# 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 has now been turned off and is no longer 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.

Time in Lieu Reminders
A reminder to Principals and Business Managers that where time in lieu has not been acquitted by 1 December, a teacher may vary their attendance on any school day prior to the end of the school year, equivalent to the time owed, subject to the teacher providing the principal with not less than three working days’ notice. Where the number of teachers seeking to vary their attendance on the same day would result in the dismissal of students, the principal is responsible for determining the timing of absences to avoid the disruption.

A reminder that any Time in Lieu that is not acquitted prior to 31 December 2023 and if agreed to be paid out in 2024, will be paid at the new pay rate from 1 January 2024 as per the VGSA 2022.

Additionally, Principals and Business Managers are reminded to check Time in Lieu balances for employees and plan for the acquittal in 2023. Balances from 2023 that are not acquitted or paid out prior to 1 March 2024 will be paid out through eduPay at 150%.

For further information, advice or assistance regarding Time in Lieu, please contact workplace.relations@education.vic.gov.au.

# Recent PAL Updates

[Recruitment in Schools](https://www2.education.vic.gov.au/pal/recruitment-schools/overview) - This topic has been updated to include information and guidelines regarding the Teacher Recruitment Initiative (TRI) through the job opportunities pool; selection document retention timelines (10 years for successful applicants and 6 months for non-shortlisted applicants); and information relating to the temporary transfer of an ongoing employee. The resources tab has also been updated to include user guides and facts sheets for applicants.

[Excess Procedures](https://www2.education.vic.gov.au/pal/excess-procedures-teaching-service/policy-and-guidelines/overview) - This policy has been updated as per the [Victorian Government Schools Agreement 2022,](https://www2.education.vic.gov.au/pal/industrial-agreements/overview) to include that the identification of employees can only occur in term 1 and term 4; and the inclusion of severance pay information for applicable employees. Additionally, the policy has been updated to include information that where an excess employee declines a reasonable offer of redeployment, workplace relations is to be informed.

[Compassionate Transfer](https://www2.education.vic.gov.au/pal/compassionate-transfer-teaching-service/overview) - This policy has been updated to remove of the reference to a ‘hard copy’ letter, which has been adjusted to an electronic letter; removal of the reference for employees to attach a copy of the letter and information regarding the new application process in Recruitment Online.

[Practice (Student) Teaching Supervision Payments](https://www2.education.vic.gov.au/pal/practice-student-teaching-supervision-payments/overview) - This policy has been updated to reflect pay rates as per the Ministerial Order.

For further updates, please visit the [Recently updated PAL topics](https://www2.education.vic.gov.au/pal/recently-updated) which displays substantive changes made to PAL topics.

# Teacher Recruitment Initiative (TRI) – is now live

The TRI is now available to recruit Classroom and Graduate teacher positions. It streamlines the application process and auto-matches applicants to Classroom Teacher vacancies based on their profile and preferences.

The TRI will provide a significant reduction in the time it takes to recruit, from creating the vacancy to the shortlisting stage, by:

* Classroom vacancies will be open for 3 days (can be extended)
* Applicants will be auto-matched to vacancies in the Job Opportunities Pool.
* Shortlisting can commence once the position is closed for applications (auto-match finalised).

The TRI has been promoted via presentations to university students studying teaching and will soon be eligible to graduate, internal platforms and the department socials, encouraging interested teachers to submit interest in the Job Opportunities Pool.

**Noting,** the current recruitment process will continue to be available but cannot be used at the same time as the TRI option. Support Guides and FAQs are available via the links below.

[Recruitment in Schools: Advertising vacancies | education.vic.gov.au](https://www2.education.vic.gov.au/pal/recruitment-schools/policy-and-guidelines/advertising-vacancies)
For policy advice relating to the TRI, please refer to the advertising vacancies section in the Recruitment in Schools page on the Policy Advisory Library.

[Home - Human Resources (eduweb.vic.gov.au)](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx)
For Recruiter TRI User Guides and Fact Sheets, please refer to the Recruitment Online Help for Recruiters section on our Intranet page.

[Human resources: Applicant Help - Recruitment Online (education.vic.gov.au)](https://www.education.vic.gov.au/hrweb/careers/Pages/rol_help_applicants.aspx)

For applicant TRI User Guides and Fact Sheets, please refer to the Job Opportunity Support section on the HR Web page.

[Workforce Support and Initiatives for Schools](https://www2.education.vic.gov.au/pal/workforce-support-and-initiatives-schools/overview)

For an overview of supports and initiatives available to schools and outline where relevant guidance and programs can be found.

For further assistance regarding the Teacher Recruitment Initiative contact the Schools Workforce Initiatives:

**Phone:** 03 7022 5555

**Email:** swg\_policy.initiatives@education.vic.gov.au

# Vacancy guidelines for Integration Aide positions

As per the [Victorian Government Schools Agreement 2022, page 24, clause 21(2)(ii)](https://www2.education.vic.gov.au/pal/industrial-agreements/resources) it states:

*When a person is employed in an education support class position and such employment is specifically linked to Student Support Funding (or any successor program such as Disability Inclusion funding) that person will be employed on an ongoing basis.*

When advertising Integration Aide positions, the following clause must be included in the Conditions of Employment section of the job posting available through the template ‘Student Support Positions (SSP)’:

*This vacancy is specifically linked to Student Support Funding and is ongoing. If the funding reduces or ceases during the first seven years of employment, employment may cease subject to the provision of at least 12 weeks’ notice.*

Fixed term integration aide positions may only be advertised where they are a leave replacement. If a position is not directly funded as per the above clause, it cannot be titled ‘Student Support’ or ‘Integration Aide’ or reflect the roles and responsibilities of an Integration Aide.

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

# 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://www.vit.vic.edu.au/home).

**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).

eduPay Hints & Tips

# Education Support Class employees – leave and attendance

Automated recording of leave on eduPay

* Term 3 Vacation Leave for education support class (ESC) employees were recorded by central process over the weekend: 2-3 September 2023.
* Where leave has not been recorded, an exception report has been sent to each school. Access report from email or in Report Manager on eduPay.
* Determine action to take where necessary – refer to help at [Annual Leave Automated Entry – ESC User Guide](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/eduPay_UGuides.aspx)

Applying for Leave

eduPay is now displaying the four-week annual leave accrual for all teaching service employees, as indicated in [HRM Online 01-2023](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-01-2023.docx).

As communicated in [HRM Online 04-2023](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-04-2023.docx),

* Education Support Class (ESC) employees in receipt of regular Leave Purchase Allowance (LPA), will now need to enter the days they will be on duty during the school vacation period in eduPay via Employee Self-Service (ESS) to ensure that annual leave is not acquitted on the days the employee attends for duty. These employees will have their annual leave automatically acquitted similar to principals and teachers.
* An employee can check their leave balances by accessing the self-service functionality on eduPay. If an ESC in receipt of regular LPA does need to attend during the school vacation period, they can enter the Leave Code **School Holiday Attendance** for the days/hours that they attended during the term break. The new School Holiday Attendance code can be found in employee self-service: ***Employee Homepage > My Leave > Apply for Leave***

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* Where an employee does not have sufficient leave balance to use through the school vacation period, the Principal must make appropriate arrangement for the employee which may include (but is not limited to):
	+ Applying for paid or unpaid leave (such as long service leave or leave without pay)
	+ Requesting access to any accrued time in lieu; and
	+ Requesting to return to duty during that vacation period. Please note: any request to return to duty will be considered having regard to the employee’s circumstances and the operational needs of the school. Attendance during a vacation period on any day where an employee has exhausted their additional paid leave credits available, will be considered an ordinary day of attendance for remuneration purposes and will not attract a leave purchase allowance.

In addition to the above, eduPay will maintain existing arrangements where education support class employees, who have exhausted their additional paid leave and are not required or are unable to attend for duty during a vacation period, may access further additional paid leave credits, up to a maximum of 38 hours for full time employees (pro rata for part time employees). In other words, they can go into a negative additional leave balance of up to 38 hours (pro rata). Once an employee has reached 38 hours in the negative, from 1 February 2023, eduPay as a default will apply leave without pay to cover any remaining days in a vacation period, unless other arrangements are approved by the principal.

* School Council Employees who are not employed in the ES structure (e.g.: GSCFLX) will not have leave recorded. Manual entry of leave for these employees is required – employee via ESS or HR Administrator directly at *HR Admin > Manage Leave > Update/View Absence Events (tile path in eduPay)*

Attendance for duty

* ESC Not receiving the Regular Leave Purchase Allowance who agrees/required to attend for duty may be eligible for the Ad-hoc LPA
* Where attendance occurs, adjust any recorded leave to reflect their attendance hours.
* Where the additional paid leave entitlements have a positive balance, record the Ad-Hoc LPA for the equivalent number of hours.
* Update is completed in the first pay period after the school vacation.
* Where leave is exhausted before the end of the school vacation period, these employees have no further entitlement to leave and are not eligible for the Ad-Hoc LPA and are therefore considered to be ‘on duty’.
* Refer to the [eduPay User Guides](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/eduPay_UGuides.aspx) for Allowances and Annual Leave Automated Entry – ESC on eduGate.
* Refer to the [Annual Leave](https://www2.education.vic.gov.au/pal/annual-leave-teaching-service/overview), [Attendance and Working Hours](https://www2.education.vic.gov.au/pal/attendance-and-working-hours-teaching-service/overview) and [Allowances-Teaching Service](https://www2.education.vic.gov.au/pal/allowances-teaching-service/overview) on HRWeb for policy information

The eduPay way

The eduPay team has just released some very exciting and much anticipated features in the lead up to the end of T3.

Don’t forget we’ve also got our very popular ***Q&A sessions with our eduPay experts – ask us anything*** scheduled as follows. Join us to listen and learn, or ask us a question – *just 1 though* – we need to get around everyone😊

* [Monday 11 September – from 1.00 – 2.00 pm](https://eduvic.webex.com/eduvic/j.php?MTID=m6fddbb5fb7dc3eb68449c7a29af40185)
* [Tuesday 12 September – from 10.30 – 11.30 am](https://eduvic.webex.com/eduvic/j.php?MTID=m137867142148aa69be48af989e09ef33)
* [Wednesday 13 September – from 11.00 – 12.00 noon](https://eduvic.webex.com/eduvic/j.php?MTID=me59295113a4e48fe102fca399583a3c1)

Copy the session link you want to attend and drop it in your calendar at the assigned time – or email Tania Rann for an invite – either way, you’ve got this and we’ll see you online soon 😉

# Time in Lieu (TiL) Overnight Camp on Call – Phase 2 is now available

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 automated 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.
	+ The existing [Time in Lieu support guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) has been updated to include these items

# Data Insights – Time in Lieu

To support the above phases we’ve designed some more insights to include a new visualisation for camp accruals. We also added visualisations for the cost of acquittals along with the estimated cost of balances. These changes are also 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 is now available

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. Please refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx) for more information.

# Data Insights – Recruitment – now available

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

Please refer to the [Data Insights – Recruitment](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/TRI%20Data%20Insights%20Quick%20Guide.pdf) support guide.

# 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%7C3156aca89e734833ddc808dbae6a0930%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638295542673071328%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=j%2Bf8LjNPXaSZSElKwhOFaLQBHouB44xBOsagtOc69XE%3D&reserved=0) to register ASAP!