



**Northern Territory Government**

Department of Employment, Education and Training

# **Information Statement – Publications**

**August 2005**

## Publications

Some of the information held by DEET is published and made available to members of the public. Below is a list of publications made available to members of the public organised by Business Area. This information was current as at August 2005. Please note that this list is updated annually every calendar year and may not contain some recent publications. Please contact the relevant business area for more information.

### Media & Marketing

| Name of publication       | General Description   | Availability                                       | Cost |
|---------------------------|---|--|------|
| inFORM                    | Usually produced six times per year, internal focus providing news on DEET direction, initiatives and activities – also distributed to external stakeholders. | Copies available from Media and Marketing Services | N/A  |
| 2005 School Calendar      | Calendar produced by Northern Territory Government schools detailing term dates and other school related dates of significance.                               | Available from Media and Marketing Services .      | N/A  |
| My Department at a Glance | Overview of DEET – useful numbers, corporate direction, snapshot of these key areas of DEET. Provided to all DEET staff.                                      | Available from Media and Marketing Services.       | N/A  |

### Audit Services

| Name of publication                | General Description               | Availability | Cost |
|------------------------------------|-----------------------------------|--------------|------|
| DEET Corporate Governance Handbook | Description of Governance in DEET | Website      | nil  |

## IT Services

The IT Services Division publishes a range of material for use by staff in schools. This information is also made available to members of the public via the [ICT in Schools Website](#) and includes:

- Handbooks, help files and training manuals
- Strategic Planning Documents
- Fact Sheets (ICT, SAMS, Laptops etc)
- Newsletters (ICT, SAMS, Professional Learning)
- Relevant Memorandums & bulletins

## International Services

| Name of publication                     | General Description  | Availability  | Cost |
|---|--|---|------|
| Study in Australia's Northern Territory | Cardboard folder with inserts including fact sheets about NT High Schools, fee structure and application form. | Not on website. Available from International Services Branch. For distribution to potential international students. | NIL  |
| Study in Australia's Northern Territory | 4 page glossy brochure outlining aspects of the NT's international student program.                            | Not on website. Available from International Services Branch. For distribution to potential international students. | NIL  |
| Study in the Northern Territory         | A4 size folded flyer with brief details of the NT's international student program.                             | Not on website. Available from International Services Branch. For distribution to potential international students. | NIL  |
| Package for Home stay Families          | Contains information for families hosting international students   | Not on website. Distributed to families enquiring about becoming host families.                                     | NIL  |

## Information made available under another act

| Description of the Information   | Legislation                           | Procedure to gain access                                      | Cost |
|--|---------------------------------------|---|------|
| Package for Registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) for new and/or re-registering Providers | ESOS Act 2000<br>Higher Education Act | Contact relevant area (international Services Branch) of DEET | NIL  |

## Employment & Training

| Title of Publication                   | Content Description  | How Obtained   | Fee Charged | Contact Person                          |
|--|--|--|-------------|---|
| <p>2004 <i>Workforce NT</i> Report</p> | <p><i>Workforce NT</i> draws together research data and related information for the <i>Jobs Plan</i> - the Territory's strategic employment and training framework.</p> <p>In the report, you can find out about:</p> <ul style="list-style-type: none"> <li>• The Territory's population and how it compares with the Australian population</li> <li>• Which occupations and industries Territorians work in.</li> <li>• The employment, education and skills profile of Territorians.</li> <li>• The employment status of disadvantaged groups such as Indigenous people, and people with a disability</li> <li>• Regional comparisons – how the NT's regions differ in their employment and other characteristics</li> <li>• Skill shortages – which professions and trades are experiencing skill shortages in the NT</li> <li>• Major projects in the NT and their likely impact on employment</li> <li>• The outlook for economic</li> </ul> | <p>Website<br/>Hard copy on request (if available)<br/>Electronic on request</p> | <p>Nil</p>  | <p>Wendi Masters<br/>(08) 8901-1345</p> |

|  |   |                                  |     |                                 |
|--|---|----------------------------------|-----|---------------------------------|
|  | and employment growth in the Territory  |                                  |     |                                 |
| <i>NT Occupation Shortage List</i>                           | The NT Occupation Shortage List provides information about occupations experiencing shortages, recruitment difficulties and skill gaps.   | Website<br>Electronic on request | Nil | Wendi Masters<br>(08) 8901-1345 |
| <i>Jobs Plan - Building the Northern Territory Workforce</i> | <p><b>Workforce Employment and Training Strategy</b><br/>The Workforce Employment and Training Strategy delivers the government's vision, strategic direction and key priorities for the Jobs Plan - Building the Northern Territory Workforce.</p> <p><b>Jobs NT</b><br/>Jobs NT outlines programs in the Jobs Plan that link to job opportunities the government has committed to funding over a budget cycle period. Jobs NT will be updated on an annual basis in line with the budget cycle. Jobs NT will be responsive to the information in Workforce NT and aligned to the Workforce Employment and Training Strategy.</p> <p><b>Workforce NT</b><br/>Workforce NT is a comprehensive report on the state of employment in the Territory. The report will</p> | Website<br>Electronic on request | Nil | Archie Wright<br>(08) 8901-1351 |

|  |   |                                   |     |                                 |
|--|---|-----------------------------------|-----|---------------------------------|
|  | draw together research data and related information for the Jobs Plan. This comprehensive and complex exercise will assist in the formulation of future employment and training strategies and program development. The report will also contribute to measuring achievements and reviewing the strategic directions of the Workforce Employment and Training Strategy. |                                   |     |                                 |
| <i>Workforce NT Fact sheets</i>  | <p>Various fact sheets provide information about:</p> <ul style="list-style-type: none"> <li>• labour market statistics, issues and topics</li> <li>• programs run through the Employment and Training Division</li> </ul>  | Website<br>Electronic             | Nil | Wendi Masters<br>(08) 8901-1345 |
| <i>Training Packages Guide – An Introduction to Training Packages and NT Training Package Administration Processes</i> | The Training Package Guide is a ready reference for staff of RTOs and other NT Training Package users, and provides information on Training Packages and the administrative processes in the NT.  | Website<br>Hardcopy<br>Electronic | Nil | Rodney Cryer<br>(08) 8901-1339  |
| <i>Preparing for your AQTF Audit</i>   | Provides RTOs with an overview of the AQTF audit process and basic information to assist the organization in preparing for audit.   | Hardcopy                          | Nil | Rodney Cryer<br>(08) 8901-1339  |

|   |  |                        |     |                                 |
|---|--|------------------------|-----|---------------------------------|
| <i>What Happens Following an AQTF Audit</i> | Provides RTOs with an overview of the processes involved following an audit including the requirements to meet outstanding areas of compliance.  | Hardcopy               | Nil | Rodney Cryer<br>(08) 8901-1339  |
| <i>DTAL Driver Logbook</i>                  | Contains general information on the DTAL program, driving competencies and a record of training for DTAL students.<br><br>Includes DTAL promotional materiel and various teaching resources. | Hardcopy               | Nil | Matthew Clark<br>(08) 8901-1330 |
| <i>VET for School Students Handbook</i>     | Information about VET in Schools programs available in NT including courses, RTO and school information.   | Hardcopy<br>Electronic | Nil | Justin Larkin<br>(08) 8901-1321 |

**Publications produced or held that are made available to members of the public under an Act**

| <b>Title of Publication</b> | <b>Content Description</b>   | <b>Act</b>                          | <b>How Obtained</b>                     | <b>Fee Charged</b> | <b>Contact Person</b>          |
|-----------------------------|--|-------------------------------------|---|--------------------|--------------------------------|
| <i>RTO Guide</i>            | The RTO Guide assists RTOs operating in the NT to understand and comply with the Australian Quality Training Framework and to facilitate | NT Employment and Training Act 2004 | Website<br>Hardcopy<br>CD<br>Electronic | Nil                | Rodney Cryer<br>(08) 8901-1339 |

|                                   |   |                                     |  |     |                                |
|-----------------------------------|---|-------------------------------------|--|-----|--------------------------------|
|                                   | everyday relationships with DEET Employment and Training Division.  |                                     |  |     |                                |
| <i>NTETA Logo Guidelines 2005</i> | The NTETA Logo Guidelines provide RTOs with information regarding the legal and proper use of the Authority Logo including reproduction colour and size requirements. | NT Employment and Training Act 2004 | Hardcopy<br>Website<br>CD format (includes logo) | Nil | Rodney Cryer<br>(08) 8901-1339 |

### Indigenous Education

The Indigenous Education Division Publish a range of materials that are made available on the DEET website, including:

- Indigenous Education Strategic Plan 2000 - 2004
- Learning Lessons Review of Indigenous Education in the Northern Territory
- Public Record of Learning Lessons Implementation Steering Committee (LLISC) meetings 2002-2005

### Building Better Schools

Building Better Schools publish a range of material that are made available via the [Building Better Schools Website](#):

### Curriculum Services

| Name of Publication     | General Description   | Availability  | Cost        |
|-------------------------|---|---------------|-------------|
| NT Curriculum Framework | Mandatory document for all teachers of students in years T-10 includes outcomes and policy for assessment | DEET internet | Nil via web |

| Name of Publication                   | General Description  | Availability  | Cost |
|---------------------------------------|--|---------------|------|
|                                       | and reporting.   |               |      |
| Age of Entry trial                    | Full details of 2004-05 trial including case studies of participating schools  | DEET internet | Nil  |
| Asia in Schools                       | Full details of project including links to national projects   | DEET internet | Nil  |
| Environmental Education               | All information about the Sustainable Schools initiative including regular updates   | DEET internet | Nil  |
| Health Promoting Schools              | All details of Health, Nutrition, Drug Education, Sexuality Education and Physical Activity programs offered through HPS including regular updates | DEET internet | Nil  |
| Multilevel Assessment Program         | Details of Program, All resources for implementing the tests including practice tests and updates on implementation                                | DEET internet | Nil  |
| NT Board of Studies                   | Vision, Functions and Membership   | DEET internet | Nil  |
| National Accelerated Literacy Program | Overview plus resources and info packs for schools   | DEET internet | Nil  |
| ESL, Literacy & Numeracy              | Overview of projects and initiatives   | DEET internet | Nil  |
| Values Education                      | Overview of Valuing the EsseNTials project and all documents provided to school communities  | DEET internet | Nil  |

## Business Planning & Information Division

The Business Planning & Information Division produces the DEET Annual Report.

### Content

The DEET Annual Report satisfies the requirements of Section 28 of the *Public Sector Employment and Management Act*, and provides a comprehensive overview of the Department of Employment, Education and Training's activities for the financial year. It provides explicit data about the agency's performance against Budget Paper 3 performance measures and some key initiatives that have contributed to the achievement of DEET's corporate priorities.

As well as members of the Legislative Assembly, the report is aimed at all members of the community who are interested in employment, education, training and work health programs in the Northern Territory. It also aims to provide employees with information about the department and the various initiatives that were undertaken during the year.

### Access to publication

The publication is widely distributed, both within DEET, including schools, and to external stakeholders. It is also accessible via the DEET Internet site.

### Fee

Copies of this publication are available free of charge.

### People & Learning Division

| Name of Publication   | General Description   | Availability   | Cost |
|---|---|--|------|
| Teacher Probation Handbook  | Policy, Guidelines and forms  | DEET website, in hardcopy from Recruitment & Retention                           |      |
| Teacher Induction Handbook  | Policy, Guidelines and Modules  | DEET website, in hardcopy from Recruitment & Retention                           |      |
| Sharing Our Territory   | The Sharing our Territory project provides opportunities for professional learning, collaboration between teachers and schools and opportunities to showcase and share the great things that are happening in schools.  | <a href="http://www.schools.nt.edu.au/sharing">www.schools.nt.edu.au/sharing</a> |      |
| A Quick Guide to CONDITIONS OF EMPLOYMENT. For Administrative Officers in NT Government schools | 25 Page booklet compiled by the CPSU and DEET's P&L Division covering – Employment Options / Arrangements / Temporary Contracts / Salaries / Professional Development / Leave Entitlements / Superannuation / Remote Locality Entitlements  | DEET Website   |      |
| A Quick Guide to CONDITIONS OF EMPLOYMENT. For Teachers and Educators in NT Government schools  | 30 Page booklet compiled by DEET's P&L Division covering Employment Arrangements for :- Temporary Teachers / New Recruits – expenses for travel etc / Offers of Permanent Appointment / Priority Transfers from Remote to Urban / Salaries / NT Allowance / Common Leave Entitlements / | DEET Website   |      |

|   |  |  |  |
|---|--|--|--|
|   | Superannuation Scheme / Salary Sacrifice / Remote Locality Entitlements / Special School Allowance.  |  |  |
| POLICIES<br>HR                                | <p><b>LEAVE</b><br/>Bereavement / Business Days / Emergency / Family / Graduation Ceremonies / Long Service Leave – teaching staff / Long Service Leave with Recreation Leave / Recreation Leave / Sick Leave - Half Pay / Special Leave Without Pay / Sporting Events and Team Officials School Sport NT Leave.</p> <p><b>OTHER</b><br/>DEET staff in Communities – procedures prior to any Withdrawal of Right of Entry / Jury Fees Repayment / Outside Employment</p> | DEET Website   |  |
| DEET Workforce Development Strategy 2003-2005 | A strategy which sets the priorities of building a high capacity workforce, skilled indigenous staff, a strong teaching profession and skilled leadership and management.  | DEET Website. Limited number of hard copies are available from Donna Murray, Senior Consultant Workforce Development, People & Learning – email donna.murray@nt.gov.au |  |
| Teaching in the Territory Excellence Awards   | Guidelines and nomination forms for community members to nominate a teacher or school for the awards.  | DEET Website.  |  |

### Ministerial Liaison

| Material                                      | Act                          | Contact Name |
|---|------------------------------|--------------|
| Education Advisory Council Annual report 2003 | Education Act Part III 14(2) | Helen Baker  |
| Education Advisory Council Annual Report 2004 | Education Act Part III 14(2) | Helen Baker  |
| NT Board of Studies Annual Report 2004        | Education Act                | Helen Baker  |

## **NT WorkSafe**

The following publications are available from NT WorkSafe:

- A guide to first aid in the workplace
- A guide to workplace health & safety committees
- Frequently asked questions
- Health and Safety in the Office
- Managing Stress in the workplace
- Occupational noise management
- Safety management a guide

The following publications are available on the [NT WorkSafe website](#)

- Safety Alerts
- Forms (Medical, licences notifications etc)
- Information Bulletins
- Checklists
- Legislation/Regulations
- Codes of Practice

Other publications are available on the [asbestos website](#).