# Search the Applicant Pool for your next potential candidate

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The Applicant Pool is a streamlined and efficient way for school recruiters to search and connect with applicants who are looking for teaching and non-teaching positions, this includes classroom teacher and education support applicants.

The Applicant Pool can be filtered to search based on location, role type, subjects/duties and more, and customised searches can be saved for future use.

### Policy, guidance and resources

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

For more information, contact the Schools Workforce Initiatives and Support team:

* phone: 03 7022 5555
* email: [Schools.Initiatives@education.vic.gov.au](mailto:Schools.Initiatives@education.vic.gov.au).

# Increase to Minimum Rates of Pay

As communicated in [HRM Online 07-2025](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-07-2025.docx), the minimum award rates for school council employees in Victorian government schools have been increased from 1 July 2025. The updated salary rates are published in the awards below:

* [Victorian Government Schools Award 2016](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fwc.gov.au%2Fdocument-search%2Fview%2F2%2FaHR0cHM6Ly9zYXNyY2RhdGFwcmRhdWVhYS5ibG9iLmNvcmUud2luZG93cy5uZXQvYXdhcmRzL01vZGVybkF3YXJkcy9NQTAwMDE1NS5kb2N40&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C82dd7e234db04989ee0e08ddd57f799f%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638901465662066475%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=QfDo0ucEy%2BK9tmED09TyBTCB4kEcqy8Exa09D1fk50g%3D&reserved=0)
* [Victorian Government Schools – Early Childhood – Award 2016](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fwc.gov.au%2Fdocument-search%2Fview%2F2%2FaHR0cHM6Ly9zYXNyY2RhdGFwcmRhdWVhYS5ibG9iLmNvcmUud2luZG93cy5uZXQvYXdhcmRzL01vZGVybkF3YXJkcy9NQTAwMDE1Mi5kb2N40&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C82dd7e234db04989ee0e08ddd57f799f%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638901465662092126%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=v%2BawoHR5FShfKCUY1Pnwy3T6duU0cw7Zg000GyvtR6A%3D&reserved=0)

The Global Salary Increase (GSC) for School Local Payroll (SLP) employees paid under these awards has been recorded through a central process. The central process has inserted a Global Salary Change (GSC) row effective from 13 July 2025 (the first pay period on or after 1 July) and the salary rate updated as follows:

* where the salary rate was below the new minimum – new GSC row inserted, and rate increased to the new minimum *OR*
* where the salary rate was above the new minimum – new GSC row inserted, and rate not changed.

The central updates have been processed for pay period 2025-03 (pay date 7 August 2025).

**Action required:** Review salary effective 13/07/2025 – if salary needs to be updated this can be done by the school under the Salary Plan tab in Job Data.

# eduSafe Plus – recent system updates

### New status of ‘duplicate’; a change to workers’ compensation claims

To manage duplicates, there is now a claim status of ‘duplicate’.

**Why has this change been made?**

* Duplicate claims are unintentionally being recorded in eduSafe Plus. This is usually because some claims are being sent directly to Gallagher Bassett, the department’s workers’ compensation agent, as well as being recorded in eduSafe Plus, thus creating the duplicate.
* Duplicate claims are difficult to manage and can lead to delays and frustrations for both the managing and injured parties.

**What has changed?**

* When a claim number is entered in eduSafe Plus that has a status of ‘duplicate’, a pop-up message will direct the user to the correct claim record number and allow user to manage the claim.
* The duplicate record will be made read only and updates will not be able to be made to it.

**Good to know:**

* The central Return to Work and Workers’ Compensation teams will be updating the status of those claims that have been identified as duplicates.
* For any questions regarding duplicates or if assistance is needed with lodging the claim through eduSafe Plus, please refer to the team’s [Return to work and compensation contacts](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts#return-to-work-and-compensation-contacts:~:text=vic.gov.au-,Return%20to%20work%20and%20compensation%20contacts,-Return%20to%20Work).

### OHS Calendar Actions

Scheduled actions that have been assigned to a 'responsible person’ will no longer be overwritten by the system when they update to an ‘open’ status.

**Why has this change been made?**

* Schools let the OHS team know that once an OHS calendar action updated to an ‘open’ status by the system, it also changed the ‘responsible person’ back to the principal.

**What has changed?**

* The automatic workflow will not overwrite the ‘responsible person’ that has been saved on a scheduled action when it updates to ‘open’ status.

**Good to know:**

* Need some help with the digital calendar? Reach out to the [Statewide OHS Services team](https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/useful-contacts#:~:text=Regional%20OHS%20Services%20contacts) to start the conversation.

### Reminder: Self-service model for eduSafe Plus training

The eduSafe Plus team now has a self-service training/education model in place.

To support schools the following changes have been made available on the [Knowledge Base](https://services.educationapps.vic.gov.au/edusafeplus?id=kb_view2):

* [13 recorded webinars](https://services.educationapps.vic.gov.au/edusafeplus?id=kb_article_view&sys_kb_id=55dcd32687f6e2d03f78bae8dabb3556)
* an extensive series of resources including full guides, task specific videos and quick reference guides
* learning pathways for [principals and their delegates](https://services.educationapps.vic.gov.au/edusafeplus?id=kb_article_view&sys_kb_id=a4c1291387b6aed0e9da42e7dabb355a) and [other school staff](https://services.educationapps.vic.gov.au/edusafeplus?id=kb_article_view&sys_kb_id=1ae2add787b6aed0e9da42e7dabb354b).

Please browse the Knowledge Base by using the categories or simply use key words in the search function.

### Support is available

Should specific support be required, please contact the Statewide Occupational Health and Safety (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).

Superannuation – DOE and SLP payroll - r*eminder*

It is important that employees who have not recorded their superannuation from their recent Hire or Rehire are reminded to record or check superannuation. This applies to both the DOE and SLP payrolls:

* A superannuation entry is required for DOE and each active SLP employer as follows for:
* those who have been employed but are not actively engaged each fortnight (SLP)
* those who are part of a department initiative and their payments may not always attract superannuation
* persons who are employed on eduPay but are not paid directly by the department or the school council (e.g.: paid by an agency), and
* employees who elect the department’s default super fund, Aware Super Future Saver (there is no automatic enrolment to the default fund).
* An entry is required for every active employer (DOE and each SLP location).

Take action on any certification message regarding superannuation by contacting the employee and having them record their super immediately on eduPay. If the super has been recorded and the message continues to appear, please email details to: [payrollservices@education.vic.gov.au](mailto:payrollservices@education.vic.gov.au) for further investigation.

Aware Super Clearing House – employer assistance for School Local Payroll - *reminder*

The following contact information is available for School Local Payroll (SLP) employers who require assistance and have queries regarding their SLP Aware Super Clearing House portal:

Aware Super Clearing House - Employer Support Team contact number is 1300 878 737.

# New and Improved Services Portal

The department’s Services Portal is being upgraded to make it easier to access the services needed.

From September, the following changes will be implemented:

* **a new and improved Employee Centre**
* **a much cleaner, simpler and more intuitive interface**
* **quicker access** to what schools need, when schools need it
* **seamless experience** across devices
* **smarter, more relevant suggestions** and search results
* **quick links** to put the most important actions front and centre for schools to access easily
* **live chat to get live help** from the Service desk team using by clicking on the chat icon at the bottom of a user’s screen

The following is a preview, with more information and support to be available at the time of launch:

