# Policy and Advisory Library (PAL) for your operational policy information, guidance and supporting resources

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Three years ago, the department launched the [Policy and Advisory Library (PAL)](https://www2.education.vic.gov.au/pal) as a single location where school staff can easily access all Departmental operational policy information, guidance and supporting resources.

The old HRWeb link will soon be turned off and will no longer be available. Please ensure you update your internet browser favourites or bookmarks now to PAL for all your policy and guidelines: <https://www2.education.vic.gov.au/pal>

Schools content from our current site [www.education.vic.gov.au](http://www.education.vic.gov.au) will be migrating to [www.schools.vic.gov.au](http://www.schools.vic.gov.au). Please update your favourites or bookmarks.

# School consultative arrangements

## Report your school’s consultative arrangements by 1 September 2023

Under the Victorian Government Schools Agreement 2022, schools must establish and report consultative arrangements to the department.

Our [reporting website](https://www.eduweb.vic.gov.au/SCAReporting) is live for schools to complete this reporting by 5 pm on Friday 1 September 2023.

**Action:** Principals must:

* establish the agreed consultative arrangements by Friday 1 September 2023 to operate in the school from the start of Term 4, 2023 for the next 12 months
* complete and retain the [School-Based Consultation Arrangements form](https://www2.education.vic.gov.au/pal/consultation-school-based-staff/resources)
* [report your arrangements](https://www.eduweb.vic.gov.au/SCAReporting) by Friday 1 September 2023 (principal login required)
* alternatively, acting principals can email the signed form to workplace.relations@education.vic.gov.au

Each school must report to the department via the reporting website whether consultative arrangements have been agreed. Schools are required to report even where existing arrangements are continuing.

If a school does not report by 5 pm on Friday 1 September 2023, it will be assumed that agreed consultative arrangements are not in place at that school.

Where consultative arrangements have not been agreed, the department and relevant union or unions will determine whether, in the particular circumstances, agreed arrangements can be implemented, or to determine what arrangements will apply.

**What you need to report**

At a minimum, the agreed consultative arrangements will include the:

* consultative structure
* operational procedures, including the chair and schedule of meetings
* where the structure involves a committee, arrangements to enable committee members the opportunity and time to canvass views in their school
* time release for one union nominee to enable consultation with the union sub-branch, which must be a minimum time release of 30 hours starting from Term 4, 2023, for the following 12 months
* treatment of confidential material as it relates to the school’s employees
* method of communicating decisions to staff.

## Policy, guidance and resources

Our [Policy and Advisory Library](https://www2.education.vic.gov.au/pal) includes all related policy information, guidance and resources under the relevant menu tabs:

* [Consultation with School Based Staff](https://www2.education.vic.gov.au/pal/consultation-school-based-staff/policy-and-guidelines)
* [Industrial Agreements](https://www2.education.vic.gov.au/pal/industrial-agreements/overview)

For further enquiries, contact the Policy and Workplace Relations branch:

* phone: 03 7022 0013
* email: workplace.relations@education.vic.gov.au

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

Permission to teach (PTT) VIT registration is **not sufficient** for employment in a classroom teacher job classification (classroom teacher, leading teacher, learning specialist). Where an individual attains PTT in response to an advertised classroom teacher vacancy, the school **must** provide an offer of employment within the paraprofessional 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 the VIT, and subsequently employ them with a paraprofessional job classification.

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 or on 1800 641 943 (Option for Recruitment).

# VIT Annual Registration for the 2024 school year

* Teachers are encouraged to finalise registration matters by 30 September 2023.
* Late payment fees may apply to registrations finalised after 30 September and before 31 December 2023.
* Teachers who have not finalised registration by 31 December 2023 may be unable to undertake teaching duties at the commencement of the 2024 school year.
* Schools can view the status of their teacher registration by viewing “My School” portal, available from the [VIT website](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vit.vic.edu.au%2Fhome&data=05%7C01%7CShasha.Syedi%40education.vic.gov.au%7C0ca203241aa24bb5457b08db97a42541%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638270503489973804%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=IVlcfEziUz4trOi%2FPb1KMOOG%2Bft761J9TzkqbJMbfiM%3D&reserved=0).

**Action**:     Principals are asked to bring this to their employee’s attention and encourage renewal on time.

# New daily rate for Final Year Pre-Service teachers who hold PTT (COVID-19 pre-service teacher workforce shortage)

Casual Final Year Pre-Service teachers (PSTs) who hold Permission to Teach (PTT) may continue to be hired for the remainder of 2023 as part of the Support Your School Initiative (SYSI).

Schools can employ a Final Year PST with PTT (*COVID-19 pre-service teacher workforce shortage*) to fill short-term vacancies due to absences or impacts to staffing when qualified teachers are not available.

To ensure a Final Year PST is paid correctly schools must:

* Use the Job code **SSIFLX** available in the ES Job Family
* Enter a casual rate of **$321** per day / $53.50 per hour, minimum 3 hours (note the new daily rate is effective from 01 July 2023)

For more information, contact Schools Recruitment Unit at schools.recruitment@education.vic.gov.au or on 1800 641 943 (Option for Recruitment).

# Graduate Teacher Recruitment Initiative

The Graduate Teacher Recruitment Initiative aims to support Victorian government schools to attract graduate teachers by offering a financial incentive of $5,650 (inc. tax) at the commencement of employment.

Effective 28 August 2023, all graduate vacancies will be eligible to be advertised with a financial incentive funded through the graduate teacher recruitment initiative. Up to 400 packages are available in the 2023-24 financial year.

**To be eligible for a vacancy under this initiative, schools must:**

* have vacant Teacher Graduate Recruitment vacancies available.
* commit to advertise the position as ongoing.

**To be eligible for a vacancy under this initiative, candidates must:**

* be a teaching graduate who has completed all course requirements and graduated within the past 4 years.
* not be employed as a teacher by the department at the time the advertised position is to commence.
* commit to a minimum one-year employment at a Victorian government school to retain the incentive.
* be currently registered (or eligible for registration) with the Victorian Institute of Teaching (VIT).
* not be a Graduate Teacher Incentive recipient from a previous vacancy.

## Graduate Incentive Payment

Schools must inform the Schools Workforce Initiatives team upon finalisation of the selection process when a preferred candidate is identified to confirm eligibility of the candidate to receive the financial incentive.

For more information on recruiting a graduate teacher through the initiative, please refer to our new Graduate Teacher Recruitment Initiative process guide as shown below:



For further details please email the Schools Workforce Initiatives team at: swg\_policy.initiatives@education.vic.gov.au and a staff member will contact you.

# Overpayments  - Repaying by personal payment for DE employees

A new account has been created for overpayments repayments for DE employees (**not for SLP employees**).

* NAME Department of Education
* BSB 033-222
* ACC 020833

This new account will streamline the process and reduce the time for overpayments to be processed on EduPay.

The original DET Revenue Account will continue operational, but it is anticipated all overpayments will be phased onto the new account in the next few months.

The process guides and forms have been updated with the new bank details for the repayment and can be found on the PAL website: [Overpayments](https://www2.education.vic.gov.au/pal/overpayments/overview).

The process for SLP overpayment repayment remains the same.

School Local Payroll Hints & Tips

# Aware Super Clearing House – Employer assistance for School Local Payroll

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:

* Effective from 1 May 2023, SLP Employers can email: employer@aware.com.au (was employers@vicsuper.com.au)
* The Employer Support Team contact number has continued from what it was with VicSuper - 1300 878 737.

The eduPay way

TIL, TRI and TTTT all coming your way in T3 with a sprinkling of DI too! Read all about it below where I promise they’ll be less acronyms for you 😉

Oh and on a more serious note, all eduPay releases are supported by training offered on 18 and 21 August and 5,6,7 September. Please book your virtual seat via LearnED now.

# Time in Lieu (TiL) Overnight Camp on Call – available 28.08

Following the Fair Work Commission announcement on 9 June 2023, regarding **Teachers and ES Staff to receive payment for being on call overnight at a school camp** - we’ve developed a 2 phased approach to assist you and we know you are currently working through Phase 1. Phase 2 is now confirmed to launch on Monday 28 August with the usual communication and support information available at the time of launch.

* **Phase 1 – Looking back: Prepare and Pay** (10 July to 28 August 2023) - accommodates the retrospective decision to backpay staff to 1 January 2023 who have already attended camps this year
	+ Phase 1 [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/New%20TIL%20Payout%20Codes%20and%20Scenarios.pdf) is available outlining new earnings codes and a detailed list of corresponding scenarios and FAQs, with all scenarios leading to a [positive input](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/UGS-One-off-payments.pdf) in eduPay.  Please refer to the special edition [HRM Online](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-07-2023.docx) for more information
* **Phase 2 – Looking forward: System authorisation and BM Authorisation** (from 28 August 2023) - enables a new process in eduPay going forward ***AND*** we’re excited to share that BMs will be able to authorise Time in Lieu as per the principal’s delegation.
	+ An announcement and pop up in eduPay will be available at the time of launch and will include updates to the existing [Time in Lieu support guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf)

# Data Insights – Time in Lieu (available 28.08)

To support the above phases, we’ve designed some more insights to include a new visualisation for camp accruals. While we were there, we added visualisations for the cost of acquittals along with the estimated cost of balances. These changes will be available at the time of launch and reflected in the [updated support guide.](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) ***Handy hint*** *- refer to the introduction to navigate to the hyperlinked section in this ever expanding guide* 😊

# Teacher Recruitment Initiative (TRI) – the *new* alternative (available 4.09)

The TRI is designed to make recruitment more efficient for you by reducing the application process time and adding an auto-matching function (based on an applicant’s profile and preferences). The TRI vacancies will be open for 3 days (schools can alter this) and auto-matching will occur using the Job Opportunities Pool to source candidates. Recruiters can commence the selection process once the position is closed for applications. With this new alternative, we are expecting a 70% improvement time to vacancy and shortlist process.  This will:

* ***Reduce the time*** *it takes for schools to recruit*
* ***Lessen the administrative burden***
* ***Attract teachers*** *to DE schools*

The current recruitment process will continue to be available but cannot be used at the same time as the TRI option. A Support Guide and FAQs which will be available via an announcement in eduPay at the time of launch and while you’re waiting, feel free to have a little looksee at the [showcase presentation](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/TRI%20Approach%20and%20Benefits.pdf) doing the rounds atm.

# Data Insights – Recruitment (available 4.09)

To support the TRI, new insights will be available enabling Principals, Business Managers and the SRU team to have visibility of job openings and the ability to report on the effectiveness of different initiatives that have been applied. These insights will consist of:

* Count of advertised positions
* Count of non-advertised positions
* Count of centrally advertised positions and of these:
	+ Count of openings included in auto-match
	+ Count of openings that have been matched to at least 1 applicant
	+ Count of those hired
* Ability to filter by period, role type, location
* Ability to filter by Current or Prior Year?
* Type of Job Openings created over time
* Average days to fill by Opening Type (Advertised, Non-Advertised & Centrally Advertised)
* Status of all job openings
* Role Types with Higher Average Days to Fill
* Schools with Higher Average Days to Fill
* Detailed list of positions

As you know by now, support info will be available at the time of launch 😊

# MFA for eduPay – *only 18% to go!*

As you know, the department is enhancing its security strategy. A key component of this is asking our school based employees with HR Admin privileged access to register MFA for eduPay to protect you and your school’s information in eduPay. To date, we’ve achieved 82% adoption and we’re keen to achieve 100%.

Once we achieve 100% adoption, we will be able to offer single sign on to eduPay for all our school based HR Admin privileged employees. *Yep. That’s right.* So if you know anyone who’s yet to register, offer them a helping hand or refer them to our [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Registering-MFA-for-eduPay.pdf) and [video guide](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvimeo.com%2F828865366%2Fb7cb243069%3Fshare%3Dcopy&data=05%7C01%7CAngela.Pinero%40education.vic.gov.au%7C48902568c6e54a694db408db9c6b82fb%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638275757796746085%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=w4IkILXLj%2FpU06nHbbhZSuvOsVjUQaqV5QF0ZJRbBEY%3D&reserved=0) to register ASAP!