|  |
| --- |
| **Enrolment Forms will not be processed unless ALL \*mandatory fields are entered.** |
| *The course provides an overview of NTPS Recruitment Selection Policy and Procedures, and provides instruction on best practice selection techniques and use of various NTPS selection templates.**Topics covered include the merit principle, conflicts of interest, natural justice, the roles and responsibilities of panel members, job descriptions, shortlisting, obtaining referee reports, selection report writing and a general overview of special measures.****Note:*** *All NTPS selection panel members must have completed this Merit Selection Training through this course within the last 3 years.* |
|  |
| APPLICANT INFORMATION |
| AGS Number\* |       | **Classification** |       |
| First Name**\*** |       |
| Surname**\*** |       |
| Position Title**\*** |       |
| Department**\*** | Choose an item. |
| Location**\*** | ☐ Darwin ☐ Katherine ☐ Alice Springs ☐ Other please specify :       |
| Email**\*** |       |
| Telephone |       | **Mobile** |       |
| Cost Centre\* |  | **Standard Classification Code\*** |  |
| REQUEST FOR REASONABLE ADJUSTMENTS |
| The NTPS strives to accommodate people with disability and makes every endeavour to implement reasonable adjustments to ensure inclusion for all NTG employees. Please advise if you require any adjustments to access the course or its method of delivery. |
| Adjustment Required |       |
| **TRAINING COURSE DATES** |
| Participants will be allocated the first available training session corresponding to their date preferences listed below.Please list 3 dates in order of preference that you would be available to attend training:1.
2.
3.
 |
| **APPLICANTS COMMITMENT**  |
| **By signing this form, I confirm that I understand and agree to the following:*** I am required to attend all scheduled days of the course.
* OCPE will notify me if the course is rescheduled and will transfer my registration to the next available session or will work with me to find a session that suits me and my workplace.
* I understand that there is no refund if I fail to attend or withdraw after the training has been confirmed, but that if I am unable to attend, I may arrange for another person to attend in my place.
* I confirm that appropriate financial approval has been obtained from an authorised delegate within my organisation.
 |
| **Signature\*** |       | **Date**       /       /       |
| **\*PLEASE FORWARD INVOICE TO:**       **(Please provide a person’s name, NOT a generic email address)** |
| **\*If you are a DoE employee from an NT School please provide the school name and ABN.****School Name:**       **ABN:**       |
| **Non-Government Agency** |
|  **As the financial delegate I am authorised to approve the nominated monetary amount** |
|  **Organisation Name** |  |
|  **Unit/Section/** **Branch** |       | **ABN\*** |       |
|  **Financial Delegate Name\*** |       | **Position** |       |
|  **Financial Delegate Signature\*** |       | **Date** |       /       /       |
|  **Phone Number** |       | **Email** |       |
|  **CONTACT DETAILS FOR INVOICING** |
| Billing Address\* |       |
| Email Invoice To\* |       |

# Email your completed form to PSAB.SRTraining@nt.gov.au and ensure you copy in (cc) your Human Resource Department and/or Learning & Development Unit for their records.

Agencies will have the expense directly charged to their nominated cost centre and standard classification code. Agencies/Authorities not on the NTG LTF system will be issued an invoice.

**PRIVACY STATEMENT:** All information collected from the enrolment will be treated in accordance with the *NT Information Act*. It will be used by the OCPE Strategic Workforce Planning and Development Branch to assist in processing enrolments and administering courses and may be provided to the course facilitators to assist in meeting the needs of all participants.

Please view next page for Merit Selection and Special Measures Training Flyer

January – June 2021

If you last completed training prior to 2018 it is recommended that you refresh and enrol into one of the dates provided.

* Darwin Tuesday, 9 February
* Darwin Thursday, 18 February
* Darwin Wednesday, 17 March
* Darwin Thursday, 25 March
* Darwin Monday, 12 April
* Darwin Tuesday, 27 April
* Darwin Wednesday, 12 May
* Darwin Wednesday, 26 May
* Darwin Tuesday, 1 June
* Darwin Wednesday, 23 June

Dates from July – December 2021 to be confirmed.

Other regional areas

* Alice Springs Date to be confirmed – Please register your interest
* Nhulunbuy Date to be confirmed – Please register your interest
* Tennant Creek Date to be confirmed – Please register your interest
* Katherine Date to be confirmed – Please register your interest

Once you register your interest you will be contacted when a date becomes available for that location.

## Unless specified, all courses run from 8:30 to 12:30. The fee to attend is $150.

This course has a practical focus, with specific instruction on Merit Selection and Special Measures in the NTPS. The course provides participants with the skills and knowledge to undertake best practice recruitment with an emphasis on finding the right applicant for the right job and the importance of a good SOAFAA (Selection Outcome Advice for All Applicants). The training is required for any employee sitting on an NTPS selection panel. Face to face Merit Selection training should be undertaken every three years, even if an employee has undertaken the online eLearning module. The benefit of this training is a more in depth understanding of merit and its application in recruitment in the NTPS.

To enrol for Merit Selection and Special Measures Training please email the nomination form to psab.SRTraining@nt.gov.au.

Please note our email address for all training registrations and enquiries - psab.SRTraining@nt.gov.au

**Please visit the** [**training calendar**](https://ocpe.nt.gov.au/people-and-planning/leadership-and-capability/calendar) **on the Office of the Commissioner for Public Employment training website for other available training.**