

# Merit and local selection panel processes

Panel composition refers to who is included on the panel for selecting a candidate for a vacancy. Panel composition depends on the position and length of the vacancy.

Panel chairpersons must make sure their panel meets the panel composition requirements outlined on this page.

Panel members must follow the [merit or local selection panel processes](#) relevant to the vacancy.

## Merit selection training

All panel members (excluding governing council and community representatives) must have completed merit selection training.

The training is available online and takes approximately 2 hours to complete. Once completed, the training can be refreshed by employees wanting to refresh their knowledge.

You can access the training from the links below.

- [Merit selection training for Education and Children's Services Act 2019 vacancies](#)
- [Merit selection training for Public Sector Act 2009 \(corporate\) vacancies](#)

## Panel composition

You'll need 3 panellists including:

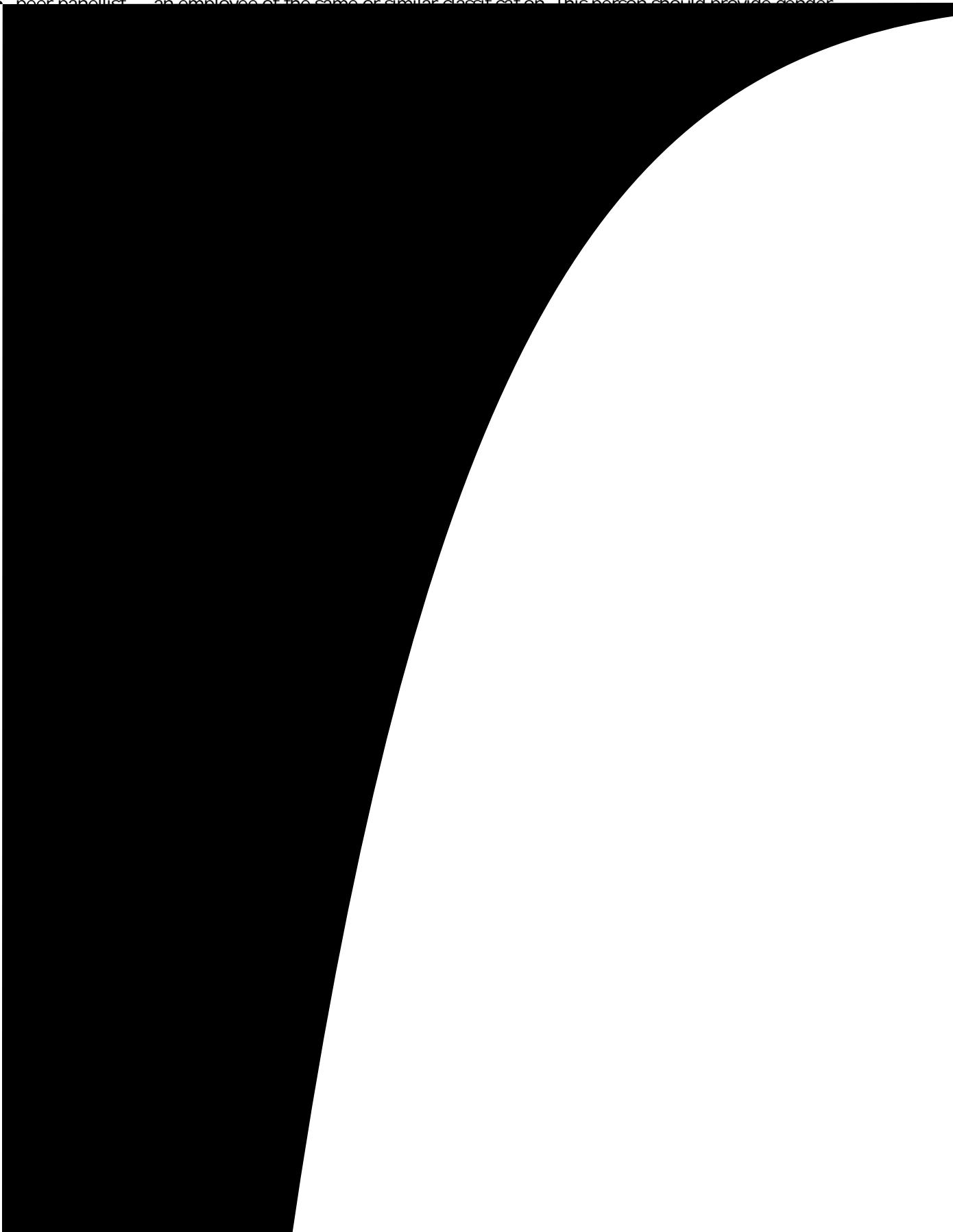
- chairperson – line manager or nominee
- employee representative – an employee with suitable knowledge of the role (they may be identified by the chairperson or nominated by staff members)
- peer panellist – an employee of the same or similar classification. This person should provide gender representation and in most cases will come from outside the business unit of the advertised vacancy.

To request a peer panellist list contact Corporate HR at \_\_\_\_\_ not have to be chosen from the list as long as they're merit trained.

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You'll need 3 panellists including:

- chairperson – line manager or nominee
- employee representative – an employee with suitable knowledge of the role (they may be identified by the chairperson or nominated by staff members)
- peer panellist – an employee of the same or similar classification. This person should provide gender



## Information panel members

You'll need 2 panellists including:

- chairperson – line manager or nominee
- employee representative – an employee with suitable knowledge of the role (they may be identified by the chairperson or nominated by staff members).

## Employee representative

You'll need 2 panellists including:

- chairperson – line manager or nominee
- employee representative – an employee with suitable knowledge of the role (this person may be identified by the chairperson or nominated by staff members).

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You'll need 4 panellists including:

- chairperson – education director or nominee
- Australian Education Union (AEU) representative – nominated by the AEU president
- peer panellist – an employee of the same or similar classification from a **different site** to the vacancy
- governing council representative – nominated by the school or preschool's governing council. This person does not need to be merit trained.

To request a peer panellist list contact Employee Relations at [education.ecu@sa.gov.au](mailto:education.ecu@sa.gov.au). The peer does not have to be chosen from the list as long as they're merit trained.

To request an **AEU** representative contact the AEU at [aeusa@aeusa.asn.au](mailto:aeusa@aeusa.asn.au). If the AEU nomination has not been received within 14 days after calling for applications, the department may appoint an employee to the panel in place of an AEU representative. For more information see the [AEU representatives on promotional position panels](#) section on this page.

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You'll need 3 panellists including:

chairperson – principal or nominee at

Chairperson – education director or nominee

Staff representative – nominated by staff at the school.

You'll need 2 panellists including:

- chairperson – education director or nominee
- staff representative – nominated by staff at the school.

Chairperson – education director or nominee

You'll need 3 panellists including:

- chairperson – education director or nominee
- staff representative – nominated by staff at the school
- governing council representative – nominated by the school's governing council. This person does not need to be merit trained.

Chairperson – education director or nominee

You'll need 2 panellists including:

- chairperson – education director or nominee
- staff representative – nominated by staff at the preschool or portolio.

Chairperson – education director or nominee

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You'll need 3 panellists including:

- chairperson – education director or nominee
- Aboriginal or Torres Strait Island employee or community representative – nominated by the school or community
- peer panellist – an employee of the same or similar classification who should provide gender representation.

To request a peer panellist list contact Employee Relations at [education.ecu@sa.gov.au](mailto:education.ecu@sa.gov.au). The peer does not have to be chosen from the list as long as they're merit trained.

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You'll need 3 panellists including:



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Notfication of the AEU representatives for promotional vacancies must be received within 14 days of the advertisement. If the AEU does not provide a nomination within 14 days, section 106(3) of the [Education and Children's Services Act 2019](#), allows the Chief Executive (or delegate as detailed below) to appoint an officer of the teaching service to the panel, provided this appointee has been elected or nominated by officers of the teaching service. In practice, the officers electing or nominating the panelist are the officers of the teaching staff at the vacancy/firsterso