# COVID-19 Special Leave – Teaching Service

The [COVID-19 Special Leave – Teaching Service policy](https://www2.education.vic.gov.au/pal/covid-19-special-leave-teaching-service/overview) has been updated to reflect revised leave entitlements available to teaching service employees who have tested positive for COVID-19. COVID-19 special leave continues to be available to those employees who have tested positive to COVID-19, who are asymptomatic and have exhausted their personal leave. For all other employees who have tested positive to COVID-19, personal leave may be used to cover any recommended absence period.

Further information about COVID-19 special leave is available on the [COVID-19 Special Leave – Teaching Service](https://www2.education.vic.gov.au/pal/covid-19-special-leave-teaching-service/overview) page on PAL.

# Time in Lieu (TIL) Acquittal

Principals and Business Managers are reminded that 2024 Time in Lieu balances require action by **28 February 2025.** There are three options available**:**

* **Acquit** - The employee takes their TIL, and it is acquitted on eduPay. The employee takes the time in lieu before 1 March 2025, at times determined by the principal, following genuine consideration of the employee’s wishes. Time in lieu not acquitted by 1 March may also be granted immediately (that is, from Monday 3 March), but it must first be deferred in eduPay (by 28 February 2025).
* **Defer** - The employee agrees to defer any TIL to be acquitted or paid out after 1 March 2025. The employee needs to access their eduPay homepage, click on My Time, click on Time in Lieu and confirm via the checkbox that they are agreeing to defer a decision about the acquittal of their TIL. The deferral must be approved by 28 February 2025.

This Issue contains…

* COVID-19 Special Leave – Teaching Service
* Time in Lieu (TIL) Acquittal
* Salary Progression Cycle
* VIT annual registration – now required
* School Jobs Vic: The new name for Recruitment Online
* Changes to Schools People Services 1800 number options
* Casual Relief Teacher (CRT) Panel – Rules of Use (RoU)
* Recording Job Title in eduPay for Education Support Staff
* Teacher Re-engagement Initiative – some funded placements still available
* New opportunity to represent the Merit Protection Boards and Disciplinary Appeals Boards
* eduSafe Plus Training for Term 1 2025
* eduSafe Plus for CASES21 – Sick Bay and First Aid reporting

The eduPay Way

* Overpayments reimagined
* Time in Lieu – Defer, Pay out and support
* Phishing for Business Managers (BMs) – new eLearning course
* **Automatic payout** – If no other arrangements have been made, any outstanding TIL balance will automatically be paid at 150% of the normal rate of pay for the TIL balance, in the following pay cycle.

Please ensure you have a conversation with your employees regarding the option they will take and whether this meets the operational needs of the school.

Further information about Time in Lieu is available on the [Time in Lieu – Teaching Service](https://www2.education.vic.gov.au/pal/time-in-lieu-teaching-service/resources) page on PAL.  Please refer policy queries to the Policy and Workplace Relations (Schools) Branch at [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au).

# Salary Progression Cycle

If an employee (not in the principal class) who completed the eduPay online PDP process was assessed at the end-of-year performance review as not meeting requirements, the principal must notify the employee in writing by Friday 28 February 2025 (to meet the Saturday 1 March 2025 deadline).

The notification must outline that their salary progression (and associated payment due around Thursday 1 May 2025) might not occur if their performance does not improve to the required standards before Wednesday 30 April 2025.

The notification must include:

* the standards of performance expected
* the areas of the employee’s performance that do not meet the required standards
* the consequences of continued or repeated failure to meet these standards.

If the employee’s performance does not meet the required standards, salary progression will not occur. If the employee’s performance improves sufficiently to meet the required standards, progression will occur.

Where an employee’s eduPay online PDP cycle has been finalised as not meeting required standards and subsequently the employee’s performance improves sufficiently to achieve progression, principals should inform the employee that progression will occur and provide the department with the employee’s name and employee identification*.* Please email these to your relevant Schools People Services regional mailbox at the end of the PDP cycle. The relevant Schools People Services regional email addresses are provided below:

* North Eastern Region [schools.hr.nev@education.vic.gov.au](mailto:schools.hr.nev@education.vic.gov.au);
* North Western Region [schools.hr.nwv@education.vic.gov.au](mailto:schools.hr.nwv@education.vic.gov.au);
* South Eastern Region [schools.hr.sev@education.vic.gov.au](mailto:schools.hr.sev@education.vic.gov.au); or
* South Western Region [schools.hr.swv@education.vic.gov.au](mailto:schools.hr.swv@education.vic.gov.au)
* Non-school locations (central or regionally based teaching service employees) [non.school.locations@education.vic.gov.au](mailto:non.school.locations@education.vic.gov.au).

If there are any unintended outcomes following the PDP process, please contact the relevant Schools People Services regional email address outlined above.

# VIT annual registration - *now required*

A teacher cannot undertake teaching duties without current, valid VIT registration. For each teacher, principals are to ensure all VIT cards show current and valid registration status. Review the employee's card or check registration details on the [public register](https://www.vit.vic.edu.au/search-the-register). If your employee has not yet renewed their VIT registration they must do so immediately.

A current employee is to record and update their VIT Registration details through ESS following which the HR Administrator validates the entry on the Suitability for Employment page if required. Status of all VIT registrations on eduPay is visible on the HR Administrator (HR Admin > Manage Staff > Suitability for Employment (then select VIT on the left-hand menu)) or the Principal's dashboard (Manager > Manage My Team > VIT).

Action: Schools can view the status of their teacher registration by viewing ‘My School’ portal, available from the [VIT website](https://www.vit.vic.edu.au/).

# School Jobs Vic: The new name for Recruitment Online

On Monday 17 February 2025, [Recruitment Online](https://www.vic.gov.au/school-jobs) (ROL) is changing to ‘School Jobs Vic’ and the Job Opportunities Pool is changing to the ‘Applicant Pool’. This follows feedback from key customers to provide a more intuitive and accessible tool for school recruitment. There are no changes to the functionality for school recruiters and applicants, so you won’t need to do anything different. All existing processes – including posting advertised vacancies – will continue as normal.

### About the Applicant Pool

The Applicant Pool is a streamlined and efficient way to search for applicants and recruit to school vacancies.

The Applicant Pool has an auto-matching function for classroom teacher vacancies (including graduate). School recruiters can post a 3-day direct vacancy (classroom teacher) where applicants will be automatically matched based on their preferences such as location, year levels and subjects.

### Policy, guidance and resources

The [Policy and Advisory Library](https://www2.education.vic.gov.au/pal) includes all related information, guidance and resources for current workforce initiatives under the relevant menu tab [Workforce Support and Initiatives for Schools.](https://www2.education.vic.gov.au/pal/workforce-support-and-initiatives-schools/policy-and-guidelines/recruitment)

Help material for using the department’s recruitment platform can be found on the [Recruiter Help page](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx).

For information about current initiatives, contact the Schools Workforce Initiatives and Support team:

* phone: 03 7022 5555
* email: [swg\_policy.initiatives@education.vic.gov.au](mailto:swg_policy.initiatives@education.vic.gov.au).

For all other recruitment queries, contact the Schools Recruitment Unit:

* phone: 1800 641 943 (option for Recruitment)

email: [schools.recruitment@education.vic.gov.au](mailto:schools.recruitment@education.vic.gov.au).

# Changes to Schools People Services 1800 number options

Following a review, changes are being implemented to the way Schools People Services (formerly Schools HR Services) is organised, where the team are no longer organised according to geographic location. Team members were based in one of two core teams; in the south team, handling enquiries from schools in the south western and south eastern Victoria regions; or in the north team, handling enquiries from schools in the north western and north eastern Victoria regions. Alongside this, we also have a team dedicated to supporting and handling queries from managers and teaching services employees located in non-schools’ locations (based in regional and central offices).

The team is now organised to handle enquiries and matters by the nature and complexity instead, where less to medium complex work are to be handled by consultants in a standard team and more complex work will be handled by consultants in a complex team.

Low to medium complexity matters would be those which can typically be resolved at the first point of contact such as salary enquiries, leave enquiries and eduPay navigation and processing. Complex matters would be those which typically require further investigation and may not be able to be resolved at the first point of contact such as overpayments, time in lieu, workers compensation and TAC matters.  The callers will be determining the level of complexity, and it is accepted that some queries may initially end up in the team they really don’t belong to – these queries may be re-directed, and it will take a little bit of time until the model is fully implemented as intended.

A major anticipated benefit of re-organising work in this way is that matters are handled more efficiently overall and that a better customer service is delivered when matters are handled by consultants with the knowledge, skills, and abilities to resolve them.

HR Administrators and Business managers are likely to be impacted by this change when they contact Schools People Services by phone (Ph: 1800 641 943), as the options have changed to reflect this new model. There will be a slight change to the Principal Hotline, where it will be directed to one team to handle all types of enquiries from principals regardless of their complexity.

The updates to the phone options went live on **Thursday, 23 January 2025**.

When calling Schools People Services on 1800 641 943, please listen carefully to the updated options.

*“Welcome to Schools People Services. Please listen carefully to all options as these have changed:*

1. *Press 1 for the Principal Hotline.*
2. *Press 2 for calls regarding matters of low to medium complexity, that typically can be resolved at the first point of contact for example salary enquiries, leave enquiries and eduPay navigation and processing.*
3. *Press 3 for calls regarding matters of high complexity, that typically require further investigation and may not be resolved at the first point of contact, for example overpayments, Time in Lieu, workers compensation and TAC.*
4. *Press 4 for General Enquiries“*

Please note that the existing regional email addresses remain the same. Please continue to submit your service request via the services portal (ServiceNow) or via email.

We appreciate your continued support whilst we transition into this new model.

# Casual Relief Teacher (CRT) Panel – Rules of Use (RoU)

The Casual Relief Teacher (CRT) Panel [Rules of Use](https://eduvic.sharepoint.com/sites/SchoolsSecure/SitePages/Department-Managed-Categories.aspx?cid=62a29b44-a61d-4569-bd4b-c700d4a992fc) (RoU) has been updated to show the CRT Panel agency rates and fees as of Tuesday 28 January 2025. Schools are encouraged to regularly check the RoU for the most up to date information regarding the terms and conditions for CRT engagements through panel listed agencies.

A reminder that schools who wish to engage an agency for the provision of CRTs are required to engage with the panel listed agencies contracted through the department's CRT panel arrangement. Schools may only consider engaging with non-listed agencies if the school has exhausted all available panel agencies.

For any CRT Panel Head Agreement questions please contact Schools Recruitment at [sr.crt.panel@education.vic.gov.au](mailto:sr.crt.panel@education.vic.gov.au).

# Recording Job Title in eduPay for Education Support Staff

Schools are encouraged to record a Job Title in eduPay for all their Education Support Class employees. Recording Job Titles in eduPay will provide a greater understanding of our workforce.

The benefits of having this information include:

* making more informed decisions regarding workforce planning
* assist with decisions around funding allocation
* the ability to provide tailored training and professional development
* enable targeted communication and information sharing.

The Job Title field can be found in the Job Information tab within an employee’s Job Data record. Unchecking the default checkbox under Job Title will allow administrators to select the relevant Position Title from the selection list.

# Teacher Re-Engagement Initiative – *some funded placements still available*

It’s not too late to express interest to host returning teachers in 2025 through department-funded placements of up to 40 days in Victorian government schools.

The Teacher Re-Engagement Initiative (TREI) enables teachers returning from a career break, retirement, or parental absence to re-familiarise themselves with the school environment, participate in classroom observations, and receive mentoring from current teachers. These placements also include free, department-funded professional development modules delivered by industry recognised experts.

Schools hosting returning teachers through TREI are eligible for funding of up to $2,500 for each placement hosted.

To get started:

If you have identified a teacher who would like to return, please complete this [joint form](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fpages%2Fresponsepage.aspx%3Fid%3DN7Ns2Ycaz0S2mzzsM0pMHzWN3DcumcdLg9stUoInoLpUQk5BVFdNQVVMVEE1M1ZBV002V0xPMFRJMS4u&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7Ca02be631994e4e0e199a08dd39163eb0%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638729489895163703%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=JuoGYPg3PDyTGG4NDOuYSXP45gUo9YS5EF7XW62t86I%3D&reserved=0).

If you require support being matched with a returning teacher, please complete this [schools form](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fpages%2Fresponsepage.aspx%3Fid%3DN7Ns2Ycaz0S2mzzsM0pMH_QMPczeQoZHlR1F9efSf3FUNllWVlhGN0U2RzlWT1haUzNYMUVDRVFOTS4u&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7Ca02be631994e4e0e199a08dd39163eb0%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638729489895184493%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=4kg8%2BWZDpuZfWkpid6FEHEY0ebo5UVMva8Xyvj8fgz8%3D&reserved=0).

For any queries about the initiative or how to participate, please contact the Teacher Re-Engagement team at [returningteachers@education.vic.gov.au](mailto:returningteachers@education.vic.gov.au).

# New opportunity to represent the Merit Protections Boards and Disciplinary Appeals Boards

There is an opportunity for staff interested in being members of the Merit Protection Boards (MPB) and/or Disciplinary Appeals Boards (DAB) pools.

Successful applicants may be called to:

* form a board to advise the Minister for Education and Secretary about principles of merit and equity to be applied in the teaching service
* hear reviews and appeals in relation to decisions made under the Education and Training Reform Act 2006
* hear reviews and appeals regarding misconduct and unsatisfactory performance in the teaching service.

Who can apply

* A person with professional experience, practical knowledge or relevant lived experience that would support the functions of the Merit Protection and/or Disciplinary Appeals Board
* A registered teacher
* Education Support class employee
* A person with legal and/or quasi-judicial experience
* A person of diversity who wants to make a difference. We encourage applications from women, people of all ages, Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds, LGBTIQA+ people, and people living in rural and regional Victoria.

To apply, refer to the [join a public board advertisement](https://www.boards.vic.gov.au/search-board-vacancies/merit-protection-boards-and-disciplinary-appeal-boards-pool-vgb/mpbdab24). Applications close at **11:59 pm Sunday 16 February 2025**.

For further information, refer to the job advertisement or contact Policy and Workplace Relations (Schools) via email to [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au).

# eduSafe Plus training for Term 1 2025

eduSafe Plus is a consolidated online system for reporting and managing incidents, hazards, sick bay and first aid events. It also enables management of your Occupational Health and Safety (OHS) management requirements, OHS assurance actions, and workers' compensation claims.

Benefits of eduSafe Plus:

* reduces administrative burden in managing OHS activities
* strengthens provision of serviced support
* enables proactive OHS planning
* provides data security, safeguarding sensitive health, safety, and wellbeing information
* helps your school to be well prepared for your OHS Assurance assessment.

The following sessions are available to support schools using eduSafe Plus. For session dates, times and to register- follow the training links below:

[Introduction to Staff Incident and Hazard Reporting](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1916)

Audience: For anyone who may need to report an incident or hazard.

This webinar is designed for new eduSafe Plus users, or a refresher for anyone who would like to sharpen their skills. It provides an introduction to staff incident and hazard reporting in eduSafe Plus.

[Incident and Hazard Management and IRIS Reporting](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1918)

Audience: For principals and their delegates only.

This webinar is designed to introduce principals and their delegates to IRIS reporting (critical and student incidents) and to managing all incident and hazard reports in eduSafe Plus. Delegates may include assistant principals, business managers and or staff with specific safety / emergency roles.

[Introduction to Sick Bay and First Aid Reporting and Management](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1917)

Audience: For anyone who may need to make a sick bay or first aid report.

This webinar is designed for new eduSafe Plus users, or a refresher for anyone who would like to sharpen their skills, and provides an introduction to sickbay and first aid reporting and management.

[Using OHS Functionality in eduSafe Plus – OHS Records](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1926)

Audience: For principals and their delegates including, for example, assistant principals, business managers, facilities/safety staff and OHS committee members.

This webinar is designed as an introduction, or refresher, for principals and their delegates to OHS Records in eduSafe Plus including delegating, navigating the OHS Records section, creating and managing inductions, inspections and training, and assigning and completing safety actions.

[Using OHS Functionality in eduSafe Plus – OHS Management](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1890)

Audience: For principals and their delegates including, for example, assistant principals, business managers, facilities / safety staff and OHS committee members.

This webinar is designed as an introduction, or refresher, for principals and their delegates and provides an overview of OHS management in eduSafe Plus including school profile, safety plans and registers, plant and equipment register, and WorkSafe matters.

[Using OHS Functionality in eduSafe Plus – OHS Risk Register](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1925)

Audience: For principals and their delegates including, for example, assistant principals, business managers, facilities / safety staff and OHS committee members.

This webinar is designed to introduce principals and their delegates to the digital risk register, a new functionality in eduSafe Plus. The session includes an overview of the new risk register, controlling, activating and managing mandated and non-mandated risks, and custom risks.

[Using workers’ compensation functionality in eduSafe Plus](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1891)

Audience: For principals, return to work coordinators and their delegates, for example HR Managers and Assistant Principals.

This webinar covers the workers' compensation functionality including submitting and lodging claims, return to work planning, and managing and administrating claims in eduSafe Plus.

# eduSafe Plus for CASES21 - Sick Bay and First Aid reporting

The cases21 module - *'student sick bay and first aid reports, and accidents'* is now read only and eduSafe Plus is now the preferred system for sick bay or first aid reporting.

Supports and resources:

* the [eduSafe Plus knowledge](https://services.educationapps.vic.gov.au/edusafeplus?id=kb_view2) base provides guidance materials on how to report and manage a sick bay or first aid reports
* attend one of the training sessions outlined above
* need more assistance? Email the team at [eduSafe.plus@education.vic.gov.au](mailto:eduSafe.plus@education.vic.gov.au).

Please call the Incident Support and Operations Centre (ISOC) if you need assistance with critical incidents (IRIS) reports on 1800 126 126.

**The eduPay Way**



Happy New Year and welcome to 2025.

As we know, T1 is all about TIL Deferral Requests, so we’ve got some special Q&A sessions with the TIL specialists planned for mid Feb – links below, with invites shared soon. While you’re waiting, don’t forget Overpayments phase 1 is live along with the all-new Phishing for [BM eLearning course](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=7594&LM_CI_ID=1965&NAV=URL) in LearnED.

Oh and as always, we have some exciting things planned for 2025 - *but more on that later* – you’ve got enough on your plate for the start of T1!

Overpayments reimagined

*HR Admin > Payroll Management > Arrears & Overpayments*

**HR Admin and Managers are still the only ones who can see the new Arrears & Overpayments tile** – with the new presentation layer including Arrears & Overpayments information page being available to Employees later (date still tbc).

* This information will show **details of \*Arrears and Overpayments as well as Pay and Leave Adjustment**
* Access will be **available on personal devices and payslips**
* **Employees will get an email notification** when a new overpayment liability is generated or when there is an increase in overpayment liability (available early 2025).

You’ll still receive your **automatic** **overpayments report** and then you’ll go into the new Arrears & Overpayments tile, search for the employee and you’ll see why they have an overpayment – *yay!* This will **reduce the amount of time spent explaining** pay adjustments to employees and you’ll no longer need to do a manual calculation or go into the summarised retro deltas – super *yay!*

For more information you can view the recent [BM Training](https://edugate.eduweb.vic.gov.au/edrms/IT-SSUP/AppManSup/ROL/REC_eduPay_New_Features_Term_4_2024.mp4) or refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Overpayments.pdf). Phase 2 and 3 will be coming in the new year – *watch this space…*

*\*Arrears has replaced Unders – note new terminology - more deets in the* [*guide*](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Overpayments.pdf)👍

Time in Lieu – Defer, Pay out and support

The deferral request in eduPay is open so don’t forget to forward the easy [visual guide for teachers](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/eduPay%20on%20mobile%20for%20TiL%20Acquittal%20and%20more.pdf) and see the options below…

Defer Time in Lieu Payout

*Employee homepage > My Time > Time in Lieu > Defer Automatic TIL Payout*

* **All you need to do is ‘tick’ the check box to confirm** ‘…I have discussed taking my Time in Lieu balance after 1 March with my Principal and we have agreed to extend my deadline for using the Time in Lieu until after 1 March. Please do not pay out my last years’ Time in Lieu balance on 1 March.’
* **Then click on the blue ‘submit’ button.**

Pay out Time in Lieu

*Employee homepage > My Time > Time in Lieu > Request TIL Payout*

The neighbouring **Request TIL Payout** tile still shows your current TIL balance (as of last finalised pay) as a Fact on Tile. You still use this tile to request to have your TIL paid out.

* **Use the slider to nominate** whether or not to pay out all the current remaining balance.
* **If no, you are required to enter** in the requested amount manually.
* **Then click on the blue ‘submit’ button.**

Please also refer to this year’s 1 Dec – 1 March [timeline](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/TIL%201%20Dec%20and%201%20Mar%20explained.pdf) and [key resources](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/TIL%20Key%20Resources.pdf) document too - including a Teacher attends Camp in November [one page step by step guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/TIL%20Scenario_Teacher%20attends%20camp%20in%20November.pdf).

The annual TIL Q&A Sessions with our experts including the TIL eduPay designers and policy peeps are scheduled as follows. Copy and paste the preferred link into your calendar at the date/time scheduled:

* [Tuesday 11 Feb from 1.00 – 2.00 pm](https://eduvic.webex.com/eduvic/j.php?MTID=ma7dde3dc2c5358404db93cfb45cfc816)
* [Wednesday 12February from 11.00 am – 12 noon](https://eduvic.webex.com/eduvic/j.php?MTID=mcd71b580632000f6f39ce660a8e3cd91)
* [Thursday 13 February from 11.30 am – 12.30 pm](https://eduvic.webex.com/eduvic/j.php?MTID=m34831a091367d91eb4d19b560ce7e7e6)

Phishing for Business Managers (BMs) – *new* [*eLearn*](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=7594&LM_CI_ID=1965&NAV=URL) *now available via LearnED*

The new annual Phishing for BMs [eLearning course](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=7594&LM_CI_ID=1965&NAV=URL) puts you in the shoes of a cybercriminal, and you’ll learn how and why they target you.

We’ll arm you with everything you need - *including what tactics and information they use to get around your defences* - and show you how to report these emails. There are four mini modules to complete – *around 5 mins each* – with completion due by Friday 4 April 2025.

The course code is DET-932-1. Head to [LearnED](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=7594&LM_CI_ID=1965&NAV=URL) now and get ahead of these crims, while they’re still enjoying the summer 😉

**The eduPay team looks forward to seeing you IRL at a conference or virtually** at one of our engagement sessions soon. Please reach out to the [team](mailto:tania.rann@education.vic.gov.au) if you’d like us to present timely eduPay updates and learning bites at your quarterly BM network meetings this year.