

# New Employee Starter Pack How-to Guide

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# Form Page 1

## New Employee Starter – Important Information

Have you previously worked for the Department in the past?

\*

### Essential Information Required to Complete this form

Please ensure you have the following items ready so you can complete this form:

- Your Registration to Work with Vulnerable People details (Registration Number and Expiry Date).
- Digital copies of your qualifications (applicable to Teaching, Allied Health only).
- Digital copy of your Statement of Service (applicable for Teaching and Allied Health only).
- Vocational Competence and Assessment and Training Qualifications (TasTAFE only).
- Digital copy of supporting documentation for your date of birth.
- Bank Account Details
- Tax File Number and Superannuation Account Details (uploaded MyGov receipts will be sufficient).

Please Note: If you have been employed by the Department of Education in any capacity during the past twelve months it is only necessary to complete this if there are any changes to update.

Save and Resume Later

Next

### Notes:

TASC Sessional Staff are not required to provide digital copies of their qualifications or a Statement of Service.

## Form Page 2 (Steps for Markers)

**Notes:** For School/Section select 'Office of Tasmanian Assessment Standards and Certification'.

The screenshot below shows what a **Marker** needs to input, noting that markers usually begin their work in August. The steps *other types* of sessional staff should follow when completing page two of the new starter pack are outlined in this guide (page 3 and 4)

Please complete the field/s highlighted in red.

### Position Details

Are you a relief employee?\*

No

School/Section\*

Office of Tasmanian Assessment Stan

Please note corporate business units appear at the bottom

Date Commenced Work\*

1/09/2026

Type of Position\*

TASC Marker

Save and Resume Later

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## Form Page 2 continued (Steps for Supervisors and Supervisor Coordinators)

**Notes:** For School/Section select 'Office of Tasmanian Assessment Standards and Certification'.

The screenshot below shows what a **Supervisor or Supervisor Coordinator** needs to input, noting that Supervisor Coordinator/Supervisors usually begin their work in November.

Please complete the field/s highlighted in red.

### Position Details

Are you a relief employee?\*

No

School/Section\*

Office of Tasmanian Assessment Stan

Date Commenced Work\*

2/11/2026



Please note corporate business units appear at the bottom

Type of Position\*

TASC Examiner

Save and Resume Later

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## Form Page 2 continued (Steps for Setters and Critics)

**Notes:** For School/Section select 'Office of Tasmanian Assessment Standards and Certification'.

The screenshot below shows what a **Setter or Critic** needs to input, noting that Setters and Critics usually begin their work in March.

Please complete the field/s highlighted in red.

### Position Details

Are you a relief employee?\*

No

School/Section\*

Office of Tasmanian Assessment Stan

Date Commenced Work\*

2/03/2026

Please note corporate business units appear at the bottom

Type of Position\*

TASC Examiner

Save and Resume Later

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## Form Page 2 continued (Steps for Clerical Staff)

**Notes:** For School/Section select 'Office of Tasmanian Assessment Standards and Certification'.

The screenshot below shows what a **TASC Clerical Assistant** needs to input, noting that they usually start in November, are relief employees, and require approval from a senior TASC staff member.

### Position Details

Are you a relief employee?\*

Yes

School/Section\*

Office of Tasmanian Assessment Stanc

Date Commenced Work\*

2/11/2026



Please note corporate business units  
appear at the bottom

Type of Position\*

Clerical Assistant (TASC)

SBM/Manager Name

Patmore, Hayley - Lead Assessment Pr

Save and Resume Later

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## Form Page 3 (Registration)

**Notes:** Enter your RWVP registration details.

Your registration will only be recognised and verified if it meets all requirements. You can update your registration details online [\[here\]](#).

The main reasons you may encounter issues are:

- You haven't listed DECYP on your RWVP registration.
- After adding DECYP, it can take up to 24 hours for your details to be activated and allow progression.

### Registration to Work with Vulnerable People (RWVP)

☐ RWVP Application In Progress

Registration No.\*

Expiry Date

Verify Registration Details

#### IF YOU ARE UNABLE TO VERIFY YOUR REGISTRATION

You will need to update your registration to include Department for Education, Children and Young People as your employer. **Once updated the form will accept your Registration details the following day.**

This can be done online as follows: [Update your RWVP Details](#)

All non-teaching employees are required to have Registration to Work with Vulnerable People (RWVP). If you do not already hold RWVP complete your application through the Department of Justice website following the guidelines shown below:

- Class of Registration: Employment/Volunteer
- Child-related Activity: Child Education Service (Government Schools)

Please select the Department for Education, Children and Young People as your employer on the application form: [Apply for an RWVP Application](#)

**\* Your employment cannot commence until you hold RWVP**

Any queries should be directed to HR Payroll via email: [contacthrpayroll@decyp.tas.gov.au](mailto:contacthrpayroll@decyp.tas.gov.au)

Providing evidence of your teaching qualifications and statement/s of service or vocational competence, assessment and training qualifications will allow HR Payroll to place you on the correct classification and salary.

Any queries should be directed to HR Payroll via email: [contacthrpayroll@decyp.tas.gov.au](mailto:contacthrpayroll@decyp.tas.gov.au)

## Form Page 4 (Employee Details)

**Notes:** Enter your personal details and next of kin information.

### Personal Details

Title\*

Given Name\*

Other Name(s)

Family Name\*

Preferred First Name\*

Gender\*

Email Address\*

Confirm Email Address \*

Date of Birth\*

## Form Page 5 (Bank Details and Direct Deposit Authority)

**Notes:** Enter your bank, tax, and superannuation details.

When completing the form, do **not** type your full BSB. Instead, enter the first three digits and wait for the drop-down menu of BSBs from all banks to appear.

### Banking Details and Direct Deposit Authority

Your funds will be distributed to you by the bank details you provide below.

Account Name\*

BSB\*

063

Type a number, ensuring that a dash is included

Account Number \*

Bank/Building Society/Credit Union Name\*

Branch Location\*

*NB Please attach details of any additional deductions you wish to be made from your salary*

# Form Page 5 continued (Bank Details and Direct Deposit Authority)

*NB Please attach details of any additional deductions you wish to be made from your salary*

## Superannuation and Taxation

Your superannuation and Tax File Declaration must be completed within MyGov and attached below to ensure that you are taxed appropriately.

Please follow the below MyGov instructions:

### MyGov Instructions

- Log into mygov <https://my.gov.au>
- Select ATO button

*If the ATO button does not appear, you will need to link the ATO to your myGov account.*

*Details on how to do this can be found on the ATO website (<https://www.ato.gov.au/>) by searching for: Link ATO to MyGov*

- Select Employment from the top menu
- Select New Employment
- Enter ABN – Then Validate (🔍)
  - **DECYP** - 26237631294
  - **TasTAFE** - 54248304374
- Select Employment Type
- Tick Tax details and Super Details
- Select Start
- Complete Personal Details
- Complete Tax Details
- Complete Medicare Details
- Select existing superannuation account or employers' default funds
  - If using employers default fund enter the USI
  - **Care Super** - MTA0100AU
- Finalise
- Select Print Summary
- Then Print from top right
- Change Destination to Save as PDF press save.
- Attach a copy of the downloaded PDF to new starter pack.

**Notes:** You must follow all instructions listed on this page.

One common issue occurs if an applicant doesn't enter DECYP's ABN, which is listed in the instructions [26237631294]

If you continue to have problems, DECYP HR can provide further assistance:

[contacthrpayroll@decyp.tas.gov.au](mailto:contacthrpayroll@decyp.tas.gov.au)

## Form Page 6 (Submission)

**Notes:** Tick the confirmation box and click submit.

### Submission

*Please ensure you read the Personal Information Protection Statement and check the following checkbox.*

☐ I confirm the information provided is true and correct?<sup>\*</sup>

By clicking the 'Submit' button, you confirm that:

- you have read the Personal Information Protection Statement

#### Personal Information Protection Statement

You are providing personal information to the Department of Education, which will manage that information in accordance with the Personal Information Protection Act 2004. The personal information collected here will be used by the Department for the purpose of onboarding you into the departments systems. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

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Submit