



Santa Clara School

To Whom It May Concern

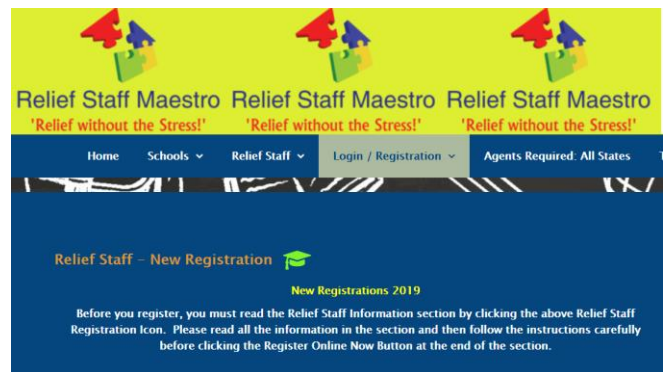
Thank you for wanting to be on our school's Relief Staffing Database for 2019.

We are currently trialling 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](http://www.reliefstaffmaestro.com). It outlines the RSM 'System', Relief Staff Benefits, etc. Registrations are open to Teachers, Specialist Teachers, Education Assistants, Education Assistants – Special Needs.

To be placed on our database and ready for relief work, you must Register as soon as possible. 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, 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!



**REGISTRATION STEPS:**

1. **Phase 1** – Details / Accreditation / PayPal
  - Personal details
  - Relevant documents, cards, numbers (Please read the following page)
  - Professional referees
  - Teaching history
  - Select school plan:
 

Plan A – 1 School	Teachers (\$10.00)	Non-Teaching (\$7.50)
Plan B – 4 Schools	Teachers (\$40.00)	Non-Teaching (\$30.00)
Plan C – 8 Schools	Teachers (\$70.00)	Non-Teaching (\$50.00)
  - Make PayPal payment based upon your selected school plan
  - Submit Phase 1 Registration
2. **RSM verifies** your Phase 1 registration information. Once verified, you will have access to complete your registration, Phase 2, before activation.
3. **Phase 2** – Selections
  - Preferred Schools
  - Areas of Expertise – Please ensure you have added as many areas of expertise as possible.
  - Availability

#### 4. **Activation**

Before registering, you must have all the following list of items ready to upload or insert. You need to be fully prepared because you are unable to save an uncompleted Phase 1 Registration.

- **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.
  1. **Teacher Registration Board WA – Letter of Grant, Number & Expiry Date - Required by all teachers** - *If you don't have your TRBWA Letter of Grant, please follow the steps below.*
  2. **Working with Children Check – Card Copy, Number & Expiry Date - Required by all staff**
  3. **Police Clearance – SCN Letter from the Department of Education - Required by all non-teaching & Education Dept teaching staff** - *If you don't have a current SCN Letter, please follow the steps below.*
  4. **Qualifications** - Including 'Accreditation to Teach RE' (Preferred but not essential)
  5. **Payroll Number** – CEWA Schools (Only if already issued)
  6. **E Number** – Ed Dept Schools (Only if already issued)
  7. **Resume**
  8. **Professional Referees**
  9. **Teaching History**
  10. **Profile Picture** – Clear facial picture
  11. **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 for points 1, 2 & 3, will result in the delay of your activation.***

#### **TRBWA Letter of Grant**

Use the following steps to obtain 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&](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, and you want to work in the CEWA system, then it must meet the CEWA's Appointment of Staff Policy for Non-Teaching Staff as follows:  
Clause 5.1.3.4 National Police History Check

For applicants employed with the WA Catholic system, where there is no gap of more than 6 months in their employment, an NPHC is considered current if it is not more than 36 months old.

**All registration issues must be directed to RSM via email: [admin@rsm.com.au](mailto:admin@rsm.com.au).**

Thank you once again for considering relief work at our school.

We look forward to seeing you on our Relief Staff Database and offering you Relief Work via the Relief Staff Maestro's App as soon as possible.

Yours sincerely

**Santa Clara Staff**