# VIT registration: Permission to Teach (PTT) holders must be employed as Paraprofessionals

Permission to teach (PTT) Victorian Institute of Teaching (VIT) registration is **not sufficient** for employment in a teacher classification (including leading teacher and learning specialist). Where an individual attains PTT in response to an advertised classroom teacher vacancy, the school will need to provide an offer of employment within the [paraprofessional](https://www2.education.vic.gov.au/pal/roles-and-responsibilities-teaching-service/policy-and-guidelines/paraprofessionals) classification on a fixed term basis for the period of the vacancy or a maximum period not exceeding 3 years subject to any restrictions imposed by VIT.

As per Division 1 Clause 3.1.2 of Ministerial Order 1388, to be eligible for employment, transfer or promotion to a position in the principal class or the teacher class, a person must satisfy the requirements of, and be registered under, Part 2.6 of the *Education and Training Reform Act 2006* (the Act) in addition to having completed an approved course of teacher training.

You can find salaries for paraprofessionals and other teaching service classifications on the department’s [Salary Rates](https://www2.education.vic.gov.au/pal/salary-rates/overview) policy page.

If you have any uncertainty regarding a preferred candidate for a teacher vacancy, you are strongly encouraged to contact Schools Recruitment for advice prior to taking any further action at [schools.recruitment@education.vic.gov.au](mailto:schools.recruitment@education.vic.gov.au) or on 1800 641 943 (option for Recruitment).

# Assistant Principal Recruitment

This Issue contains…

* VIT registration: Permission to Teach (PTT) holders must be employed as Paraprofessionals
* Assistant Principal Recruitment
* Action Now: School Local Payroll (SLP) Workcover Remuneration Report
* School Council Employment – Increase to Minimum Rates of Pay: Annual Wage Review
* Paying VCE Exam Supervisors
* eduSafe Plus
* Optus Evolve DirectLine is Exiting – *Urgent Action Required*
* End of Term Checklist

The eduPay Way

* Overpayments Phase 1B – *available now*
* Multi-Factor Authentication (MFA) update – *coming soon*
* Education Support Job Titles Project – *coming soon*
* Schools Certification Checklist (SCC)

Please note assistant principal class vacancies are managed by schools and are tenured positions for periods of up to 5 years. Once a school has completed the selection process, the school must carry out the required employment checks and prepare the appointment in eduPay by taking the successful applicant to 'ready to hire' (RTH) in School Jobs Vic (SJV). **Schools must not process the hire in eduPay.**

For assistant principal vacancies, schools are responsible for:

* advertising the vacancy on SJV
* recording of the selection process outcome
* preparing the hire on SJV to show the applicant at RTH status, will trigger the Provisional Period (if applicable).

Schools Recruitment will receive an alert regarding the successful applicant and will resume the process by sending out a letter and contract to the principal of the school.

The eduPay hire in Manage Appointments is completed by the Schools People Services team.

For assistant principal appointment process queries, please contact Schools Recruitment on 1800 641 943 (option for Recruitment) or email at [SR.PCE.Exec@education.vic.gov.au](mailto:SR.PCE.Exec@education.vic.gov.au).

# Action Now: School Local Payroll (SLP) WorkCover Remuneration Report

The WorkCover Remuneration Report for the 2023-24 financial year is required to be run to provide totals of salary and superannuation to your SLP Workers’ Compensation agent. This data will be available in eduPay until 27 June 2025; from 30 June 2025, the data for the 2024-25 financial year will become available.

**Instructions:**

1. Navigate via the HR Admin home page to **My Reports** > **GL Analytics**
2. In **Pay Entity** choose **SLP**
3. Under **GL Report Type** choose **By GL Expense Type**
4. Under **GL Report Range** choose **Previous Financial Year**
5. Click **Send Data** and the report will be emailed to you

***Action:*** *If you have not done so already, you will need to extract the required information from eduPay as soon as possible, as this information will not be available after 27 June 2025. From 30 June 2025, the information for the 2024-25 financial year will need to be extracted.*

School Council Employment – Increase to Minimum Rates of Pay: Annual Wage Review

On 3 June 2025, the Fair Work Commission announced the [2025 Annual Wage Review decision](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fwc.gov.au%2Fhearings-decisions%2Fmajor-cases%2Fannual-wage-reviews%2Fannual-wage-review-2025&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C79f96282d70d404b5fd808ddae39215e%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638858282573504215%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=2bh8H6MncbCcQd4Ibkh%2BXB%2FN95WfTvSqCxWfbsaR6gU%3D&reserved=0), increasing the national minimum wage and all modern award minimum wage rates by 3.5% effective 1 July 2025.

Further information will be provided in the next edition of HRM online when the final salary rates have been published.

# Paying VCE Exam Supervisors

Exam supervisors who supervise the VCE exams, including the General Achievement Test (GAT) should be employed via School Local Payroll as casual school council employees. The applicable job code is CASFLX and the hourly rate is entered under the Salary Plan tab of Job Data. The hourly pay rate for chief exam supervisors is currently $42.66, while the hourly pay rate for assistant exam supervisors is currently $38.25. The exam payments for the supervisors should be entered via a timesheet, using the applicable number of hours as advised by Victorian Curriculum and Assessment Authority (VCAA) via the [Victorian Assessment Software System (VASS)](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vass.vic.edu.au%2F&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C4e12026c32a54cafbb1608ddac79b5b1%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638856360927232222%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=RMbePWuk77RehXjQ65%2BZZZI8m%2FjQBVMxLuxSQ3oAV18%3D&reserved=0). For example, the English exam attracts a payment of 6 hours, which is a total of $255.96 for chief supervisors and $229.50 for assistant supervisors.

The chief supervisor is entitled to an additional administrative allowance, which increases depending on how many students attend each exam. These additional payments should be entered via Positive Input in eduPay, using the element name SUPVR ADMIN and entering the appropriate payment amount under “Amount”.

# eduSafe Plus

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 - an integrated system eases the workload of OHS management through delegation and streamlined tasks and processes
* strengthens provision of serviced support - facilitates regional and central department teams in identifying and supporting the needs of the school
* enables proactive OHS planning - supports in meeting health, safety, and wellbeing obligations by overseeing OHS and workers’ compensation processes and providing timely prompts on when to act
* data security - safeguards sensitive health, safety, and wellbeing information in a secure, centralised system, ensuring compliance with records management requirements.

### Functionality of eduSafe Plus

**Principals and delegates can report and manage:**

* student or critical incidents (for example: IRIS alerts)
* school safety register reports and plans, including plant and equipment registers
* OHS calendar activities, including pre-scheduled activities for easy use
* principals can assign delegates to access and manage different types of records
* school community safety orders
* WorkSafe notices and inspections.

**All staff can:**

* report employee incidents, including injuries and near misses
* report workplace hazards
* submit a sick bay and first aid report
* complete OHS inductions, workplace inspections and attach OHS certificates or proof of training
* submit workers’ compensation claims and certificates of capacity.

**Reporting**

All Victorian government schools **must submit a report in eduSafe Plus** if school staff or students have:

* experienced a physical or mental injury
* experienced a near miss
* identified a hazard or risk.

Reports must be made on eduSafe Plus, even if the matter has been recorded on another system, whether digital or manual.

### Support is available

Resources are always available on the use of eduSafe Plus, such as guides and videos, via the [Knowledge Base](https://services.educationapps.vic.gov.au/edusafeplus?id=kb_view2).

Should specific support be required, please contact the Statewide OHS Services Team and the Return to Work and Workers’ Compensation Teams (refer to PAL: [Useful contacts](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts)).

Remember that the [Statewide OHS services team](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts#:~:text=vic.gov.au-,Statewide%20OHS%20Services%20Team,-The%20Statewide%20OHS) is available to work with schools onsite. For more information about the services please email the appropriate [region](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts#:~:text=Regional%20OHS%20Services%20contacts). Here is the team’s [charter](https://content.sdp.education.vic.gov.au/media/ohs-services-charter-3035) on how they can assist schools with OHS.

Please log eduSafe Plus issues and queries via the [service portal](https://services.educationapps.vic.gov.au/dp).

# Optus Evolve DirectLine is Exiting – if your school uses this service please action below ASAP

Optus Enterprise and Business is phasing out its Evolve DirectLine (EDirectLine) fixed voice service. This aligns with industry shifts towards modern communication solutions like SIP.

**Key Dates**

* **Stop Sell:** Optus will cease new sales or resigns for EDirectLine on June 30, 2025
* **Target Exit Date:** For existing services, the target termination date is March 31, 2026.

**Impact on Your School**

Existing Evolve DirectLine services will be end of life and will be transitioned to new SIP-based solutions. A 9-month transition period is in place until March 31, 2026, to help with this change.

**\*\*\*Action Required\*\*\***

If a school uses Optus Evolve DirectLine, it is crucial contact is made to the school’s **Optus Account Manager *as a matter of urgency* to transition the school’s affected services.**

The Optus Account Manager will work with the school to determine the transition path and arrange the migration.

### End of Term Checklist

Payrollreminders

* ***Avoid incorrect pays for returning employees:*** Be aware of any employees returning from long term leave next term and make a note to check:
  + (a) they actually resume and
  + (b) they will be paid correctly.
* ***Avoid Overpayments:*** Ensure leave is approved and recorded for employees who are to commence unpaid leave.
* ***Ceasing Employees:*** Ensure all terminations have been processed on eduPay and where applicable a copy of the employee’s written notice of cessation of employment, which has been accepted by the principal, is placed on the employee’s personnel file.
* ***Unused Long Service Leave on Termination:*** Adjust the *‘payout LSL on termination’* checkbox on Job Data on eduPay as required. Eligible employees will be paid out for LSL unless the box is unchecked. Employees can now make this adjustment in Self Service – and should be encouraged to do so. Long Service Leave that has been paid out cannot be reversed and reinstated.
* ***Payroll Validation and Certification:*** Validate and certify any outstanding pay periods.
* ***Check/Review all employees’ leave/payroll records:***Ensure ALL employees’ leave/payroll records are correct prior to the end of term, ensuring employees are paid correctly in accordance with relevant policy during the term break.

Leave reminders

* ***Complete***all ESC Annual Leave exception report entries.
* ***Record/process leave*** for employees commencing or extending unpaid or half pay leave. Ensure ***539 LWOP APPRV*** is used for Leave Without Pay entries where leave has been approved by the principal. Encourage employees to apply for leave using Employee Self Service wherever possible.
* ***Review all Stop Pay entries:***A Stop Pay is not an official leave type. Stop pay is used as a temporary measure to ensure an employee is not overpaid following workers’ compensation absence or long-term unpaid leave. Determine the correct leave type for these employees (if applicable) and adjust their records accordingly.
* ***Record Workers’ Compensation Certificates:***Record Certificates of Capacity over the term break.
* ***Process all outstanding leave entries:*** Record and process any outstanding leave entries in eduPay (via Manager, Employee or HR Admin pages).
* ***Process/approve*** School Holiday Attendance leave code for ESC employees who have been approved to work during the term break. See [HRM Online 05-2024](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-5-2024.docx) for details on updated annual leave process for ESC employees.

RecruitmentReminders

* ***Working With Children Check (WWCC):*** Review the WWCC Status page (***Manage Staff > Suitability for Employment – select WWCC Status***) and take action on pending, invalid or expiring WWCC records. It is an employment requirement for education support class employees (ESC) to hold a valid WWCC except where they hold current VIT registration. It is also an offence for a person to be engaged in child related work in a school without a valid WWCC. As a result, eduPay will not allow the employment of the person without valid WWCC data entered. Prior to employing any ESC or other non-teaching employee ensure they have a valid and current employee type WWCC card and the card details are recorded on eduPay at the time of their hire/rehire.

**Please note:** a current employee can record their renewed or new card details through Employee page of eduPay, and the HR Administrator then validates this entry on the Suitability for Employment page.

* ***Principal class appointments, promotions or transfers:*** Principal and assistant principal appointments, promotions or transfers are completed by Schools People Services on return of the signed Contract of Employment. School operators must not complete Manage Appointments or Job Data transactions for principal class employees.
* ***Employment Offers:***Ensure that employment offers for any hires or rehires have been accepted in writing and the school’s copy of the employment offer is placed on the employee’s personnel file.
* ***Complete the Hire/Rehire of staff as appropriate:*** After completing the Hire/Rehire of an employee, ask the employee to update their taxation, banking and superannuation details directly in eduPay (this can be done in advance of actual commencement). For fixed term teacher positions filled by fixed term teachers (i.e. not ongoing teachers on temporary transfer) ensure the correct employment end date is used on eduPay – refer to the [Fixed Term Teacher Vacancy Ready Reckoner](https://www2.education.vic.gov.au/pal/recruitment-schools/resources) on PAL. The Employment Hire or Rehire Checklist should be used to assist in the hire/rehire process, available on PAL at: [Recruitment in Schools](https://www2.education.vic.gov.au/pal/recruitment-schools/resources)
* ***Promotion and Transfer of teachers and ESC employees:***Ensure any promotions and transfers of ongoing employees have been processed and any documentation in relation to the promotion or transfer is placed on the employee’s personnel file. Check their payroll records to confirm that any Leave Without Pay has been updated from Transfer/Promotion date if necessary.
* ***Record Higher Duties:*** Ensure all higher duties assignments commencing next term are approved by the principal, processed on eduPay and a copy of the approved Higher Duties form placed on the employee’s personnel file.

OtherReminders

* ***WWCC and Volunteers:*** Ensure all volunteers have a valid WWCC card in accordance with your school’s visitor policy. An employee card can be used to volunteer but a volunteer card cannot be used for paid employment.
* ***WWCC and Contractors:*** Ensure the assessment of the suitability of contractors to be on school premises is consistent with the department’s *Suitability for Employment Policy* and your school policy. Contact the [Conduct and Integrity Division](mailto:employee.conduct@education.vic.gov.au) if advice is required.
* ***Personnel Files:*** For previous employees who transfer to or are rehired at your school, request the personnel file from their previous school. Where another school requests the personnel file for a previous employee, make sure all documentation has been securely included and send it to the new school by registered mail. For further information on personnel files, see the PAL topic – [Records Management](https://www2.education.vic.gov.au/pal/records-management-employee-information/policy-and-guidelines).

**The eduPay Way**



This month brings a smaller update on features that are ‘*available now’* and *‘coming soon’,* while the progress continues with the designs of some exciting new features that many business managers are involved in via the department’s working groups. There will be further updates on this soon.

The *Time in Lieu (TIL) 2025 project* is currently on hold. There will be further details coming soon on this.

Overpayments Phase 1B – *available now*

*Employee Homepage > My Pay > Arrears & Overpayments*

Phase 1 was launched in December last year and is now live with the next phase which includes:

1. **access** to new Arrears & Overpayments function for Employees & Managers
2. **email notifications** to employees when an overpayment is generated. These will include a link to eduPay with step-by-step actions that need to be taken
3. **add additional information** to the Arrears and Overpayments page, both via the information icon and a text prompt to inform employees on what action they need to take (if any).

The current [Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Overpayments.pdf) has been updated to include these items and a new [visual mobile guide for employees](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Employee%20Overpayment%20Notification%20on%20Mobile.pdf) is now also available – **business managers are requested to share this** [**guide**](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Employee%20Overpayment%20Notification%20on%20Mobile.pdf) **with colleagues.**

Multi-Factor Authentication (MFA) update – *coming soon*

Shortly, those who have registered MFA for eduPay will benefit from the following:

* **full functionality regardless of the access point into eduPay** – being on the school’s admin network is not a requirement
* **increased timeout period -** greater than 60 mins, with extra time (to be confirmed).

Approval of these 2 items is currently pending and it is anticipated that these items will be implemented by next month (July 2025).

Education Support Job Titles Project *– coming soon*

To provide more granularity of the education support (ES) workforce for reporting and analytics purposes, the department has been tasked with mandating job titles for ES Staff.

A new categorisation system has been developed with 5 categories and approximately 50 Job Titles (see below).

New groupings capture 99% of ES staff job titles and 95% of vacancies. “Generalist” option is suggested as an option to provide a catch-all for rare roles and vacancies.

* **Improved role accuracy in department systems -** enabling clearer identification of a person’s role beyond the broad category of **‘education support’ allowing schools to see specific roles** such as receptionist, finance officer, or librarian in eduPay and the email global address book.
* **Enhanced school operations -** making it **easier for staff to find the right contacts,** improving efficiency in communication and task delegation.
* **Stronger organisational reporting -** supporting central administration in **providing more precise workforce data to state government departments** and authorities, improving reporting accuracy and decision-making.
* **Better career tracking for employees -** ensuring a **more accurate record of an individual’s roles over time**, supporting career development, progression opportunities, and recognition of experience within the department.
* **Use Job Titles to drive GL overrides** **-** **unlocking smarter automation** to expand its use and make it more valuable for schools. **With schools’ input and the right setup,** eduPay can apply GL overrides for Expense Type and Project automatically, saving you the hassle of managing overrides when staff change roles.

Thank you to all business managers who provided feedback on the new categories and job titles. This feedback is greatly appreciated. More communications, training and support will be provided at the time of launch, estimated in July 2025.

***Reminder: please ensure to refer to the Announcement tile in eduPay for updates, links and other key information for all eduPay launches as well as the monthly*** [***Release Notes***](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Pages/ReleaseNotes.aspx)***.***

Schools Certification Checklist (SCC)

Annually, schools must complete the Schools Certification Checklist - end-of-financial-year attestation (checklist) to confirm compliance with requirements detailed in the [Finance manual for Victorian government schools](https://www2.education.vic.gov.au/pal/finance-manual/policy). This involves schools answering a series of questions to self-assess compliance.

The Schools Certification Checklist portal will now open for attestation submissions on **Monday 21 July 2025 and close at 5pm on Friday 8 August 2025.**

From the 2024-25 period, **the checklist will be completed in the Salesforce platform,** in which the user experience will remain very similar. Previously, the checklist was completed in SharePoint 2013 which will soon become obsolete. This change will:

* **provide a central dashboard** for the principal with real time data and reporting
* **allow for nomination of a preparer to complete the checklist** for the principal’s review and endorsement
* **provide more flexibility** for coordination and approvals
* **enhance user experience** and streamline the submission process.

Schools may be familiar with the new platform from using the Schools Targeted Funding Governance portal which transitioned to Salesforce in September 2024. More information will be communicated to schools via the School Update closer to launch.

The final checklist must be endorsed by the school principal (or acting) prior to submission to the department, however, may be prepared by the nominated business manager or staff member.