could follow directions but would require frequent checking/follow-up • could deal with most routine matters involving the position • inconsistency with work performance.
1	Unsuitable/Unsatisfactory	
	The applicant is unable to demonstrate adequate skills, abilities and personal qualities in relation to the criterion. The applicant would not be suitable to perform the duties of the position relevant to the criterion, even on a temporary basis.	Would be unable to perform the duties and would require constant supervision, for one or more reasons, including: • limited job knowledge • frequent errors • poor work output • difficult carrying responsibility or solving problems • difficulty dealing with routine matters relating to the position.
N/A	Not Assessed	
	Where the referee was unable to comment on a particular criterion; or the Selection Advisory Committee was unable to determine whether the applicant met the selection criterion from the information provided; or referee comments were insufficient to make an assessment.	

