



NEW GRADUATE INCENTIVE PROGRAM GUIDELINES FOR SCHOOLS

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The New Graduate Incentive program supports Victorian government schools that have difficulty attracting high-quality graduate teachers to vacant hard-to-staff positions.

What is available?

Incentives valued at up to \$11,000 are available to support eligible Victorian Government schools to attract new graduates to take up hard-to-staff positions.

Eligible schools can promote the availability of an Incentive as part of the employment package when advertising vacant new graduate teacher positions.

Incentives provide recipients with a cash payment and an offer of ongoing employment.

Recipients will be required to enter into a formal agreement with the Department to work in the teaching position for a minimum period of time.

Incentive Types

Three Incentive types are available:

- Category 1 Incentive valued at \$11,000
Remote and outer regional schools.
- Category 2 Incentive valued at \$7,000
Inner regional and growth corridor schools.
- Category 3 Incentive valued at \$4,000
All other schools with a hard-to-staff vacancy in one of the following subject areas:
 - English
 - Information Technology/Computer Science
 - Language Other Than English
 - Mathematics
 - Science
 - Special Education/Integration
 - Primary

Eligible schools

Eligible schools have been designated according to recruitment difficulty reported in the Department's Teacher Recruitment Censes.

A full list of eligible schools is available at

<https://www.education.vic.gov.au/school/teachers/profdev/Pages/scholarship.aspx>

Who can apply?

All schools in the eligible schools list with a vacant hard-to-staff ongoing position can apply for an Incentive.

If your school is not listed in the eligible schools list, but you have a hard-to-staff subject vacancy, you can still apply for an Incentive. However, eligible remote, outer regional, inner regional and growth corridor schools will be prioritised for support.

How do I apply?

Schools can apply for a New Graduate Incentive at any time. To apply, please read these guidelines and complete all sections of the application form.

Applications must be submitted together with an electronic copy (PDF or MS-Word) of the draft position description to scholarship@edumail.vic.gov.au.

When entering the draft position description on Recruitment Online:

- Enter **New Graduate Incentive** in the '**Classification**' field
- Enter **New Graduate Incentive** in the '**Job Posting Title**' field

In the **Who May Apply** field select **003 – Teacher Scholarship Scheme**

In the **Program Benefits** field enter the relevant Incentive category:

- **Category 1** - all schools located in remote and outer regional areas
- **Category 2** – all schools located in inner regional and growth corridor areas
- **Category 3** – all other schools with a hard-to-staff subject

If you are not sure of the Incentive category, refer to the list of eligible schools available at <https://www.education.vic.gov.au/school/teachers/profdev/Pages/scholarship.aspx> or contact the Department at scholarship@edumail.vic.gov.au

Incentives are usually only available for ongoing positions. If your school has a vacant hard-to-staff fixed-term position, contact the email below before completing an application.

Applications should be addressed to:

New Graduate Incentives
Teacher Professional Practice Unit
GPO Box 4367
Melbourne VIC 3001

Or emailed to scholarship@edumail.vic.gov.au

You will be advised within 5 working days of the outcome of your application.

If your application is successful, the Department will organise for the draft position to be made live on Recruitment Online.

What happens when the school has selected a suitable candidate to fill the hard-to-staff position?

When the school has selected a suitable candidate to fill the hard-to-staff position:

1. complete all required hiring steps
2. advise the successful candidate they are eligible to receive an Incentive
3. advise the Department that you have a successful candidate, and provide the following information about the successful candidate:
 - a. full name
 - b. address
 - c. date of birth
 - d. probationary period end date
 - e. VIT registration number
 - f. copy of one of the following documents:
 - i. birth certificate
 - ii. passport
 - iii. Australian citizenship document
 - iv. Australian permanent residency document.

Following completion of these steps, and receipt of documentation, the Department will assess whether the appointee is eligible to receive an Incentive.

When the appointee's eligibility has been established, the Department will prepare an Incentive Offer Letter and Agreement. The Offer Letter and Agreement will be sent via email to the school contact nominated on the application form.

Before providing the appointee with the Offer Letter and Agreement, the school must advise that under the terms of the Incentive Agreement, the appointee is required to remain teaching in the school for a minimum period of time.

The school Principal and the successful candidate are required to sign 3 copies of the Incentive Agreement.

When the Incentive Agreements have been signed by both parties:

- one copy should be retained by the recipient
- one copy should be retained by the school
- one copy should be forwarded to the Department.

Note: The Incentive Agreement is not an offer of employment.

Who is the Incentive paid to?

The Incentive will be paid directly to the new graduate appointed to the hard-to-staff position.

The new graduate will receive the Incentive payment as soon as possible after commencing in the hard-to-staff position.

How will the Incentive be paid?

The new graduate appointed to the hard-to-staff position will receive the Incentive as a Special Payment through edupay.

How we can promote your vacant position

The Department will ensure all vacant positions awarded an employment incentive are promoted to pre-service teachers through the following initial teacher education (ITE) providers:

- Australian Catholic University
- Federation University
- La Trobe University
- Monash University
- Victoria University
- Deakin University
- Holmesglen Institute
- Melbourne Graduate School of Education
- RMIT University

These ITE providers receive support through the Department's Student Teacher Rural Practicum Placement (STRPP) program. This program provides financial incentives for pre-service teachers to access positive learning experiences through placement in a rural or regional Victorian government school. By exposing pre-service teachers to the experiences and opportunities offered by schools in rural and regional areas, they are more likely to consider ongoing employment in these schools after graduation.

Workforce Data Collection

In order to analyse the effectiveness of the program and to inform future workforce policies and programs, the Department will implement a survey at the end of each financial year.