

## Calendar for the Staffing of Schools 2021

2021 Date	Event	Action by
27 January to 1 April 2021	SASS Staffing Operation undertaken throughout term 1, limited recruitment action for critical schools only. SASS vacancies are reviewed and actioned at the commencement of Term 2.	School Workforce, SASS Recruitment
Tue 27 January 2021	Early Start Schools teachers return – Early Start Schools Principals notify Shared Services HR and Teacher Recruitment, via OMSEE, of staff not returning or entering on duty; submit interim leave notification where necessary.	Early start schools Principals
Tue 3 February 2021	Late Start Schools teachers return – Late Start Schools Principals notify Shared Services HR and Teacher Recruitment, via OMSEE, of staff not returning or entering on duty; submit interim leave notification where necessary.	Late start schools Principals
No later than Thu 4 February 2021	Last day for actual enrolments to be submitted on OMSEE by Principals of Early Start Schools. Principals can access the OMSEE website through the staff portal: <a href="http://online.det.nsw.edu.au/omsee/">online.det.nsw.edu.au/omsee/</a>	Early start schools Principals
No later than Thu 11 February 2021	Last day for actual enrolments to be submitted on OMSEE by Principals of Late Start Schools. Principals can access the OMSEE website through the staff portal: <a href="http://online.det.nsw.edu.au/omsee/">online.det.nsw.edu.au/omsee/</a>	Late start schools Principals
Thu 18 February 2021	Actual teacher and SASS staffing entitlements published (all schools) on OMSEE by Recruitment and Employment (SASS entitlement takes effect from the start of Term 2).	School Workforce
Mon 22 February 2021	Last day for schools to submit OMSEE vacancy advice forms to be actioned before Day 1, Term 2 2021. Forms received after this date may not be actioned before Day 1, Term 2 and schools are required to arrange a temporary staff member for the first 4 weeks of Term 2, 2021.	All Principals
No later than Thu 25 February 2021	Schools submit staffing variations, including vacancies and nominated transfers. The procedures for nominated transfers can be accessed at: <a href="#">Reductions in Staff Entitlements - Procedures for the Nomination for Transfer of Teachers</a> The SASS acceptance/decline in decrease in hours form and procedure for nominated transfers can be accessed at: <a href="#">Acceptance of Reduction in Hours Nominated transfers</a>	All Principals
Mon 1 March to Fri 5 March 2021	Primary Executive Review and Classification (PERC) and Secondary Executive Review and Classification (SERC) 2021 for 2021 issues reviewed following Actual Enrolment Return. Principals and Directors contacted where relevant and advised of outcomes.	School Workforce
Thu 1 April 2021	Last day for Distance Education Centres and Intensive English Centres to submit enrolments on OMSEE.	Principals of primary and secondary DEC's and Principals with IECs

2021 Date	Event	Action by
Thu 6 May 2021	PERC and SERC issues 2021 for 2022 published on OMSEE 4 for Principal/Director response. Principals and Directors can access the OMSEE4 website through the staff portal: <a href="http://online.det.nsw.edu.au/omsee/">online.det.nsw.edu.au/omsee/</a>	School Workforce, and Relevant Principals and Directors
Thu 6 May to Fri 21 May 2021	Principals/Directors submit completed comments for PERC issues on OMSEE 4. Principals and Directors can access the OMSEE4 website through the staff portal: <a href="http://online.det.nsw.edu.au/omsee/">online.det.nsw.edu.au/omsee/</a>	Relevant Principals and Directors
By Fri 18 June 2021	Principals/Directors notified of PERC and SERC outcomes.	School Workforce
No later than Fri 25 June 2021	Schools submit PERC and SERC 2021 for 2022 staffing variations, including vacancies and nominated transfers. The procedures for nominated transfers can be accessed at: <a href="#">Reductions in Staff Entitlements - Procedures for the Nomination for Transfer of Teachers</a>	Relevant Principals
No Later than Wed 28 July 2021	Principals submit anticipated enrolments for 2022 on OMSEE on or before this date.	All Principals
Wed 11 August 2021	Recruitment and Employment publishes anticipated teacher entitlements for 2022 on OMSEE.	School Workforce
Wed 18 August 2021	Anticipated variations to teacher staffing submitted on OMSEE by Principals, on or before this date, including anticipated vacant positions and nominated transfers.	All Principals
Fri 8 October 2021	Last day for schools to submit OMSEE vacancy advice forms to be actioned before Day 1, Term 1 2022 for Teachers and SASS. Forms received after this date may not be actioned before Day 1, Term 1, 2022 and schools are required to arrange a temporary staff member for the first 4 weeks of Term 1, 2022.	All Principals
Friday 5 November 2021	Complete Role Request Form for Advertisement of Temporary Assignment and Extensions (exceeding 3 months) on iworkfor.nsw for vacancies to be filled for 2021.	Principals/Hiring Manager
No later than Friday 19 November 2021	Advertisements will appear on the iworkfor.nsw website for Farm Assistance and General Assistant roles starting Day1, Term1 2022.	Principals/Hiring Manager
Friday 19 November 2021	Complete Role Request Form for Temporary Assignment and Extensions for the start of 2022 (exceeding 3 months).	Principals
Friday 26 November 2021	To enable SASS Recruitment to complete SASS Recruitment action by the last day of Term 4, 2021 all final selection reports must be submitted via OMSEE by 26 November 2021.	Principals

2021 Date	Event	Action by
Friday 3 December 2021	Any SASS vacancies cleared to be advertised for 2021 will close Friday 3 December 2021.	Principals/Hiring Managers
Closes 4:00pm Sunday 12 December 2021	All <b>OPEN</b> Farm Assistance and General Assistant external advertisements close at 4:00pm Sunday 12 December 2021.	Principals/Hiring Managers
Wednesday 15 December 2021	Shortlisting for all Farm Assistance and General Assistant roles advertisements must be finalised on Taleo by 15 December 2021 if interviews are to be conducted in January 2022.	Hiring Managers
Fri 17 December 2021	Last opportunity for Principals to submit revised anticipated enrolments for 2022 on OMSEE.  All SASS, General Assistant and Farm Assistance applicants are to be notified of the status of their application ( <i>interviews may be delayed until term one 2022</i> ).	All Principals  Hiring Managers
Friday 17 December 2021	Last opportunity for Principals to submit revised anticipated enrolments for 2022 on OMSEE.	All Principals
Friday 28 January to 8 April 2022	SASS Staffing Operation undertaken throughout term 1, limited recruitment action for critical schools only. SASS vacancies are reviewed and actioned at the commencement of Term 2.	School Workforce, SASS Recruitment
Fri 28 January 2022	Early Start Schools teachers return – Early Start Schools Principals notify Shared Services HR and Teacher Recruitment, via OMSEE, of staff not returning or entering on duty; submit interim leave notification where necessary.	Early Start Schools Principals
Fri 4 February 2022	Late Start Schools teachers return – Late Start Schools Principals notify Shared Services HR and Teacher Recruitment, via OMSEE, of staff not returning or entering on duty; submit interim leave notification where necessary.	Late Start Schools Principals
No later than Mon 14 February 2022	Last day for actual enrolments to be submitted on OMSEE by Principals of Early Start Schools. Principals can access the OMSEE website through the staff portal: <a href="https://online.det.nsw.edu.au/omsee/">online.det.nsw.edu.au/omsee/</a>	Early Start Schools Principals
No later than Mon 21 February 2022	Last day for actual enrolments to be submitted on OMSEE by Principals of Late Start Schools. Principals can access the OMSEE website through the staff portal: <a href="https://online.det.nsw.edu.au/omsee/">online.det.nsw.edu.au/omsee/</a>	Late Start Schools Principals
Thu 3 March 2022	Actual teacher and SASS staffing entitlements published (all schools) on OMSEE by Recruitment and Employment (SASS entitlement takes effect from the start of Term 2).	Recruitment and Employment

2021 Date	Event	Action by
Fri 4 March 2022	Last day for schools to submit OMSEE vacancy advice forms for teaching positions to be actioned before Day 1, Term 2 2022. Forms received after this date may not be actioned before Day 1, Term 2 and schools are required to arrange a temporary staff member for the first 4 weeks of Term 2, 2022.	All Principals
No later than Fri 4 March 2022  Fri 11 March 2022	Schools submit staffing variations, including vacancies and nominated transfers. The procedures for nominated transfers can be accessed at: <a href="#">Reductions in Staff Entitlements - Procedures for the Nomination for Transfer of Teachers</a>  The SASS acceptance/decline in decrease in hours form and procedure for nominated transfers can be accessed at: <a href="#">Acceptance of Reduction in Hours Nominated transfers</a>	All Principals
Mon 7 March to Fri 11 March 2022	Primary Executive Review and Classification (PERC) and Secondary Executive Review and Classification (SERC) 2022 for 2022 issues reviewed following Actual Enrolment Return. Principals and Directors contacted where relevant and advised of outcomes.	Recruitment and Employment
Fri 8 April 2022	Last day for Distance Education Centres and Intensive English Centres to submit enrolments on OMSEE.	Principals of primary and secondary DECs and Principals with IECs
Fri 29 April 2022	PERC and SERC issues 2022 for 2023 published on OMSEE 4 for Principal/Director response. Principals and Directors can access the OMSEE4 website through the staff portal: <a href="http://online.det.nsw.edu.au/omsee/">online.det.nsw.edu.au/omsee/</a>	School Workforce, and Relevant Principals and Directors
Fri 29 April to Fri 13 May 2022	Principals/Directors submit completed comments for PERC issues on OMSEE 4. Principals and Directors can access the OMSEE4 website through the staff portal: <a href="http://online.det.nsw.edu.au/omsee/">online.det.nsw.edu.au/omsee/</a>	Relevant Principals and Directors
By Fri 10 June 2022	Principals/Directors notified of PERC and SERC outcomes.	School Workforce
No later than Fri 24 June 2022	Schools submit PERC and SERC 2022 for 2023 staffing variations, including vacancies and nominated transfers. The procedures for nominated transfers can be accessed at: <a href="#">Reductions in Staff Entitlements - Procedures for the Nomination for Transfer of Teachers</a>	Relevant Principals
No Later than Wed 3 August 2022	Principals submit anticipated enrolments for 2023 on OMSEE on or before this date.	All Principals
Wed 17 August 2022	Recruitment and Employment publishes anticipated teacher entitlements for 2023 on OMSEE.	School Workforce
Fri 26 August 2022	Anticipated variations to teacher staffing submitted on OMSEE by Principals, on or before this date, including anticipated vacant positions and nominated transfers.	All Principals

2021 Date	Event	Action by
Fri 14 October 2022	Last day for schools to submit OMSEE SASS and Teacher vacancy advice forms to be actioned before Day 1, Term 1 2023. Forms received after this date may not be actioned before Day 1, Term 1, 2023 and schools are required to arrange a temporary SASS and Teacher staff member for the first 4 weeks of Term 1, 2023.	All Principals
Friday 4 November 2022	Complete Role Request Form for Advertisement of Temporary Assignment and Extensions (exceeding 3 months) on iworkfor.nsw for vacancies to be filled for 2022.	Principals/Hiring Manager
No later than Friday 18 November 2022	Advertisements will appear on the iworkfor.nsw website for Farm Assistance and General Assistant roles starting Day1, Term1 2023.	Principals/Hiring Manager
Friday 18 November 2022	Complete Role Request Form for Temporary Assignment and Extensions for the start of 2023 ( <i>exceeding 3 months</i> ).	Principals
Friday 25 November 2022	To enable SASS Recruitment to complete SASS Recruitment action by the last day of Term 4, 2023 all final selection reports must be submitted via OMSEE by 25 November 2022.	Principals
Friday 2 December 2022	Any SASS vacancies cleared to be advertised for 2022 will close Friday 2 December 2022.	Principals/Hiring Managers
Friday 9 December 2022	Shortlisting for all advertisements must be finalised by Friday 9 December 2022.	Principals/Hiring Managers
Submit by Wednesday 14 December 2022	Shortlisting for all Farm Assistance and General Assistant roles advertisements must be finalised on Taleo by 14 December 2022 if interviews are to be conducted in January 2023.	Hiring Managers
Friday 16 December 2022	All SASS, General Assistant and Farm Assistance applicants are to be notified of the status of their application (interviews may be delayed until term one 2023).	Hiring Managers
Tue 20 December 2022	Last opportunity for Principals to submit revised anticipated enrolments for 2023 on OMSEE.	All Principals