

Application Form for current holders of a SECTE Demonstrating and/or Tutorial Certificate Spring Session 2023

School of Electrical, Computer & Telecommunications Engineering

To complete the application, fill in all the information required below. All applications should be received no later than **3:00pm Wednesday the 5th of July 2023**. To be eligible, all requested forms/documents must be attached to this application form. The checklist is a checklist for a reason – don't make assumptions. Send them to me (email: faisel@uow.edu.au)

All rules and procedures regarding casual teaching can be found on the SECTE website.

Name: _____ **Email:** _____

Mobile: _____ **MRes/PhD Supervisor:** _____

Maximum working hours per week: _____ **I am an International Student:** YES / NO **Visa expiry date:**.../...../

1. Employed in SECTE in 2023 (Autumn)

My Employee Number is: _____ **My job number** was: _____

If I am an international student, I have attached the **Visa Holder Work Entitlement** form. Note: You do NOT need to provide supporting documentation to the VHWE unless your visa has been extended from last session's teaching application.

2. NOT Employed in SECTE in 2023 (Autumn)

- You need to provide the following documents:
- A certified copy of your highest qualification.
 - A certified copy of your passport.
 - [Tax File declaration form](#)
 - [Superannuation choice \(PDF\)](#)
 - [Conflict of Interest and Secondary Employment form \(PDF\)](#)
 - [Visa Holder Worker Entitlement form \(PDF\)](#)
 - Fill in the attached [Academic casual authority form](#).

3. All Applicants

- I accept that I am required to prepare for labs/tutorials beforehand to ensure a satisfactory experience for myself and the students.
- I am currently in Australia** and available to work for the entire session.
- For the subjects I am applying for I confirm that I have the appropriate skills required.
- I have not yet completed the universities compulsory induction course (now online)

Any special needs (e.g. can't work certain day or time):.....

4. Qualification

- I have a master's degree and I am a PhD student now.
- I have a bachelor's degree and I am a PhD student now.
- I have a PhD.

5. Certification

- I have attached a certified copy of my **highest completed qualification** with this form.
- I have a valid "Demonstration & Marking in SECTE" certificate
- I have a valid "Running Tutorials in SECTE" certificate
- I have attached the **Visa Holder Work Entitlement** form (International Applicants)
- My visa allows me to work in Australia (International Applicants)
- I have completed a session of Demonstrating and would like to nominate to obtain a certificate in "Running Tutorials in SECTE"

6. Select the subjects you would like to apply for in next page:

Subject	Name	Tick if capable to		
		Dem	Tut	Mark
ECTE203	Signals and Systems			
ECTE212	Electronics			

ECTE213	Engineering Electromagnetics			
ECTE250	Engineering Design and Management 2			
ECTE323	Power Engineering 2			
ECTE331	Real-time Embedded Systems			
ECTE344	Control Theory			
ECTE351	Engineering Design and Management 3			
ECTE364	Data Communications			
ECTE412	Power Electronics and Drives			
ECTE426 & 926	Power Distribution Systems			
ECTE456 & 457 & 940	Engineering Project 1, 2 and advanced project			
ECTE465 & 965	Wireless Communication Systems			
ECTE469 & 962	Queuing Theory and Optimization			
ECTE471 & 971	Robotics and Flexible Automation			
ENGG955	Engineering Research Methods			
ECTE903	Image and Video Processing			
ECTE906	Advanced Signals and Systems			
ENGG100	Engineering Computing and Analysis			
ENGG104	Electrical Systems			
ENGG980	Professional Communications and Engineering Workplace Practice			
ECTE992	Internet Networking Protocols			