Casual Relief Teacher Recruitment Collection

Frequently Asked Questions

## Q. What is the Casual Relief Teacher Recruitment Collection?

As part of the Mid-year (August) School Census, all schools are required to complete the Casual Relief Teacher Recruitment Collection on the internet at: www.eduweb.vic.gov.au/CRTCensus

The Casual Relief Teacher Recruitment Collection has been conducted in August each year since the year 2000. The census covers the reference period of the week ending on the first Friday in August

The collection asks schools whether they employed Casual Relief Teaching (CRT) staff in the reference period; the sources of CRT recruitment and the teaching background of the CRT staff recruited; whether they experienced difficulties recruiting CRTs during the reference period and the subject areas that were difficult to recruit CRTs for; the actions taken to employ CRTs for difficult vacancies and the actions taken when no CRT was available.

This data will enable the Department to assess more accurately which localities and in which subject or specialist areas schools may be experiencing difficulties recruiting CRTs. The Department uses the data in devising strategies to assist schools to overcome these problems.

The collection takes approximately 10 minutes to complete. The collection website can be accessed using either the school EduMail account or the Principal’s EduMail account.

The collection is to be completed electronically and submitted by all schools by the closing date.

All enquiries relating to this census can be directed to the Census Hotline on (03) 7022 0359

## Q. I did not recruit any casual relief teachers during the reference period. Do I need to complete the census?

Yes, all schools need to complete the census including those schools with a nil return.

Schools not recruiting any casual relief teachers will still need to answer questions 1 and 2 as “no” and the Principal will need to endorse the collection, before submitting it back to the Department of Education and Training.

## Q. How do I access the site?

Using your internet browser, type in the web address www.eduweb.vic.gov.au/CRTCensus

Each school will need to use either the School EduMail account or the Principal’s EduMail account to log on to the census site.

For more information on this topic, see “How to log on to the Website”.

## Q. When I try to access the website, access is denied?

This may happen for a couple of reasons:

1. Ensure that the web address is entered as www.eduweb.vic.gov.au/CRTCensus

2. You need to log on with either the School EduMail account or the Principal’s EduMail account. Please refer to the ‘How to log on to the Website” section.

## Q. What happens if I am half way through completing the Casual Relief Teacher Recruitment census and I need to stop?

You can save the census as a draft and re-enter the website to complete it at a later time. Your information will not be lost if you click on the 'Save as Draft' button located at the bottom of the census page. Please DO NOT EXIT before you do this, otherwise you will lose all the information that you have entered.

Remember to complete and submit the census prior to the expiration of the census closing date.

## Q. What will happen if I submit the Casual Relief Teacher Recruitment Collection, but realise there are mistakes?

If the closing date has not expired, then go to the website. All your data will appear as you have entered it. Make the necessary changes and resubmit. Only the latest return from your school will be used.

If the closing date has expired, then please direct these enquiries to the Census Hotline by email to census@eduMail.vic.gov.au or by phone on (03) 7022 0359.

## Q. I am accessing the web page, but it is taking a very long time for it load.

Please direct these enquiries to the Census Hotline by email to census@edumail.vic.gov.au or by phone on (03) 7022 0359

## Q. What are the system requirements that the Casual Relief Teacher Recruitment Collection web page will work successfully on?

The web page can be accessed by using any internet enabled Personal Computer. Browsers and optimal screen resolutions are listed below:

Please direct these enquiries to the Census Hotline by email to census@edumail.vic.gov.au or by phone on (03) 7022 0359

**Internet Browser**

Internet Explorer Version 10 and above

**Internet Options**

JavaScript on

**Screen Resolution**

800 X 600 Use large fonts

1680 X 1050 Use small fonts

**Operating System**

MS Windows Windows7 or above

## How to log on to the Website

To log on to the website, you will need to carry out the following steps.

1. Open your internet browser program (E.g. MS Internet Explorer, Firefox, etc.).

2. Type the web address: www.eduweb.vic.gov.au/CRTCensus.

3. You will be prompted to log on to the website.



4. You will need to log on as either your school with your school account or with the Principal’s EduMail account. (Not with any other account) If you are logging on with your school account, then type the User Name for your school account and the school account's password.

The User Name for the school account will take the form of SXXXXYY where:

XXXX = School number (e.g. Ararat Primary school number is 800 = 0800)

YY = Admin Centre Campus Number (e.g. Admin Centre Campus is 1 = 01)

Thus the User Name for Ararat Primary School's school account would be S080001.

If you are unaware of the password for the school account, both the Principal and the delegate have the permission to reset the password.

### To change the password:

1. Access the EduMail Homepage through the Principal’s or the delegate’s account. The web address for the EduMail homepage is: www.EduMail.vic.gov.au

2. Click on Support and then select 'EduMail Account Administration'.

3. By choosing 'Account Management', a list of all staff members registered at your school will appear.

4. Select the account for which you wish to reset the password, and click 'Reset this user's password'.