

Merit Instruction 4

Training

All DECD employees participating on selection panels require current merit selection training.

It is the professional responsibility of all employees to ensure that they are familiar with up-to-date information concerning merit selection before participating on a panel.

Panellists should not assume that nothing has changed since they last participated in a selection process.

It is the responsibility of the Chairperson of the panel to ensure that all panellists are familiar with the current selection policy, procedures and instructions before the selection process begins. Community or client representatives on panels should also have an understanding of the selection processes to be used. It is a particular responsibility of the Chairperson to ensure that these representatives are familiar with all the requirements of processes and what is expected of panellists with an emphasis on the need for confidentiality.

Updated selection information is available on the [Merit Selection](#) page of the DECD Intranet and Internet

Selection training for DECD staff is offered by the Ethical Conduct unit. Bookings can be made through the DECD Professional Learning System [Plink](#).

Retraining

Retraining is no longer mandatory for employees who have participated on a selection panel within the last five years. These employees will have their training status automatically extended for a further five years.

Employees who have not participated on a panel within the last five years will be required to undertake selection training before participating in a selection process.

Employees seeking to update their understanding of the role and responsibilities of panellists to enable them to participate more effectively in selection processes may attend selection training sessions. Bookings can be made online at [Plink](#).

(Training requirements for AEU panellists may vary; please contact the AEU for advice.)

Ethical Conduct Unit

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