

January 2018

Dear Relief Staff

RELIEF STAFF MAESTRO

Thank you for wanting to be on our College's Relief Staffing Database for 2018. In 2018, we will be continuing to use a new automated Relief Staffing 'System' co-ordinated by a local business, Relief Staff Maestro (RSM). RSM are providing a service we believe meets our overall needs and will also have many benefits for you. We hope you will continue to be on our school's database, which will now be accessed using their 'System'.

Therefore, we invite you to visit the RSM website www.reliefstaffmaestro.com. It outlines the RSM 'System', Relief Staff Benefits, etc. Registrations are open to Teachers, Specialists, Education Assistants, Education Assistant – Special Needs & Office/Admin Staff.

To be placed on our database and ready for relief work at the start of Term 1, 2018, you must Register after 1st January 2018. Use the Login/Registration Tab on the Relief Staff Maestro website menu bar and select to sign up to open a new Relief Staff Account. Please select our school as a Preferred School when filling in your Registration.

Once you've registered & have been activated by RSM, you will be ready to receive School Booking Requests from Monday 29 January 2018, via the free 'RSM App' on your smartphone (Android & iPhone). You will be able to Accept a Booking Request at the touch of a button!

Before registering, you must have all the following list of items ready to upload or insert. ([Profile Picture – jpeg format only: File Size must be under 1MB](#)), ([All other Documents & Cards – pdf format only: File Size must be under 1MB for each item](#)).

You need to be fully prepared because you can't save an uncompleted Registration.

- 1) **Teacher Registration Board WA – Letter of Grant & Number** (required by all teachers) *If you don't have your TRBWA Letter of Grant, please follow the steps on the following page.*
- 2) **Working with Children Check** - Number & Card (required by all staff).
- 3) **Police Clearance – SCN Letter from the Department of Education** (required by all non-teaching staff) – *if you don't have a current SCN Letter, please follow the steps on the following page.*
- 4) **Qualifications** - Including 'Accreditation to Teach RE' (preferred but not essential).
- 5) **Resume**.
- 6) **Profile Picture** – Clear Facial Picture.
- 7) **Payment** must be made by credit card or PayPal. Therefore, please have your Credit Card or PayPal details ready for payment through the PayPal portal.

Failure to supply the above information and the current valid items will result in the delay of your activation.

Special Introductory 'Trial' Offer – Relief Staff 2018

RSM is offering our Relief Staff the following Special Introductory 'Trial' Offer, 2018.

- 2018 Membership is \$49.90 (Teaching Staff) and \$29.90 (Non-Teaching Staff).
- When you Register, you will receive a Trial Period of 3 months for only \$9.90.
- After the Trial Period, you will be charged \$40.00 (Teaching Staff) or \$20.00 (Non-Teaching Staff) for the remainder of 2018.

However, the \$40.00 or \$20.00 will not be charged if you decide to unsubscribe before the end of the Trial Period.

TRBWA Letter of Grant

Use the following steps to get the current 'Letter of Grant' from the TRBWA website:

- TRBWA Teacher Login Link: https://app.trb.wa.gov.au/teacher-login/wct_login.asp?q&
- Enter your TRBWA Number & Password
- On the left-hand side menu – click Correspondence
- Locate & Download current 'Letter of Grant'

SCN Letter from the Department of Education

If you do not have a current valid SCN Letter, then you will need to complete the Education Department's HSPC (previously known as Crimtrac) using the following link, please note the 100 Point Check Requirements:

<http://det.wa.edu.au/screening/detcms/navigation/screening-for-criminal-history/national-police-history-check--application-package/>

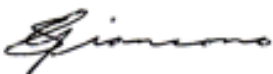
If you do have a SCN Letter, it must meet the CEWA's Appointment of Staff Policy for Non-Teaching Staff as follows:

- Compulsory Police Clearance (Non-Teaching Staff): Prior to being employed all new employees, aged 18 years and above, including employees moving within the Western Australian Catholic education system, shall provide a current 'CrimTrac' 100-point, Check Police Clearance.
- For employees, new to the Catholic Education system in WA this is a 'CrimTrac' issued within the last 3 months.
- For employees changing from one WA Catholic school to another, where there is no gap of more than 6 months in their employment, this is a 'CrimTrac' not more than 36 months old.
- The cost of the clearance will be borne by the employee.

All registration issues must be directed to RSM via email: admin@rsm.com.au

Thank you once again for considering relief work at Salvado Catholic College. We look forward to seeing you on our Relief Staff Database and offering you Relief Work via the Relief Staff Maestro App as soon as possible.

Yours sincerely



Santino Giancono
Principal