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| **MINISTRY OF EDUCATION**  **Maraurau o te Pae Api’i** |  | **Government of the Cook Islands**  **Te Kavamani o te Kuki Airani** |
| **P.O. Box 97, Rarotonga, Cook Islands** |  | **Tel: (682) 29357 Fax: (682) 28357** |

**MANAGER- LEARNING & DEVELOPMENT APPLICATION FORM**

Thank you for your interest in the position of Program Tutor at the Cook Islands Tertiary Trainning Centre. Please complete all parts of this application form and return this by the due date with a

* Covering Letter
* Curriculum Vitae
* Copies of major qualifications to:

Director - Human Resources Management Division

Cook Islands Ministry of Education

PO Box 97

Rarotonga

COOK ISLANDS – Email: [vacancy@education.gov.ck](mailto:vacancy@education.gov.ck)

**Please Note:** Failure to complete all parts of this application form may jeopardise your consideration for this position.

**Position Applied For:**  ……………………………………………………………………………………………………

**Applicant’s Full Name:**

**Address:**

**Telephone Numbers:** Home: Business: ....................................

Cell: ......................................

**Email Address:**

**Date of Birth**:

**Nationality**:

**Qualifications – *Academic, Tutoring and Other Relevant Qualfications*** *(List all qualifications gained)****:***

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Year Attained** | **Institution** |
|  |  |  |
|  |  |  |
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**Relevant Work Experience for the Position –** *(List all recent positions held):*

|  |  |  |
| --- | --- | --- |
| **Positions Held** | **Year** | **Institution** |
|  |  |  |
|  |  |  |
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**PROFESSIONAL EXPERIENCE**

*In the table below, you will find the key tasks from the Position Description for this position. Please respond to each of the key tasks with examples of similar work from your own professional experiences. If your professional experience means that you have not been involved in exactly the stated task, then please indicate how you would approach the task and adapt experiences you have had to it. Some prompts are provided to assist with your discussion. Please extend the table as required to complete your responses.*

|  |  |
| --- | --- |
| **Key Tasks** | **Discussion** |
| Development and implementation of quality learning programmes and training modalities (TVET, Continuing Education) |  |
| Development of high quality teaching practice and applied research  Training and professional development of tutors |  |
| Use of student management systems that prioritise student learning and monitoring to completion and informed decision making. |  |
| Managing tutor performance and strategies to improve the effectiveness of delivery |  |
| Comply with moderation and assessment requirements of NZQA and other accrediting bodies |  |

*Please give an indication of your professional skill/capability in the areas shown in the table below. Please extend the table as required to complete your responses.*

|  |  |
| --- | --- |
| **Skill/Capability** | **Response** |
| Ensuring that diverse needs of learners are met |  |
| Collaborative, innovative, student centred teaching style |  |

**PERSONAL QUALITIES**

*Working in the Cook Islands:*

|  |  |
| --- | --- |
| Have you had any criminal convictions in the past 10 years and/or have any pending criminal convictions? **YES / NO** | If ‘Yes’, provide brief details: |
| Have you or your family members had an injury or medical condition caused by gradual process, e.g. disease or infection (NCD), stress related or well-being illness or hearing loss – which the tasks of this job may aggravate or contribute to? **YES / NO** | If ‘Yes’, provide brief details: |

*Living and working in a new environment provides many challenges and opportunities.*

*Please use your personal experiences, professional or otherwise, to give an indication of your personal strengths and qualities under the following headings. You may also add to the list other qualities that you have that are important to this position. You may respond to each one individually or as an overall response.*

**Points to consider:**

1. Adaptability
2. Flexibility
3. Organisation of Work
4. Initiative and resourcefulness
5. Attendance and punctuality
6. Attitude to work

**Referees**

You are required to provide the contact details for **three** referees, two of whom must have worked with you in a professional capacity recently, who can comment on your ability to meet the requirements of this position.

Please provide contact details of your referees in the spaces below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Name*** | ***Address*** | ***Telephone*** | ***Position*** |
| ***1*** |  |  |  |  |
| ***2*** |  |  |  |  |
| ***3*** |  |  |  |  |

***Complete the application form and e-mail to*** [***vacancy@education.gov.ck***](mailto:vacancy@education.gov.ck) ***by the due date.***

Remember to include a curriculum vitae, references and copies of your major academic and professional qualifications & other documentation in support of your application.

**Applicant’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_