# Victorian Institute of Teaching (VIT) annual registration for the 2026 school year

Teachers are encouraged to finalise registration matters by 30 September 2025.

* late payment fees may apply to registrations finalised after 30 September and before 31 December 2025
* teachers who have not finalised VIT registration by 31 December 2025 may be unable to undertake teaching duties at the commencement of the 2026 school year
* schools can view the status of their teacher registration by viewing the ‘My School’ portal, available on the [VIT website](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vit.vic.edu.au%2Fhome&data=05%7C02%7CAnnie.Molinaro%40education.vic.gov.au%7C448c0919409042f8999808dde8f273af%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638922850202719337%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=f2rOW0plCnTlVVq%2BqImBOFB%2Bk4ZfbX6boUYxli%2BmbVA%3D&reserved=0).

***Action:*** *Principals and HR staff are asked to bring this to their employees’ attention and encourage renewal on time.*

# Right to work/visa online question for cloned vacancies on School Jobs Vic

Vacancies created on School Jobs Vic include a question asking applicants for their right to work/visa status. As this question was added to the system in June 2025, if a vacancy was created prior to this date and then cloned, the question will not carry over to the new vacancy.

While the department works on a system solution, it is recommended schools review the online question section when creating a vacancy to ensure the right to work/visa question is included. If the question is absent, add the question manually by clicking ‘Add Skills Question’.

If you require any assistance, please contact Schools Recruitment at schools.recruitment@education.vic.gov.au or on 1800 641 943 (select the option for Recruitment).

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

This Issue contains…

* Victorian Institute of Teaching (VIT) annual registration for the 2026 school year
* Right to work/visa online question for cloned vacancies on School Jobs Vic
* Casual Relief Teacher (CRT) panel – Rules of Use (RoU)
* Assistant principal recruitment
* Fixed term education support
* Pre-service teachers available term 1 2026
* eduSafe Plus

The eduPay Way

* Overpayments reimagined
* New data insights – coming soon

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&xsdata=MDV8MDJ8QW5uaWUuTW9saW5hcm9AZWR1Y2F0aW9uLnZpYy5nb3YuYXV8NDQ4YzA5MTk0MDkwNDJmODk5OTgwOGRkZThmMjczYWZ8ZDk2Y2IzMzcxYTg3NDRjZmI2OWIzY2VjMzM0YTRjMWZ8MHwwfDYzODkyMjg1MDIwMjc0NjUzOHxVbmtub3dufFRXRnBiR1pzYjNkOGV5SkZiWEIwZVUxaGNHa2lPblJ5ZFdVc0lsWWlPaUl3TGpBdU1EQXdNQ0lzSWxBaU9pSlhhVzR6TWlJc0lrRk9Jam9pVFdGcGJDSXNJbGRVSWpveWZRPT18MHx8fA%3d%3d&sdata=ZkFMTGVMTkJMZlhMdDFSQXFGWmNyVURPVTgrZjF5OWQyU1I2Z09PQk1jOD0%3d) (RoU) now includes agency rates and fees as of Monday 21 July 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.

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.

Should your school have any CRT Panel questions, contact Schools Recruitment at sr.crt.panel@education.vic.gov.au.

Assistant principal recruitment

Assistant principal class vacancies are managed by schools and are tenured positions for a period 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) via the School Jobs Vic platform.

Schools should not process the hire in eduPay.

For assistant principal vacancies, schools are responsible for:

* advertising the vacancy on School Jobs Vic
* recording of the selection process outcome
* preparing the hire on School Jobs Vic to show the applicant at ‘RTH’ status which 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 enquiries about the assistant principal appointment process, please contact Schools Recruitment on 1800 641 943 or email SR.PCE.Exec@education.vic.gov.au.

# Fixed term education support

All fixed term education support (ES) employees, including ES tutors, are entitled to redeployment special status for 12 weeks immediately prior to the expiry of their current employment if they have been employed for more than 12 months across 2 or more fixed-term periods, provided that any break between periods of employment is no longer than 3 weeks (excluding school vacation periods).

Employees who qualify for this status must be granted an interview for any advertised vacancy they apply for on School Jobs Vic at or below their substantive classification level and salary range, for the 12 weeks immediately prior to the expiry of their current employment.

This status will be automatically applied to all eligible education support class employees on eduPay.

Further policy information can be found [here](https://www2.education.vic.gov.au/pal/recruitment-schools/policy-and-guidelines/employees-priority-or-deployment-status).

# Pre-service teachers available for term 1 2026

Do you have a teacher shortage in your workforce for 2026?

The Teach Today and Teach Tomorrow program offers a range of employment-based programs that give schools the flexibility to support staffing shortages without the hassle of advertising.

Pre-service teachers are available to start teaching in term 1 2026 at all secondary and specialist schools statewide in subject areas such as chemistry, biology, humanities, art, psychology, maths and many more to choose from.

Follow this this [step-by-step guide](https://content.sdp.education.vic.gov.au/media/creating-an-ite-employment-based-job-opening-school-guide-1753) via School Jobs Vic to register your school's interest.

For more information on the Teach Today and Teach Tomorrow programs contact the Pre-service teacher Projects and Initiatives team by email: teach.today.teach.tomorrow@education.vic.gov.au

# eduSafe Plus

### Recent system updates to eduSafe Plus

**IRIS ‘checker’ simplified – a change to the support materials**

The checker has been updated to assist with reporting IRIS incidents.

Why has this change been made?

* Reporting can be confusing so the department has updated the IRIS checker to assist with decision making to understand when to report an IRIS incident.

What has changed?

* The flowchart in the checker has changed. It is decluttered and easier to read.

Good to know

* Principals and delegates can self-report an IRIS incident if it is medium or less in severity in eduSafe Plus.

If the incident is higher in severity, please call ISOC on 1800 126 126.

### Feedback on using eduSafe Plus to manage workers’ compensation claims

The central return to work and workers’ compensation team are keen to share the following testimony that speaks to the advantages of using eduSafe Plus when managing a claim:

*“Since taking over the Return to Work coordinator role here at a school with a significant amount of claims, we have transitioned from a paper based filing system, previously managed by a long standing coordinator, to the eduSafe portal.*

*Previously, all documentation was stored in a locked filing cabinet, making retrieval time consuming and often frustrating, especially when I was not the original creator of historical files, and where files or documents were misplaced, not printed, or simply not available.*

*The eduSafe portal has significantly improved our workflow by providing a centralised digital portal where all documents related to an employee’s claim can be securely uploaded and accessed by all relevant personnel. This accessibility extends beyond our immediate team, allowing future staff to easily access historical files and also allows the Department’s Workcover team to quickly obtain necessary information, even in my absence. This is especially valuable for urgent requests from Gallagher Bassett.*

*Uploading and managing CoC’s and RTW plans is straightforward, with the portal’s clone feature for CoC’s saving considerable time. Documents can be sorted easily by certificate type, status, date, and capacity etc., enabling easy oversight, management, and document retrieval. The built in emailing function is a great asset for sending CoC’s to Gallagher Bassett using a pre-prepared template, ensuring a quick and clear audit trail. This feature proved invaluable recently when Gallagher Bassett mistakenly claimed certificates had not been forwarded for over three months; eduSafe’s records provided immediate evidence that emails had been sent.*

*The restricted attachments area then allows us to securely upload all other relevant documents or email correspondence, providing a comprehensive reference archive for the entire claim history. During a recent OH&S audit, the auditor quickly reviewed our eduSafe Plus usage and spent only a few minutes on this area, acknowledging that the system fully meets compliance requirements.*

*Overall, eduSafe has transformed our claims management process, making it much more efficient, transparent, and compliant.”*

**Good to know**

* Need some help with claims? Reach out to the central return to work or workers’ compensation teams to start the conversation.

### Support is available

Should schools need specific support please reach out to 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)).

A reminder 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 available, please email the relevant [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).

**The eduPay Way**

The following eduPay features are due to launch in September 2025.

Overpayments reimagined

The 3 phased approach to reimagining overpayments is up to phase 2 which will provide pay and leave adjustment notifications to employees as follows:

* pop up messages at all leave entry points to notify the employee that a retrospective entry of unpaid or half pay leave may result in a pay and leave adjustment
* immediate email notification to the employee when a retrospective unpaid or half pay leave record is entered which may result in a pay and leave adjustment
* email notification to the employee after pay finalise to let them know a pay and leave adjustment was processed in the pay.

Phase 3 is launching in November 2025 which aims to improve the overpayment recovery process. All changes will be included in the updated [Overpayments Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Overpayments.pdf).

New data insights – coming soon

**Data Insights – Payroll**

The brand-new payroll insights will include:

* better understanding of school’s payroll
* reporting on arrears/overpayments
* reporting on general ledgers (GL)
* reporting on allowances.

**Data Insights – Leave v2**

The new and improved leave insights will include:

* better visibility of maternity/long service leave
* better visibility of pushed back leave
* easier navigation
* reporting on employee balances (low/no balances).

Both insights should be available by the start of term 4 and all details will be included in the existing [Data Insights Master Support Guide for Schools](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Data%20Insights-Schools.pdf).

As always, keep an eye out for eduPay updates on the Announcement tile in eduPay.