Applicant Pool – Tutor Vacancy

Information Sheet

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Applicant Information Sheet

Tutor Learning Initiative

Will the Tutor Learning Initiative (TLI) run in 2025?	The TLI will run for the 2025 school year.
How do I register my interest in becoming a tutor?	To register your interest, you will need to create a profile in the Applicant Pool on School Jobs Vic. To be considered for tutoring and/or CRT opportunities, 'tutor' must be selected as the 'role type' in the applicant profile. You can access the relevant Applicant Help document for assistance in registering your interest. Schools will be able to search for individuals who have registered their interest and may contact you for employment as a tutor.
I am currently a fixed term tutor as part of the TLI, can I remain a tutor for the upcoming year?	The TLI 2025 is considered a new period of employment. As a fixed term tutor who was employed as part of the TLI 2025, you will need to create a profile in the Applicant Pool. When creating your profile, ensure you select tutor as a role type. If you are a current employee, you will access the Applicant Pool through the eduPay Employee home page. If you have a current profile in the Applicant Pool, with tutor selected as a role type, you will not have to take any further action. Schools will be able to search for individuals who have registered their interest and have selected tutor as a role type and may contact you for employment as a tutor.
I am an ongoing part-time teacher and am interested in becoming a tutor in 2025. Am I able to apply for tutor positions? How do I register my interest?	Current ongoing employees, such as part-time employees who are interested in taking on additional hours as a tutor should create a profile in the Applicant Pool. A current employee will create their profile by logging on to the eduPay Employee home page and clicking on the Careers tile.
I have a current profile on the Applicant Pool. What do I need to do?	If you have a current Applicant Pool profile on School Jobs Vic, there is no need for further action unless you wish to change or amend your profile. In this case, you may choose to edit your current profile.
I created my profile early this year, do I have to do anything?	An Applicant Pool profile remains active for 210 days. If you have received an email from the department to tell you your profile was about to

	become inactive, and you did not follow the steps in the email, you will need to submit a new profile.
I don't have a current Applicant Pool profile; however, I am interested in employment with the department. What can I do?	To be considered for and notified of different employment opportunities within the department you will need to create an account on School Jobs Vic. When signing up to the Applicant Pool select the Role Type you are interested in, such as Tutor/CRT/Primary teacher/etc. You can access the Applicant Help Page for assistance in registering your interest. Schools will be able to search for profiles and may contact you for employment opportunities.
Who looks at/has access to my Applicant Pool profile?	School recruiters can search and see your Applicant Pool profile and may contact you for employment depending on what role type/s you have selected.
Can I update my Applicant Pool profile?	To update your Applicant Pool profile, you can go to My Activities from the Careers homepage and select the Edit button.
Can I get help creating my Applicant Pool profile?	You can access the relevant Applicant Help document for assistance in creating an Applicant Pool profile. You can also call the Schools Recruitment Unit on 1800 641 943 or Email: schools.recruitment@education.vic.gov.au

Casual Relief Teacher (CRT)

How do I register interest in employment as a Casual Relief Teacher?	To register interest in employment as a Casual Relief Teacher you will need to create an Applicant Pool profile on School Jobs Vic. When creating your profile, you can indicate the type of employment you are interested in, such as Casual Relief Teacher by selecting the role type of Casual Relief Teacher. You can select multiple role types, such as Casual Relief Teacher & Tutor.

Username/Account/Password

Can I use my email address as my username?	No.
I've forgotten my username and/or password. How do I proceed?	For external applicants, there is a Forgot Username/Forgot Password option on the Careers homepage that you can use. For internal applicants, you can request a password reset for your eduPay account through your system administrator.
How do I change my password?	External applicants can update their password by Navigating to the Account Information Page. Internal Applicants can update your password when you log into eduPay. Or you can use the Forgot Password function on the careers sign in page On School Jobs Vic
How do I update my details?	External applicants can update their details by navigating to the Account Information Page. Internal applicants can update their details when they log into eduPay - Personal Information tile.
Can I have more than one account?	Yes. Once you've been hired or an existing Department of Education (DE) employee, you can still have an external account on School Jobs Vic. You can also create/maintain another external account at the same time.
How do I close my account?	You can request that Schools Recruitment Unit mark your external account as inactive. Please keep in mind that this does not withdraw any current active applications to vacancies or the applicant pool. For DE accounts (those logged in via eduPay), your account is closed when you cease employment with the department.

I have signed up to the Applicant Pool using my DE account however, I will be ceasing employment. What will happen to the details/history of my account?	Your internal account will terminate. If you wish to apply for vacancies after you cease employment, you will need to use your non-DE/external account. Alternatively, you can register as a New User.

General

Can I access the applicant portal from eduPay?	Yes, via; **eduPay | Employee homepage | Careers**
What is the advantage of accessing the Applicant Portal from eduPay?	As an internal applicant, you will be able to see all career opportunities including VPS, Expressions of Interest, School Appointments, and short-term opportunities.
Can I access the applicant portal externally?	Yes, you can browse jobs exclusively within schools online and create an account as an external applicant.
Can you still set up a job search agent to email you directly?	Yes.
Does the attachment name need to be unique for each application?	Yes.
Is it possible to turn off email notifications for one of the saved jobs?	Yes - untick the box that says, **email me when the new jobs meet my criteria**.
Are we still able to see the filters?	Yes, they are the same, no change.
Is there a file size limit on an attachment?	Yes, but this should not become a restriction given text only documents/applications are typically uploaded.

Applicants

External	A person who has not been or is currently not employed by the department. A current employee may also create an account as an external applicant.
Internal	A person who is currently employed by the department.