

## Standards of Practice

The Department of Education Services is committed to selecting and appointing the best available person to a vacant position. To achieve this outcome all applicants for the position can expect application of the following Recruitment, Selection and Appointment Standard during the selection process.

### Compliance Requirements

1. Bias free documentation describes the job to be performed and specifies the relevant selection criteria.
2. The job is advertised as widely as is appropriate.
3. The applicant's skills, knowledge and abilities relevant to the job, are fairly assessed.
4. Selection methods and their application are free from bias, patronage, and nepotism.
5. Each applicant is notified about breach of standard review procedures.
6. Policies are documented, equitable, applied consistently and accessible to all employees in the organisation.
7. Decisions and processes embody the principles of natural justice.
8. Decisions are capable of review.
9. Appropriate confidentiality is observed.

The recruitment, selection and appointment processes used also comply with:

- ◆ Public Sector Management Act (1984)
- ◆ The Public Sector Standards Commission
- ◆ The Equal Opportunity Act (1984)
- ◆ The Industrial Relations Act (1979)
- ◆ The Occupational Health, Welfare, and Safety Act (1984)

## Breach of Standards Process

A breach of standards claim may be made should a claimant be of the opinion that one or more of the stated compliance requirements have been breached.

An applicant must apply for a review of the selection process to the Department of Education Services within 7 working days of receiving notification of the selection decision. Your claims should be in writing and forwarded to:

*A/Chief Executive Officer  
Department of Education Services  
c/- Curriculum Council  
27 Walters Drive  
OSBORNE PARK WA 6017*

Alternatively, you may transmit your claim by facsimile on (08) 9273 6371.

Please note that under regulation 8 of the Public Sector Management (Review Procedures) Regulations 1995 you are required to indicate which compliance requirements have been breached. You must set out the reasons why you believe the breach occurred.

Application forms for breach of a Recruitment, Selection and Appointment Standard are available from:



The Human Resource Officer for the  
Department of Education Services on  
☎(08) 9273 6341.



# Department Of Education Services

## Department of Education Services

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OSBORNE PARK WA 6017

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Facsimile: (08) 9441 1901      Internet: <http://www.des.wa.gov.au>



## Recruitment, Selection and Appointment

- ◆ Standards of Practice
- ◆ Breach of Standards Process

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