



Casual Staff Seeker

User guide



Welcome to the Casual Staff Seeker!

Casual Staff Seeker is the Department's new online tool that connects you to schools seeking casual relief staff. The Casual Staff Seeker tool will match you with casual opportunities, and alert you when you receive a booking request from a school.

Your profile – in which you nominate your **location** and **job** preferences, as well as your **availability** – will only be visible to schools once it is completed. This guide will help you set it up and modify it when your circumstances change.

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Get Started

Casual Staff Seeker can be accessed through the Department's Human Resource Management Information System (HRMIS), which you can access by the following steps.

****Please allow up to 24 hours for the Casual Staff Seeker to become visible after you receive your confirmation email.***

Your login information

If you are new to the Department of Education or returning to work with us:

You will receive an email with your employee ID number and steps on how to activate your account.

If you do not receive an email within 24 hours, please call us on 9264 5083.

If you currently work in the Department of Education (includes casually in the last 6 months):

You will be able to login with your Username (your E number) and password. If you cannot remember your password, you can reset it. Further instructions can be found on the next page of this guide.

Login

Go the [HRMIS](#) website. It will bring you to the sign in page.

Enter your username (your employee ID, with the 'E') and password.

If you need to set your password, instructions on how to do so are on the following page.

▷ Select **Sign In**

The screenshot shows the HRMIS login interface. At the top left is the Government of Western Australia logo and the text 'Department of Education'. The main heading is 'HRMIS'. Below this are two input fields: 'User ID' containing 'E0000000' and 'Password' with masked characters. To the right of the password field is a 'Forgot Password?' link. A large blue 'Sign In' button is positioned below the fields. At the bottom of the page, there is a red message 'HRMIS is available.' and two links: 'Ikon' and 'Help'.

Reset your password.

If you have been able to successfully login to HRMIS, you can **skip this step**.

If you are unsure of your password for HRMIS, you can reset it by following the following steps:

- ▷ Go the [HRMIS](#) website
- ▷ On the login page, click '**Forgot Password?**



Under the **For Casual Staff** section:

- ▷ Enter in your **E number** (include capital E at the beginning)
OR
- ▷ Your email address.

An email will be sent so you can reset your password.

If you experience further problems logging in, please call the Casual Workforce team on 9264 5083.

Forgot your User Name or Password?

For Corporate Staff, School Staff and Students:
If you have forgotten your user name or password, please enter your Department email address or user name.
Your user validation question will then be displayed for you to answer.

Department Email Address/User Name

For Casual Staff:
If you have forgotten your user name or password, please enter the personal email address that you provided to the Department.
Your user validation question will then be displayed for you to answer.

If you have not yet accessed the Department's online systems, an email will be sent to your personal email address with further instructions.

Registered Email Address/User Name

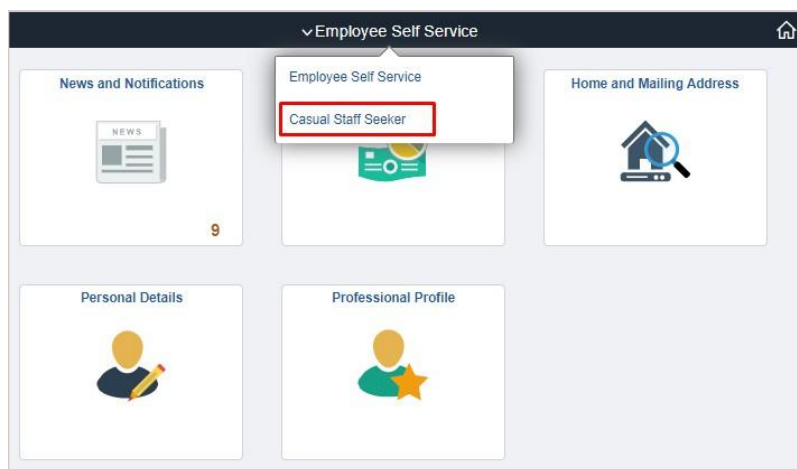
For Parents and Public Accounts (e.g. p0000001)
If you have forgotten your user name or password, please enter the personal email address that you registered with your school.
Instructions on how to reset your password will then be emailed to you.

Registered Email Address/User Name

Access the Casual Staff Seeker

- ▷ Click on **Employee Self Service** at the top of the page.
- ▷ Then, select **Casual Staff Seeker** from the menu.

If it has been more than **24 hours** since your email and the Casual Staff Seeker does not appear, Please call (08) 9264 5083.




Add Casual Staff Seeker to your mobile device.

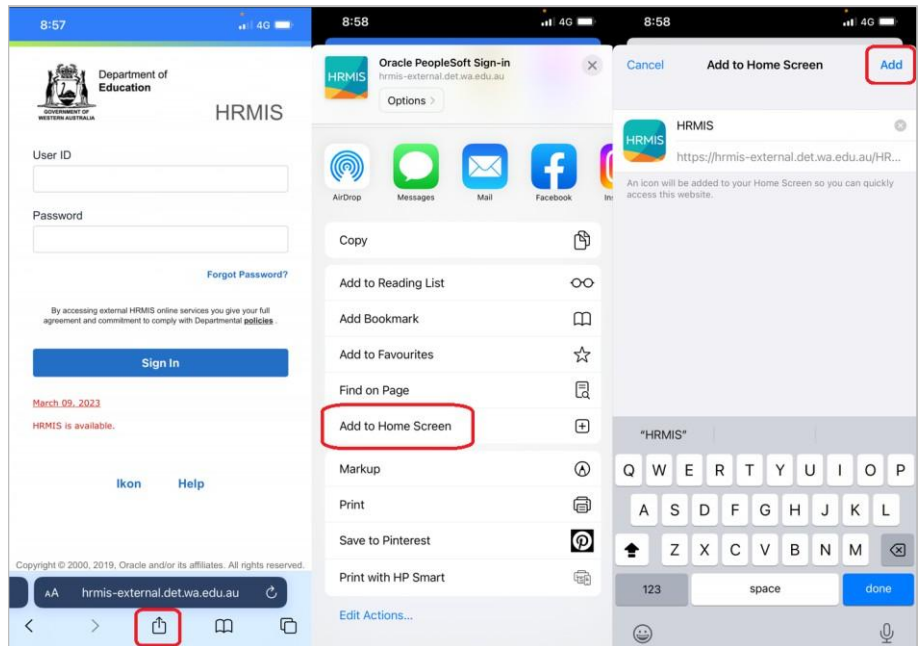
You can save HRMIS to appear like an app on your handheld device, so you can easily access any booking requests.

Below are step by step instructions on how to do this.

Phone/iPad


An instructional video on how to add the Casual Staff Seeker on your iPhone can be found [here](#).

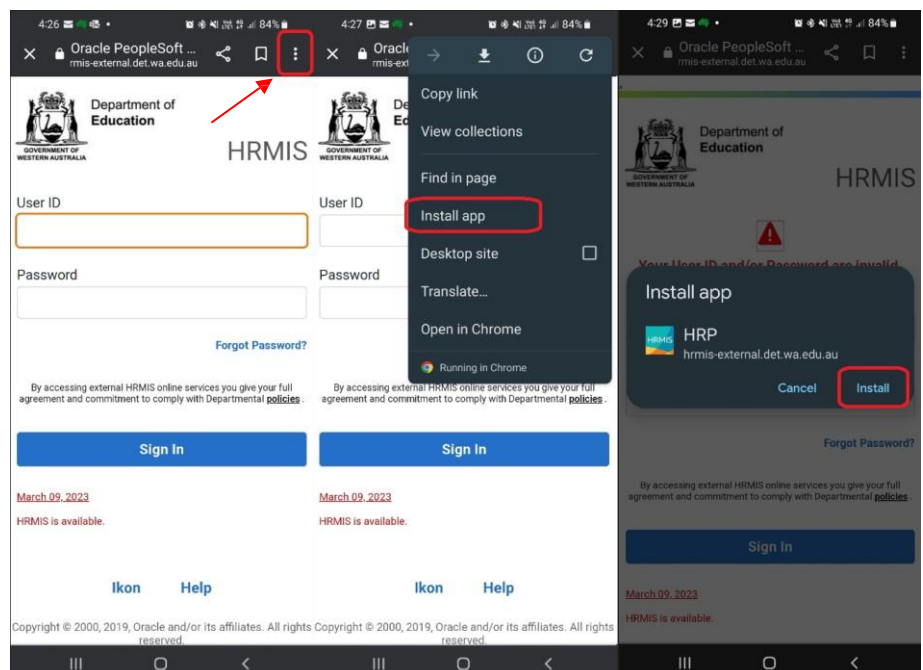
1. Launch **Safari** on your iPhone or iPad.
2. Navigate to the site that you want to create a home screen shortcut to.
3. Open the page, tap on the share button at the bottom of screen 
4. Scroll down to the list of actions and tap *Add to Home Screen*. You can then rename the website and then select *Add*



Android Device

An instructional video on how to add the Casual Staff Seeker to your Android Device can be found [here](#).

1. Launch **Chrome** or **Firefox** on your phone.
2. Navigate to the site that you want to create a home screen shortcut to.
3. Tap the three-dot menu  It is at the bottom-right corner of the screen in some versions, and at the top-right in others.
4. Scroll down to the list of actions and tap *Install app* OR *Add to Home Screen*. You can then rename the website and then select *Add*



Set up your profile

Before schools can send you booking requests you must complete your profile setup. These details can be updated at any time, and we encourage you to regularly review your location and teaching preferences, to maximise your availability and increase your opportunities for work.

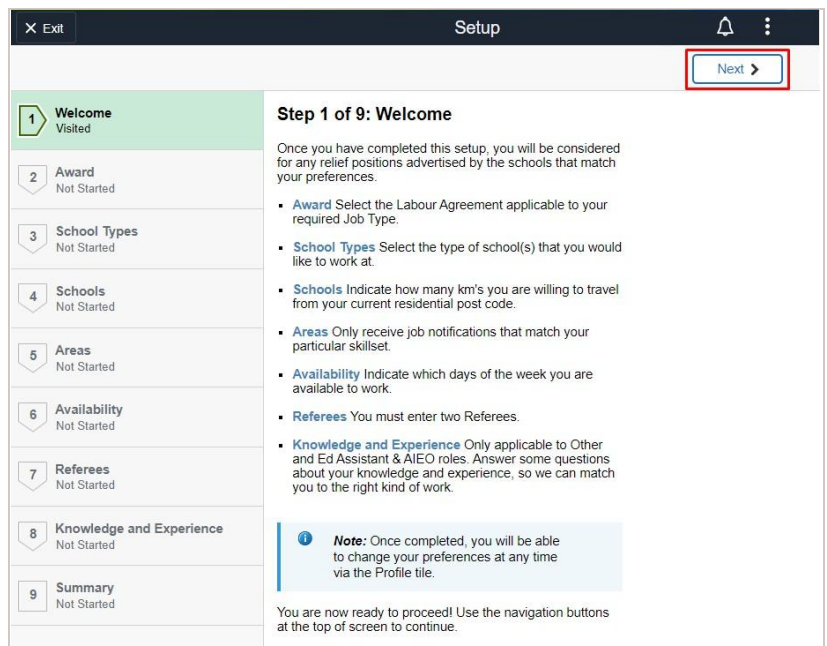
Once you have logged in, and accessed the Casual Staff Seeker menu, select **Setup Profile**. The setup function has nine steps, which we will guide you through here.

The following steps outline how to initially set up your profile. Once you have set up your profile and want to make changes, please refer to [Manage your Profile](#) in this user guide for further information.

Step 1 of 9: Welcome and overview

This provides you with an overview of your profile setup.

- ▷ Select **Confirm** to save your details on each page.
- ▷ Then, select the **Next** button in the top right corner.



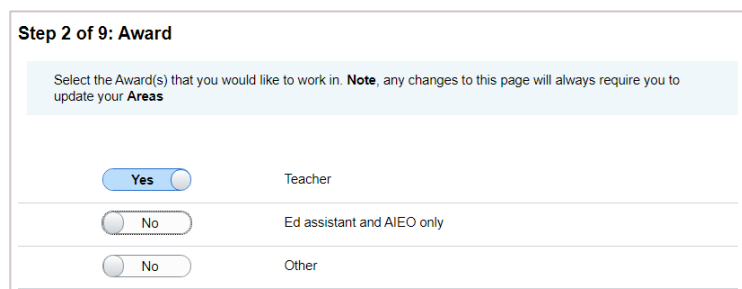
Step 2 of 9: Award

- ▷ Select which job category you would like to register your availability for by changing the toggle to **Yes**.

The selections you made on your job application will already be filled out here.

Only teachers who have been assessed by the Casual Workforce Team will be able to select **Teacher**.

- ▷ You can change the job roles you're interested in by selecting the slider button to **Yes** for the jobs you would like to register your availability for.



If you're interested in Education assistant and Aboriginal and Islander education officer positions, select the **Ed Assistant and AIEO only** slider button so it appears as **Yes**.

Other includes all other school positions e.g., Cleaners, Gardeners, IT support and more. If you're interested in these roles, ensure the slider is **Yes**.

You will be able to select specific jobs in **Areas**.

- ▷ Once you have made your selections, click on **Confirm** at the bottom of the screen, before proceeding.
- ▷ Select **Next** for **Step 3**

Step 2 of 9: Award

Select the Award(s) that you would like to work in. **Note**, any changes to this page will always require you to update your **Areas**

<input type="checkbox"/> No	Teacher
<input checked="" type="checkbox"/> Yes	Ed assistant and AIEO only
<input checked="" type="checkbox"/> Yes	Other

Confirm

Step 3 of 9: School types

- ▷ Select the types of schools you are interested in working in.

Education support schools include education support centers and schools, including Schools of Special Educational Needs (SSEN).

Specialist worksites include schools of the air, the School of Instrumental Music, and the School of Isolated and Distance Education (SIDE).

- ▷ **Confirm** this at the bottom of the screen, before proceeding.
- ▷ Select **Next** for **Step 4**

Setup

◀ Previous Next ▶

1 Welcome Visited

2 Award In Progress

3 School Types Not Started

4 Schools Not Started

5 Areas Not Started

6 Availability Not Started

7 Referees Not Started

8 Knowledge and Experience Not Started

9 Summary Not Started

Step 3 of 9: School Types

Select the School Type(s) that you would like to work at. **Note**, any changes to this page will always require you to refresh your schools via **Preferred Schools - Get Schools**

- Primary Schools
- Secondary Schools
- District High Schools & K-12
- Remote Schools
- Education Support
- Specialist Worksites

Confirm

Step 4 of 9: Schools

You can create your list of preferred schools in two ways:

- Distance from home
OR
- Individual schools

Distance from home

The address you entered in your application will appear here. You can select **Edit** to change this.

The distance from your address will default to **20km**. You can change how far you are willing to travel by changing this number.

- ▷ select **Get Schools**.

All schools within your chosen km radius you set will appear and automatically be selected as **Yes**.

Yes means you are willing to work at this school.

- ▷ To change your answer to **No**, simply slide the **Yes** button and it will change to No.

You can update your address or change the distance you are willing to travel at any time.

If you are travelling, you can also update your address as you move around.

Each time you change your address or distance; your list will reset.

The screenshot shows the 'Step 4 of 9: Schools' setup screen. On the left, a progress bar indicates the current step. The main content area is titled 'Step 4 of 9: Schools' and includes an 'Info' section with a 'Refresh Schools' button. Below this, there is a 'Kilometres' field set to 20, an address field containing '151 Royal Street EAST PERTH WA 6004', and an 'Edit' button. A 'Get Schools' button is also present. The 'Schools (Yes to include)' section lists two schools: 'Swan River College' (1.43 km) and 'Sunshine Primary School' (2.82 km), both with 'Yes' buttons selected.

The screenshot shows the 'Step 4 of 9: Schools' setup screen with a list of schools. The 'Schools (Yes to include)' section lists several schools with their distances and selection buttons: 'Sunshine Primary School' (1.43 km) with a 'Yes' button highlighted in a red box, 'Swan View College' (2.82 km) with a 'No' button highlighted in a red box, 'Paradise Senior High School' (2.90 km) with a 'No' button, 'Green Valley Education Support Centre' (3.02 km) with a 'Yes' button, 'Brookville District High School' (3.30 km) with a 'No' button, and 'Sommerville Primary School' (3.39 km) with a 'Yes' button. A 'Confirm' button is at the bottom.

Add Individual schools.

You can add schools individually or add others that are outside of your km range, if you have used the 'distance from home' function.

- ▶ To do this, select **Add Additional Schools**, and then click the magnifying glass symbol to enter the Lookup box.

In the **Description** bar:

- ▶ Enter the first part of the school's name only. Do not enter the school type (e.g. Primary School).

Example: to search for Albany Primary School, you can search by entering Albany.

- ▶ Once you have entered the school's name and select **Search**,

- ▶ Select the school you want to add to your list.

- ▶ Select **Add**.

This school will now appear in your list of **Preferred Schools**.

Note: Each time you change the address or distance, your list will reset, and you will need to add these individual schools again.


This will not affect any bookings you have.

- ▶ Select **Confirm** at the bottom of the screen, before proceeding.
- ▶ Select **Next** for **Step 5**

Step 5 of 9: Areas

Teachers

For non-teaching/school support areas, see next page.

Your learning areas based on your qualifications will be pre-selected and show a *Qualified* symbol next to it. 

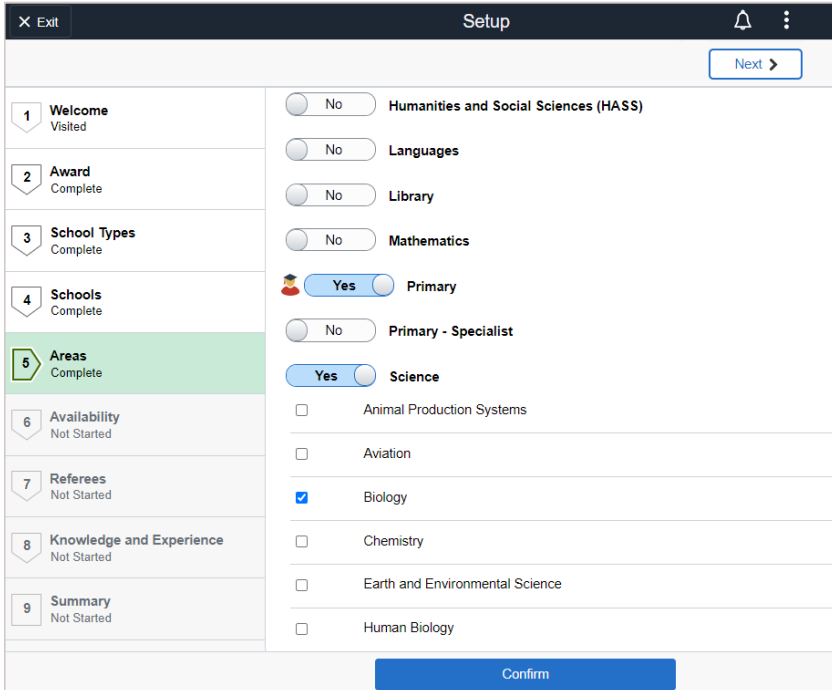
You can select other learning areas outside your area of qualification, which match your skill set, experience, and interests.

- ▷ Use the **Yes/No** slider to select these.
- ▷ Select the learning contexts, or specialties, within these learning areas you are willing to teach.

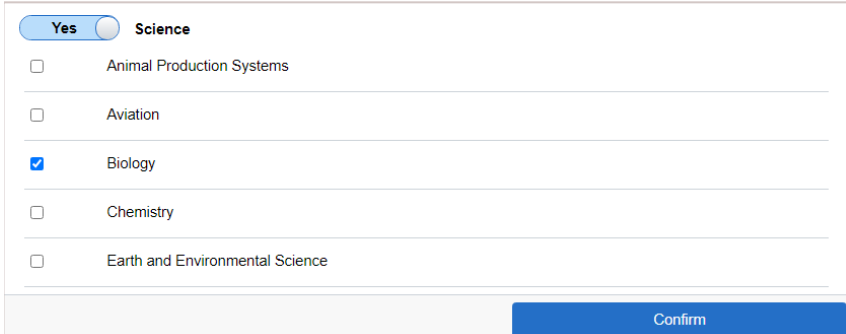
Example: within science, you can be more specific and indicate your interest in teaching Biology. To do this, select the check box.

The options that are on this page depend on the Awards and School Types you selected on previous steps.

- ▷ Select **Confirm** at the bottom of the screen.



The screenshot shows a 'Setup' screen with a progress indicator on the left. Step 5, 'Areas', is highlighted in green. The 'Areas' section is expanded, showing a 'Yes' slider for 'Science'. Under 'Science', there are several options with checkboxes: 'Animal Production Systems', 'Aviation', 'Biology' (checked), 'Chemistry', 'Earth and Environmental Science', and 'Human Biology'. A 'Confirm' button is located at the bottom right of the screen.



This is a close-up of the 'Science' section from the previous screenshot. It shows the 'Yes' slider for 'Science' and a list of options with checkboxes: 'Animal Production Systems', 'Aviation', 'Biology' (checked), 'Chemistry', and 'Earth and Environmental Science'. A 'Confirm' button is at the bottom right.

Non-teaching/School Support

- ▶ Use the **Yes/No** sliders to select job categories that you would be willing to work casually in.
- ▶ Select **Confirm** at the bottom of the screen, before proceeding.
- ▶ Select **Next** for **Step 6**

Example: if you are interested in education assistant relief, select the slider button for **Education Assistant**, and it will update to **Yes**. Then you can select more specific options.

If you are interested in Education Assistant – Mainstream work, select the **Mainstream** check box.

We encourage you to only select positions you would be prepared to work in with limited or no training. Some jobs may need a qualification, but this is not usually required for relief.

Step 6 of 9: Availability

Your contact details will be displayed here. You can update your mobile or email if they are incorrect.

- ▶ Let schools know when you are available to work, using the **Yes/No** sliders.
- ▶ Select **Confirm** at the bottom of the screen, before proceeding.
- ▶ Select **Next** for **Step 7**

You will receive notifications by SMS and email, it is important to keep this information up to date.

If you have specific dates where you are unavailable, you will be able to update your availability calendar once your profile is active.

Step 7 of 9: Referees

- ▷ Enter the details of **two** professional referees.
- ▷ Select **Confirm** at the bottom of the screen, before proceeding.
- ▷ Select **Next** for **Step 8**

If you are a graduate teacher, you may consider adding the contact details of your supervising practicum teacher.

Note, schools will be able to access the previous 6 months of your casual work in a public-school history through Casual Staff Seeker.

Step 8 of 9: Knowledge and Experience

For some job categories, we ask you to provide some information to help schools find out more about you. Some categories include cleaners, school and office support staff and gardeners.

- ▷ Use the **Yes/No** sliders to answer the questions.
- ▷ Select **Save** at the bottom of the screen, before proceeding.
- ▷ Select **Next** for **Step 9**

In this step you can tell us more about yourself and the experience you have with the jobs you have selected for casual relief.

Note, if you are only interested in teacher relief, you do not need to fill out this section

Step 9 of 9: Summary

Take some time to check that you have entered your preferences correctly.

If you want to go back and make any changes, select **Previous** and update your responses.

- ▷ Select **Previous** to view previous pages.
- ▷ Once completed, select **Confirm** to return to the **home** tile.

The screenshot shows a 'Setup' window with a progress bar on the left and a summary of completed steps on the right. The progress bar includes steps: 1 Welcome (Visited), 2 Award (Complete), 3 School Types (Complete), 4 Schools (Complete), 5 Areas (Complete), 6 Availability (Complete), 7 Referees (Complete), 8 Knowledge and Experience (Complete), and 9 Summary (Visited). The main content area is titled 'Step 9 of 9: Summary' and includes the text 'Well done - you're all set!' and 'If you're happy with your preferences, click the confirm button and you will be taken back to your home tile.' Below this is a list of preferences with green checkmarks and counts: Awards (1), School Types (2), Schools (1), Job Types (4), Availability (MT TF), and Referees (2). A blue 'Confirm' button is located at the bottom right of the main content area.

Your setup is now complete and active for schools to view and send bookings to!

Remember

You can update your location, preferences, and availability, at any time, in the **Profile** tile.

If you change the address or km distance from home, your list will reset. This will also reset any additional schools you have selected.

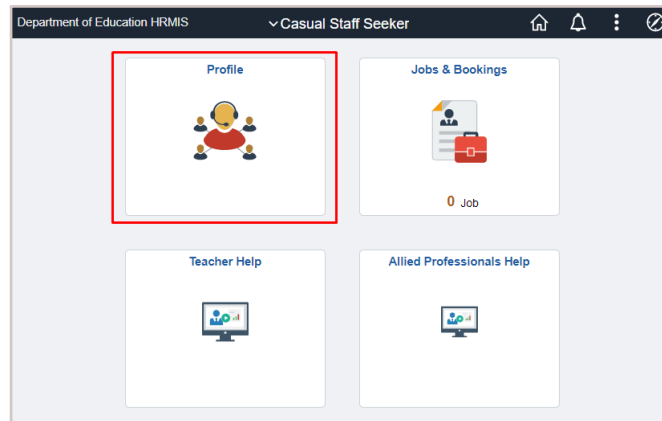
This will not affect any bookings you have.

Manage your profile.

You can update your contact details, location and teaching preferences, and availability in the **Profile** title. You can do this at any time HRMIS is available.

The **Profile** tile is available on the Casual Staff Seeker home screen.

Please make sure you have completed the **Setup Profile** title before continuing.



On the **Settings** tab, you can check or update your contact information.

- ▶ You can update your **Mobile Phone** number or **email** and then select **Save**.

Note: These details will be used to send you booking requests. Remember to ensure these details are up to date.

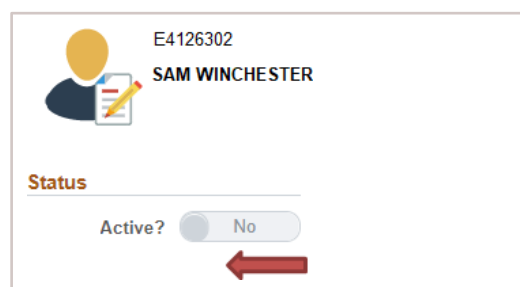
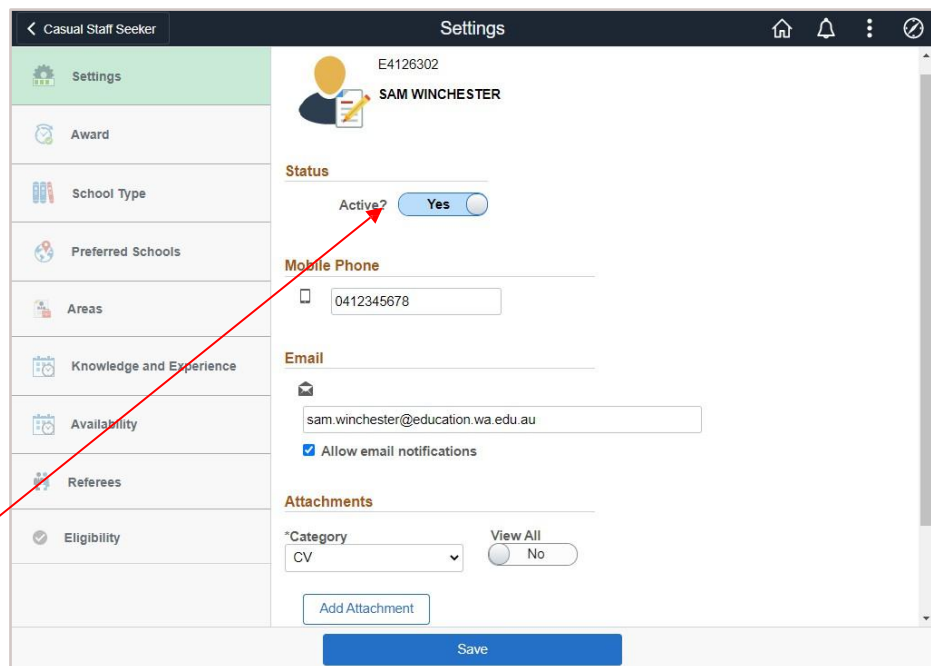
If you no longer want to receive any further requests for casual work, you can deactivate your profile.

- ▶ To deactivate your casual profile, click on the **Status - Active?** button to update the value to **No**

- ▶ Click **Save**.

To re-activate your casual profile

- ▶ select the **Status** slider button to update the value back to **Yes** and select **Save**.
- ▶ If the **slider button is Yes**, this means your profile is active.



Upload attachments

Under the **Attachments** heading, you can update your information.

We recommend using either a Word document, or pdf.

- ▷ To add a document, select **Add Attachments** and then **My Device**.
- ▷ Select the location of your file, then **Open**

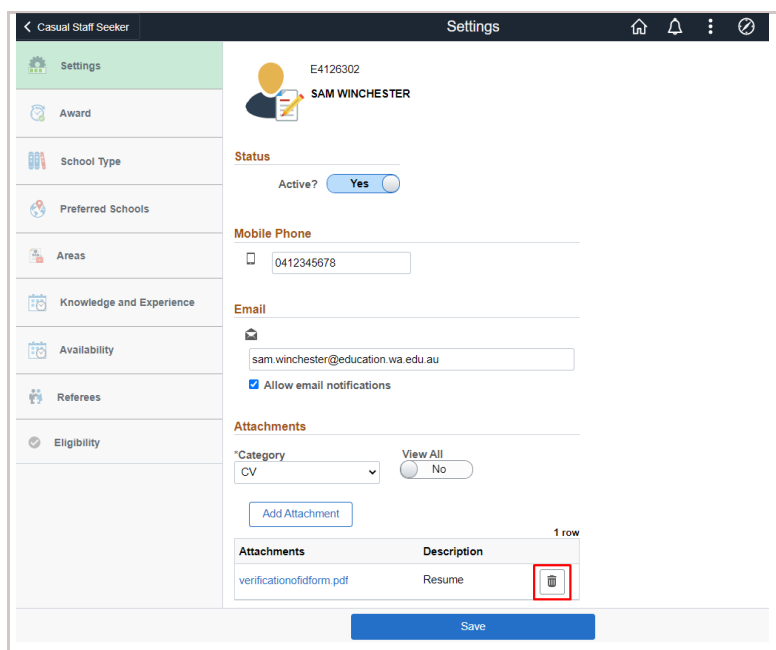
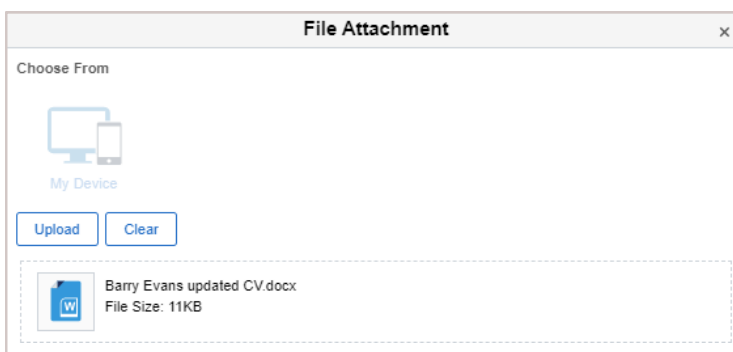
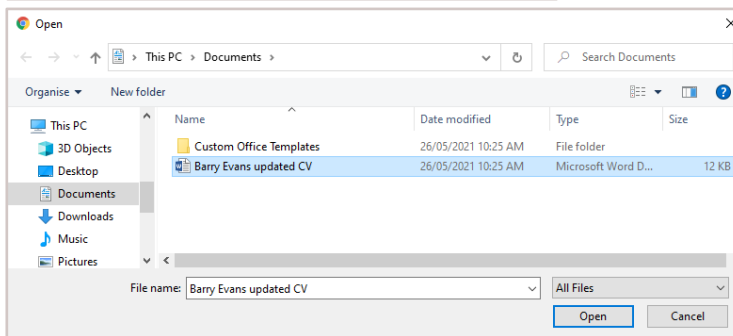
Your attachment will now appear in your profile and can be viewed and downloaded by schools.

- ▷ Select **Upload** to attach the document to your profile
- ▷ Select **Save** at the bottom of the page to add this attachment to your profile.
- ▷ You can remove old attachments by selecting the **trashcan** of the document you want to delete.

Teachers only

If you have completed a new teaching qualification and would like to be recognised as qualified in your profile, please send an email with your qualification to

workforce.casual@education.wa.edu.au



Updating your availability

Keeping your availability current ensures schools will send you booking requests only when you are available for work.

Go to the **Availability** section of your profile and update as needed.

You can update your availability a month at a time.

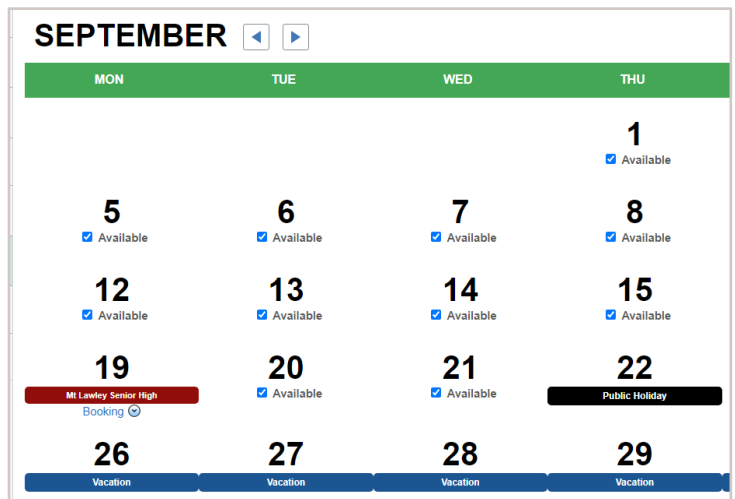
- ▶ Use the arrows next to the month heading to go to between months.



Any confirmed bookings you have through Casual Staff Seeker will appear on the calendar. You will appear unavailable to other schools on those days.

- ▶ Click the blue arrow next to **Booking** to see more information about your booking.

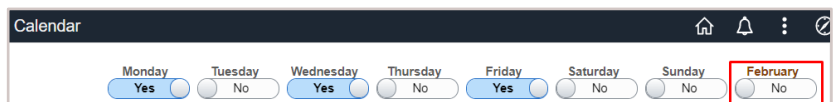
If you are not on any other days, you can untick them individually. If the box is ticked, it means you are available.



If you are not available on a particular day e.g. every Monday you can use the slider buttons at the top right of the page to update the value to **No**.



You can also update the entire month to **No** if you are not available all of February.



It is important to keep your availability up to date.

Updating your school locations

Update your school preferences by selecting **Preferred Schools** in your **Profile** tile.

Schools you have previously selected will appear with here.

Yes means you are willing to work at this school.

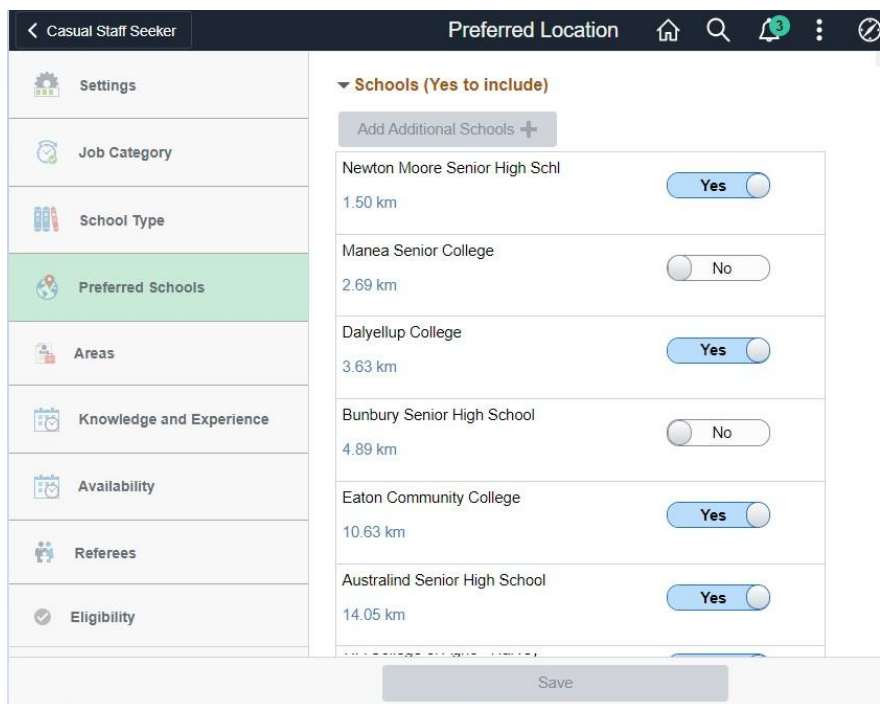
- ▶ To change your answer to **No**, simply slide the **Yes** button and it will change to **No**.

Note that each time you change the address or distance, your list will reset, and you will need to add these individual schools again.

This will not affect any bookings you have.

- ▶ Select **Save** at the bottom of the screen, before proceeding.

For more steps on changing your schools, refer to Step 4 of the **Profile Set up** (page 7) for instructions.



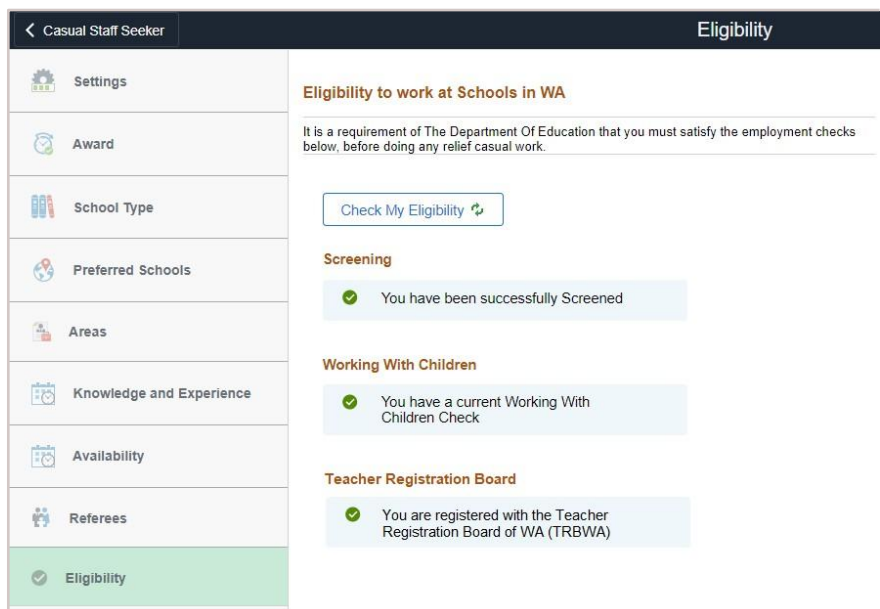
Eligibility check

- ▶ Confirm your eligibility for employment by selecting **Eligibility** in your **Profile**.

- ▶ Select **Check My Eligibility**

Screening, Working with Children Check, and Teacher Registration Board (for teachers) must be green for schools to book you for casual relief.

If your Working With Children Check (WWCC) is red and you have a current and valid WWCC card, please send a copy to workforce.casual@education.wa.edu.au and the Casual Workforce Team will update your WWCC information.



Jobs and bookings

You will receive an SMS and email; each time a school sends you a booking request. You can then log in to Casual Staff Seeker to find further details and indicate your interest in the job.

If you do apply for a booking, and you are accepted by the school, you will receive a further SMS to confirm the booking.

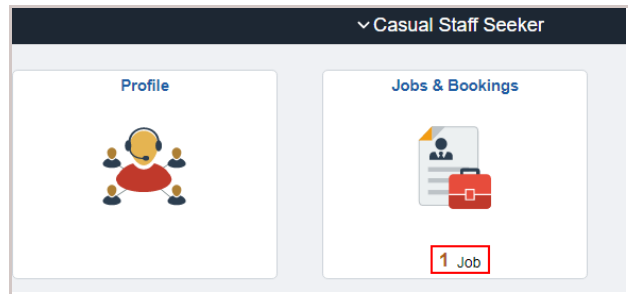
When you have been booked by a school the status of the booking will appear as **Confirmed** and you receive a confirmation text message.

The **Jobs & Bookings** tile has two sections:

- Job opportunities
- Current bookings

It is a good idea to check in here regularly.

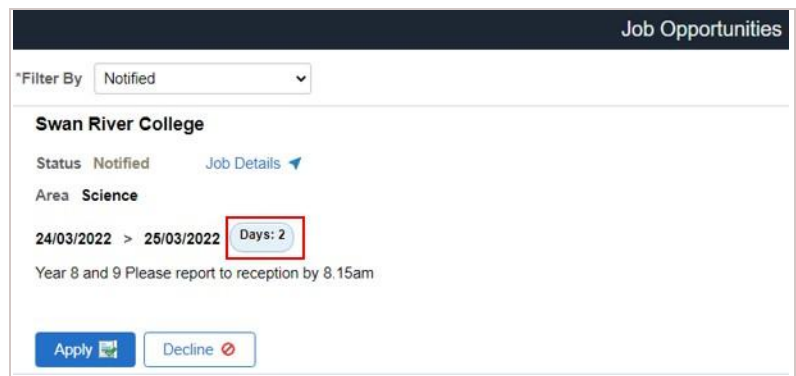
The number of jobs on the tile is how many jobs you have been sent and not responded to.



Job Opportunities will show you all requests which you have not responded to yet. These requests are at the status of **Notified**.

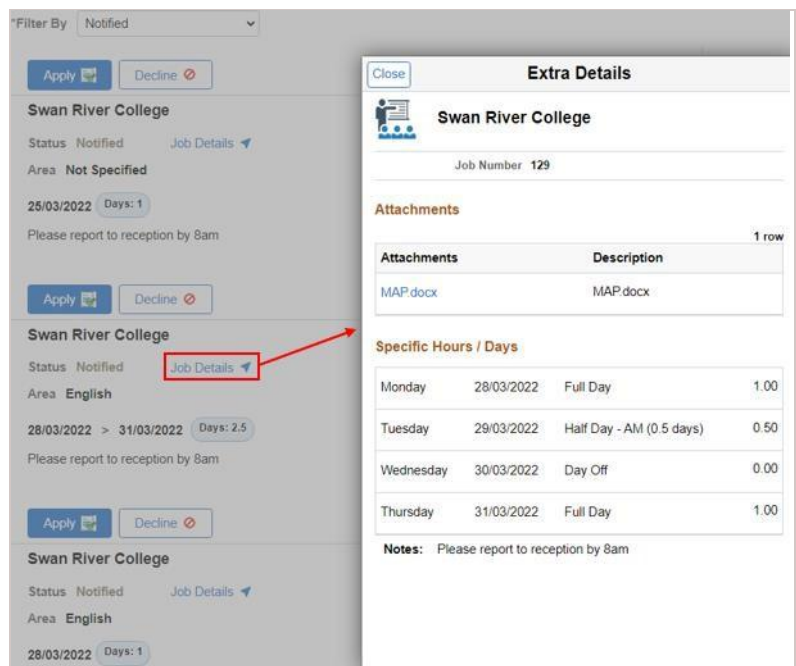
Here, you can apply for or decline bookings.

The blue bubble will indicate the length of the booking e.g. half a day or two days.



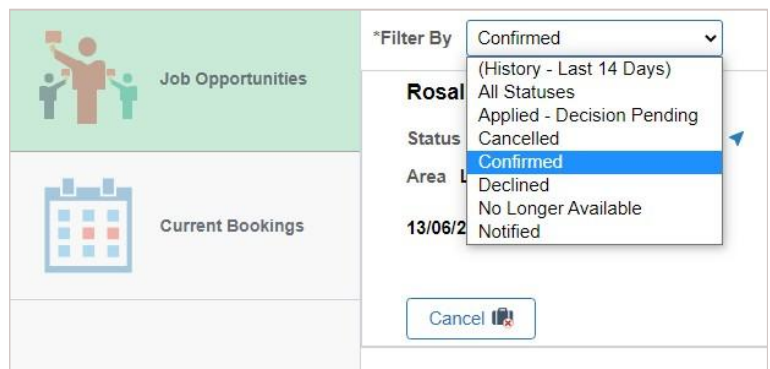
Select **Job Details** to see more about the booking. Including:

- Attachments (if there are any)
- What days the booking is for



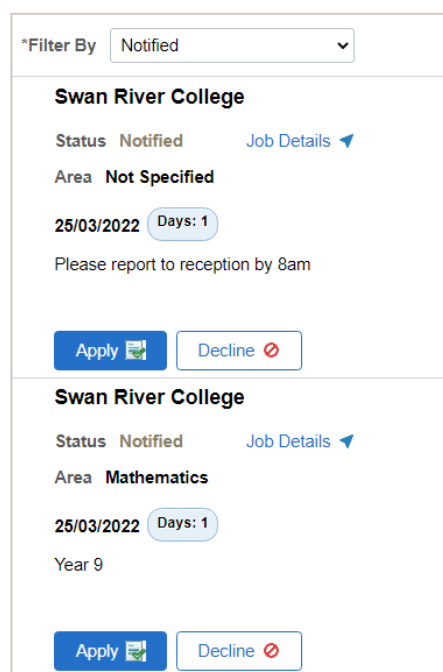
At the top of the page, you can look through the different requests you have received by using the drop-down list and choosing a status.

- **(History - Last 14 Days):** past bookings from the previous 14 days
- **All Statuses:** all current bookings from today onwards i.e., bookings with a date in the past will no longer appear here.
- **Applied - Decision Pending:** requests you have expressed interest for, and the school has not yet finalised
- **Cancelled:** bookings you have cancelled
- **Confirmed:** your confirmed bookings. These will also be listed in the **Current Bookings** calendar.
- **Declined:** bookings you have declined
- **No Longer Available:** the school has confirmed another person in the booking or withdrawn the request.
- **Notified:** requests which you have not responded to yet.



Apply for a job opportunity.

- ▷ Select **Job Details** to see more about the request including any attachments (if there are any).
- ▷ If you are interested, select the **Apply** button.
- ▷ If you are not interested in the booking or your circumstances have changed, please **Decline** the request. This helps schools' book available relief staff.



Confirm a booking.

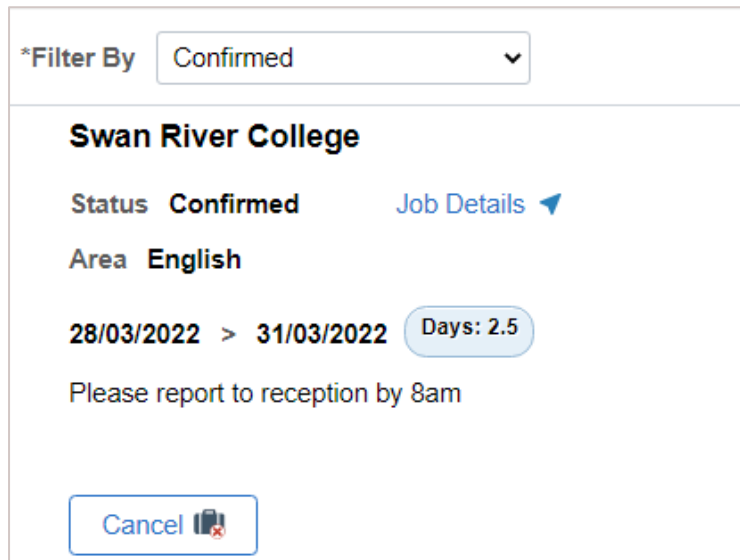
Once you have expressed an interest in the booking request, the school confirms the relief staff who best suits the needs of the request.

Note: the school may send a request to multiple relief staff.

If you are confirmed for the booking request, you will receive an SMS and email confirmation.

The status of the booking request will then be **Confirmed**. These will also be listed your **Current Bookings** calendar.

If you do not receive a confirmation message, the school has confirmed someone else in the booking or withdrawn the request. It will appear with the status of **No Longer Available**. You can select this option from the drop-down list to view it.

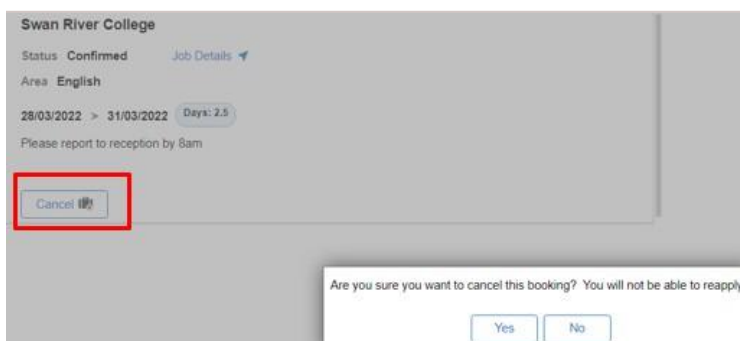


Cancel a booking.

You can also cancel your booking, or a confirmed booking.

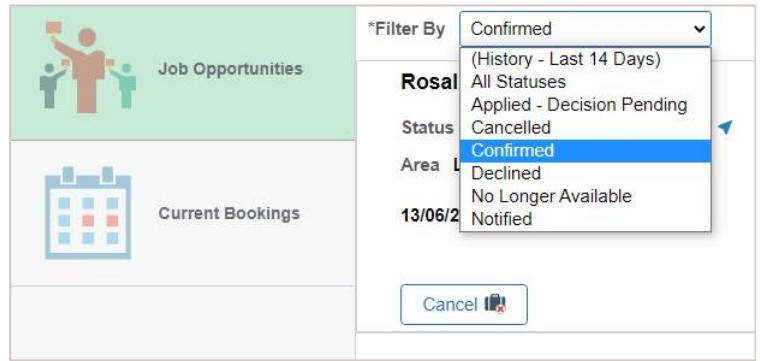
- ▶ Go to **Jobs & Bookings**. Select the drop-down list and select using the **Cancel** button.

If you are confirmed in the booking and it is close to the day you are expected to attend, please contact the school by phone to advise them. This will give them time to book another relief staff member.

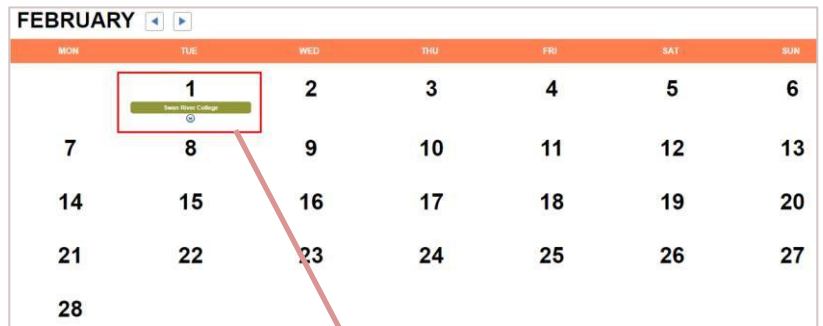


View your current bookings.

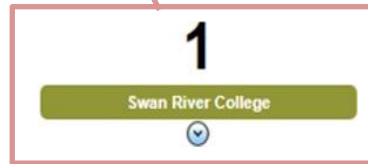
You can view your upcoming confirmed bookings by selecting the drop-down list and then selecting **Confirmed**.



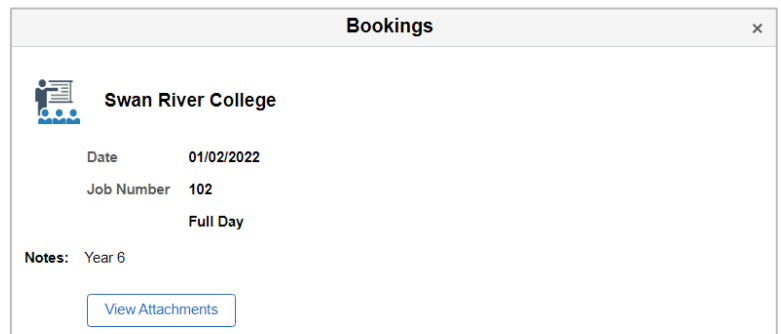
You can also go to **Current Bookings**. This page will show the details of any current and upcoming bookings that both you and the school have confirmed.



- ▶ Select the **Actions** menu (blue arrow), to see more information about the booking.



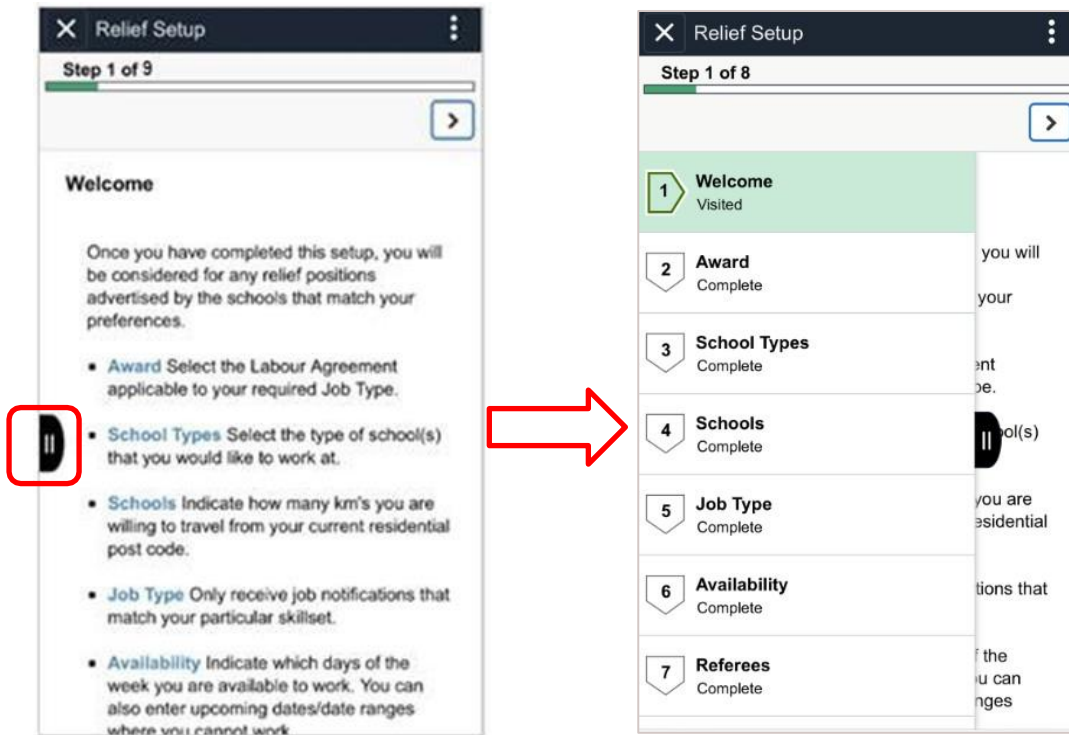
This includes if the school has added any notes or attachments to the booking request.



Using Casual Staff Seeker on a mobile device

If you are accessing the Casual Staff Seeker tool on a mobile device, select the sliding menu button on the left which will expand the menu.

You can tap the same button to hide the menu while you use Casual Staff Seeker



Frequently Asked Questions

Accessing the Casual Staff Seeker

Question: Why is the Casual Staff Seeker not appearing when I login?

Answer: If you have only just received your 'Welcome' email, it may up to 24 hours for your profile to activate. When you login, there should be a menu at the top 'Employee Self Service'. Once you drop-down the menu where Casual Staff Seeker will be.

If you still cannot see Casual Staff Seeker, please call us on 9264 5083

Question: How can I find the Casual Staff Seeker?

Answer: We will send you an email with instructions on how to access Casual Staff Seeker or refer to page 2 of this guide.

Question: I can no longer access HRMIS; how do I log back onto the system?

Answer: You may need to check if your Screening Clearance Number is still valid. This usually happens when you have had a break in service for more than 6 months (including casual work). To apply for a new screening clearance please visit education.wa.edu.au/screening.

Once you have received your new screening clearance number, please let us know by emailing workforce.casual@education.wa.edu.au

Booking Requests

Question: How do I know if a school wants to book me for relief?

Answer: You will receive a text message. Please note, schools may send bookings to specific staff or a large group of relief staff at random.

Question: I have not received any bookings. Is my profile set up correctly?

Answer: You can check your profile at any time to make sure it is set up correctly. One thing to check is the eligibility section of your profile. Refer to page 15 for more information.

Question: I just received a text message for a booking and when I click on the link, the job is not showing under my Jobs and Bookings?

Answer: The school has either filled the job already, or they have withdrawn the booking.

Eligibility Requirements

Question: I provided a receipt for my Working with Children Check in my initial application and have now received my Working with Children Check card

Answer: Send a copy of your Working with Children (WWC) Card to workforce.casual@education.wa.edu.au and we can update your WWC details.

Updating details in Casual Staff Seeker

(e.g., qualifications, personal details, school preferences, knowledge and experience, availability, or attachments)

Question: I want to update my CV; do I need to resubmit my application on JobsWA?

Answer: No once you have set up a profile in the Casual Staff Seeker you will never need to resubmit your application on JobsWA.

You can update your information directly on the Casual Staff Seeker.

Question: How do I update my profile on my mobile device? I cannot see the option to update my school preferences or availability; I just have the front page of my profile.

Answer: On a mobile phone, the side-menu for your profile is hidden to make it easier for you to view the page. To open the menu, on the left side of your screen, tap on the black button (with two lines) to open the menu.

There is an example on page 20.

Question: My qualified teaching areas on the Casual Staff Seeker are not correct; how can this be updated?

(Teachers only)

Answer: When setting up your profile, you will notice that your qualified learning areas and subjects have been selected. If you have additional qualifications that allow you to teach other areas, or you do not think your qualifications are correct, please email your final transcripts to workforce.casual@education.wa.edu.au for review.

Question: I have completed another teaching qualification and would like my teaching areas updated in the Casual Staff Seeker; how can this be updated?

(Teachers only)

Answer: Please email your final transcripts to workforce.casual@education.wa.edu.au for further review.