Employing Applicants With Permission To Teach

Where no suitably qualified applicant can be found for an advertised teacher vacancy, an applicant who is not qualified may be considered, provided VIT approve permission to teach (PTT). Where this occurs, the applicant may be offered the position, however they cannot be employed as a classroom teacher, and must be employed as a fixed term paraprofessional for no greater than 3 years.

Please ensure their employment offer letter and contract and information when hiring into eduPay reflects a paraprofessional. Where this occurs for a current education support class employee, in the majority of circumstances the action required is a higher duties assignment. Without an assignment made to a teacher/paraprofessional classification, an education support class employee cannot undertake the work of a teacher.

If you are unsure what the required process is, please contact Schools Recruitment for advice on 1800 641 943 (option for Recruitment) or via the Services Portal.

Youth Employment Scheme (YES) – 2024/2025

This Issue contains…

* Employing Applicants With Permission To Teach
* Youth Employment Scheme (YES) – 2024/2025
* Assistant Principal Recruitment
* VIT Annual Registration – *Now Overdue*
* CRT Panel Agreement – Rules of Use
* Time in Lieu - Reminder To Acquit Accruals
* Recording Superannuation – DOE and School Local Payroll Employees
* Fill Your Workforce Gaps With Pre-Service Teachers
* Paying VCE Exam Supervisors – *Updated Process*
* eduSafe Plus Training for Term 4
* Superannuation Fund Merger For CareSuper and Spirit Super – eduPay Updates
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The eduPay Way

* Data Insights – Staff – *Available Now*
* Schools Recruitment Initiatives – *Available Now*
* Overpayments Reimagined – *Coming Soon…*
* MFA Update - *Coming Soon…*

Placements are still available for the Youth Employment Scheme continuing into next year.

The YES program offers young people facing barriers the opportunity to work for 12 months while studying for a Certificate III or IV qualification.

The program attracts the following subsidies:

* YES traineeship general stream - $ 7,000 (GST exclusive)
* Approved Disability stream placements - $14,000 (GST exclusive)

Further training supports are also offered as part of the wrap around support available for trainees to enhance their skills and employability prospects, these courses include but are not limited to:

* Microsoft Office Suite
* Personal/technical development training courses

**Eligibility:** To be eligible for a YES placement, participants must:

* be aged 15-29 at the commencement of the traineeship
* be unemployed or not working more than 15 hours per week
* not be currently engaged in tertiary education; and
* not possess a university-level qualification (excluding certificate level 1-4 courses).

Preference is also given to YES applications which identify ‘disadvantaged’ young people, including those who are:

* Long-term unemployed
* Resident in a rural or remote area of Victoria
* Have a disability or mental illness
* Aboriginal or Torres Strait Islander Person.

[For further information on YES placements and to reserve placement/s for your school please email](mailto:For%20further%20information%20on%20YES%20placements%20and%20to%20reserve%20placement/s%20for%20your%20school%20please%20email) Schools Recruitment at: [youth.employment.scheme@education.vic.gov.au](mailto:youth.employment.scheme@education.vic.gov.au).

Assistant Principal Recruitment

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 Recruitment Online (ROL). **Schools must not process the hire in eduPay.**

For Assistant Principal vacancies, schools are responsible for:

* advertising the vacancy on ROL
* recording of the selection process outcome and
* preparing the hire on ROL 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 HR 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).

VIT Annual Registration - *Now Overdue*

* Invoices have been issued by the VIT for annual VIT registration renewal, and registration was due by 30 September 2024, and is now overdue
* Late payment fees may apply to registrations finalised after 30 September and before 31 December 2024. The VIT may also grant a three-month grace period permitting continued teaching until 31 December 2024
* Teachers who have not finalised registration by 31 December 2024 may be unable to undertake teaching duties at the commencement of the 2025 school year
* Schools can view the status of their teacher’s registrations by viewing the ‘My School’ portal, available from the [VIT website](https://www.vit.vic.edu.au/home).

**Action**: Principals and HR staff are asked to bring this to their employees’ attention and encourage renewal as soon as possible. HR Administrators are asked to review entries and update the suitability page after validating the recorded entries.

CRT Panel Agreement – Rules of Use

A reminder for all schools wishing to engage an agency for casual relief teachers (CRTs), the department has an established panel of 12 agencies for short term staffing support.

Schools should refer to the [Rules of Use](https://eduvic.sharepoint.com/sites/SchoolsSecure/SitePages/Department-Managed-Categories.aspx?xsdata=MDV8MDJ8Q2F0aGllLk5pbmRAZWR1Y2F0aW9uLnZpYy5nb3YuYXV8OTY2NDZkMWE4OTZmNDhjNWY4MzkwOGRjYjc3N2YzMDN8ZDk2Y2IzMzcxYTg3NDRjZmI2OWIzY2VjMzM0YTRjMWZ8MHwwfDYzODU4Njk3MzAwOTEwNjUwNHxVbmtub3dufFRXRnBiR1pzYjNkOGV5SldJam9pTUM0d0xqQXdNREFpTENKUUlqb2lWMmx1TXpJaUxDSkJUaUk2SWsxaGFXd2lMQ0pYVkNJNk1uMD18MHx8fA%3d%3d&sdata=MWR6eUtNbjl1eEpsVmRsWUNOVVBHaGtOMzZpd24vSDA5SVExbGVmUm1KMD0%3d) (RoU) for detailed information on each agency, including contact information and current pricing.

Schools are encouraged to regularly review the CRT RoU for the most up to date information on each agency including any applicable terms and conditions.

If you have any queries regarding the use of the panel, please contact Schools Recruitment at [sr.crt.panel@education.vic.gov.au](mailto:sr.crt.panel@education.vic.gov.au).

Time in Lieu - Reminder To Acquit Accruals

Principals and Business Managers are reminded to plan for the acquittal of time in lieu balances for employees prior to 1 December 2024 to avoid the following:

* Where time in lieu has not been acquitted by 1 December 2024, a teacher may vary their work attendance on any school day prior to the end of the school year, (equivalent to the time owed), as long as they provide the principal with at least three working days’ notice. The principal is then responsible for coordinating these requests to ensure that classes are able to run as normal.
* 2024 Time in lieu balances that are not acquitted by 1 March 2025 will be paid out through eduPay at 150%.

We acknowledge that this is a complex area so please refer any policy queries regarding time in lieu to the Policy, Workplace Relations and Initiatives (Schools) Branch, at: [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au)

Recording Superannuation – DOE and School Local Payroll Employees

All persons who are hired/rehired on eduPay must have superannuation recorded for both the department and school council to meet the Legislated Superannuation Guarantee legislation (SGC). This includes employees on the School Local Payroll (SLP) who have been hired/rehired but are not necessarily working every fortnight or are engaged through a government initiative and not paid by your school. On appointment they must record their superannuation through eduPay Employee Self Service as part of their onboarding steps. A help document is available on the eduPay Help page directly at: <https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Superannuation.pdf>

The responsibility for making superannuation payments for SLP employees is that of the School Council as the employer. Where a superannuation payment is not paid on time, this may result in the school council being fined by the Australian Taxation Office (ATO) and, apart from the missed SGC being due, interest is also calculated and paid for every day the contributions are late. Ensure your employees record their superannuation immediately to avoid this possible outcome.

**A certification message will be displayed until super is recorded for these employees.**

Fill Your Workforce Gaps With Pre-Service Teachers

We have over 300 pre-service teachers (PSTs) available now and ready to go. These PSTs can work as education support staff or paraprofessionals while completing their post-graduate degree and can start in your school in Term 1 2025.

We’ve partnered with eight initial teaching education (ITE) providers to offer a range of employment-based programs that give schools the flexibility to support staffing shortages without the hassle of advertising. These programs are open to all primary, secondary and specialist schools state-wide.

### More about employment-based degrees

These PSTs are studying a post-graduate accelerated teaching degree for the next 18-24 months with support from an ITE provider mentor and a nominated school-based mentor.

Schools will receive 6 days of CRT funding for each PST hosted to release school-based mentors from the classroom.

Targeted funding packages are available to eligible schools and priority will be given to schools experiencing the most serious challenges.

### How do I get involved?

You can register your school through the ‘recruiting’ tile in eduPay by [creating an ITE employment-based job opening](https://www.education.vic.gov.au/hrweb/Documents/Creating%20an%20ITE%20Employment-based%20Job%20Opening%20School%20Guide.pdf).

For more help, follow the step-by-step guide below:

* [[Step-by-step guide to creating an ITE employment-based Job Opening](https://content.sdp.education.vic.gov.au/media/1753" \t "_blank)](https://content.sdp.education.vic.gov.au/media/1753)

Register your interest today to take advantage of the pre-service teacher workforce ready and willing to join your school.

### More Information

For further information and enquiries, contact the Pre-service teacher Projects and Initiatives team by email: [teach.today.teach.tomorrow@education.vic.gov.au](mailto:teach.today.teach.tomorrow@education.vic.gov.au)

Paying VCE Exam Supervisors – *Updated Process*

Exam supervisors who supervise the VCE exams 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 $42.24, while the hourly pay rate for assistant exam supervisors is currently $37.88. The exam payments for the supervisors should be entered via a timesheet, using the applicable number of hours as advised by 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%7C3c82cb40ddb244fb52a308dce7f035a5%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638640266076593055%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=9f4kS4%2BkZuBcWQ0a7bO19mrpyu%2F2oAK%2BwMYHK7Fvq2M%3D&reserved=0). For example, the English exam attracts a payment of 6 hours, which is a total of $253.44 for chief supervisors and $227.28 for assistant supervisors.

The chief supervisor is entitled to an additional administrative allowance of 50c per student per exam (minimum $50 per exam), 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 Training For Term 4

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 system, OHS assurance actions, and workers' compensation claims.

Benefits of eduSafe Plus:

* reduces administrative burden in managing OHS activities.
* strengthens provision of serviced support.
* enables proactive OHS planning.
* provides data security, safeguarding sensitive health, safety, and wellbeing information
* helps your school to be well prepared for your OHS Assurance assessment.

Schools are invited to opt in for the Term 4 activation of the OHS and workers compensation tiles on eduSafe Plus by contacting the eduSafe Plus team at [edusafe.plus@education.vic.gov.au](mailto:edusafe.plus@education.vic.gov.au).

The following sessions are available to support schools using eduSafe Plus.

**For session dates, times and to register search ‘eduSafe Plus’ in LearnEd.**

### For all schools:

[Introduction to Staff Incident and Hazard Reporting](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1916)

For anyone who may need to report an incident or hazard.

This webinar is designed for new eduSafe Plus users, or a refresher for anyone who would like to sharpen their skills. It provides an introduction to staff incident and hazard reporting in eduSafe Plus.

[Incident and Hazard Management and IRIS Reporting](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1918)

For principals and their delegates only.

This webinar is designed to introduce principals and their delegates to IRIS reporting (critical and student incidents) and to managing all incident and hazard reports in eduSafe Plus. Delegates may include assistant principals, business managers and or staff with specific safety / emergency roles.

[Introduction to Sick Bay and First Aid Reporting and Management](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1917)

For anyone who may need to make a sick bay or first aid report.

This webinar is designed for new eduSafe Plus users, or a refresher for anyone who would like to sharpen their skills and provides an introduction to sickbay and first aid reporting and management.

### For schools who have access to the workers’ compensation or OHS tasks tile in eduSafe Plus:

[Using OHS Functionality in eduSafe Plus – OHS Records](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1926)

For principals and their delegates including, for example, assistant principals, business managers, facilities / safety staff and OHS committee members.

This webinar is designed as an introduction, or refresher, for principals and their delegates to OHS Records in eduSafe Plus including delegating, navigating the OHS Records section; creating and managing inductions, inspections and training, and assigning and completing safety actions.

[Using OHS Functionality in eduSafe Plus – OHS Management](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1890)

For principals and their delegates including, for example, assistant principals, business managers, facilities / safety staff and OHS committee members.

This webinar is designed as an introduction, or refresher, principals and their delegates overall OHS management in eduSafe Plus including school profile, safety plans and registers, plant and equipment register, and WorkSafe matters.

[Using OHS Functionality in eduSafe Plus – OHS Risk Register](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1925)

For principals and their delegates including, for example, assistant principals, business managers, facilities / safety staff and OHS committee members.

This webinar is designed to introduce principals and their delegates to the digital risk register a new functionality in eduSafe Plus. The session includes an overview of the new risk register, controlling, activating and managing mandated and non-mandated risks, and custom risks.

[Using workers’ compensation functionality in eduSafe Plus](https://edupayelm.eduweb.vic.gov.au/psc/ELMPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&ForceSearch=Y&LM_CI_ID=1891)

For principals, return to work coordinators and their delegates, for example HR Managers and Assistant Principals.

This webinar covers the workers' compensation functionality including submitting and lodging claims, return to work planning, and managing and administrating claims in eduSafe Plus.

Superannuation Fund Merger for CareSuper and Spirit Super – eduPay Updates

Principals and Business Managers are advised there is a merger between CareSuper and Spirit Super occurring on 1 November 2024.

You may have received correspondence from these funds or have had enquiries from your affected employees. A general message by the Aware Super Clearing House was also included in the Portal informing authorised users of this merger.

The HR Systems and Services team are completing all required adjustments to eduPay for affected employees. All affected employees have been emailed by the HR System and Services team informing them of the actions that are currently being taken.

To avoid errors with the superannuation payment files we ask that employees do not update their super while this merger is occurring.

Affected employees in the following funds have had their relevant SGC and any personal super deduction elements temporarily ceased in line with super fund merger details and Clearing House processing time frames, as follows:

CareSuper (ABN) 98 172 275 725

* Unique Superannuation Identifier CAR0100AU
* Super element/s ceased on 05/10/2024

Spirit Super (ABN) 74 559 365 913

* Unique Superannuation Identifier MTA0100AU
* Super element/s ceased on 19/10/2024

You will receive a certification message in eduPay indicating SGC is missing for employees in these funds.

After the merger has taken place, in the week commencing 4 November 2024, the HR Systems and Services team will be updating all affected employees on eduPay into their new super fund.

Applicable arrears will calculate for the SGC employer contribution and paid in pay 2024-10.

Personal super deductions will be recommenced, into the new fund, effective from 3/11/2024 – arrears calculations for these personal super contributions will not be possible for this group.

Any questions by employees should be directed to their superannuation fund.  We have been advised that the fund has contacted their affected members regarding this merger.

Upcoming Changes To Schools HR Services

Following a review, changes are being implemented to the way Schools HR Services (formerly Schools People Services) is organised, where the teams are no longer going to be organised according to geographic location.

Currently, our HR consultants are based in one of two core teams; in the south team, handling enquiries from schools in the south western and south eastern Victoria regions; or in the north team, handling enquiries from schools in the north western and north eastern Victoria regions.

The team will soon be organised to handle enquiries and matters by the nature and complexity instead, where less to medium complex work are to be handled by consultants in a standard team and more complex work will be handled by consultants in a complex team.

Low to medium complexity matters would be those which can typically be resolved at the first point of contact such as salary enquiries, leave enquiries and eduPay navigation and processing. Complex matters would be those which typically require further investigation and may not be able to be resolved at the first point of contact such as overpayments, time in lieu, workers compensation and TAC matters.

The callers will be determining the level of complexity, and it is accepted that some queries may initially end up in the team they really don’t belong to – these queries will be redirected, and it will take a little bit of time until the model is fully implemented as intended.

A major anticipated benefit of re-organising work in this way is that matters are handled more efficiently overall and that a better customer service is delivered when matters are handled by consultants with the knowledge, skills and abilities to resolve them.

HR Administrators and Business Managers are likely to be impacted by this proposed change when they contact Schools HR Services by phone (Ph: 1800 641 943) as the phone prompts will soon change to reflect the changes.

There will be a slight change to the Principal Hotline, where it will be directed to one team to handle all types of enquiries from principals regardless of their complexity.

The updates to the phone prompts are currently scheduled for November 2024.

We appreciate your continued support whilst we transition into this new model.

**The eduPay Way by Tania Rann**



T4 is here and we’re off to a flying start with the all new *ah-mazing* Data Insights for Staff – *yay*, and Overpayments reimagined on the way - *finally*. Read on…

Data Insights – Staff *– Available Now*

*HR Admin > Workforce Insights > Staff Insights*

Thanks to all the amazing BMs who joined us for our working group sessions to ensure we listened to your requirements to develop a reporting tool that provides real time information on areas of interest for staff such as upcoming termination dates, hire dates and contract end dates. With fast and easy access to information – all in the one place - you can now make better informed decisions in your school and fine tune your workforce planning.

That’s Data Insights – Staff for you – check out the [Master DI Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/Data%20Insights-Schools.pdf) and head to page 46 (linked in ToC) – we gotchu 😊

Schools Recruitment Initiatives *– Available Now*

The following Job Opportunities Pool changes are now available:

* **Attachments** – improved user experience when completing a Job Opportunities application. The allows uses to complete the rest of their application and return to upload their CV later
* **Search Results Page** – the ‘Applicant Status’ column is new and will increase visibility over Hired vs Active applicants

Please refer to the support documentation available at [ROL Support](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx).

Overpayments Reimagined – *Coming Soon…*

Phase 1 - *arriving early December* - will deliver new functionality which will:

* **Make** **it easier for employees** to understand Overpayments and Pay & Leave Adjustments
* **Reduce the amount of time** you need to spend explaining pay adjustments to employees
* **Provide the starting point for additional changes** to allow employees to be more self-sufficient and manage their overpayments and repayment options via self service

This last point is paving the way for Phase 2 and 3 which will be delivered in Term 1 of 2025.

MFA Update – *Coming Soon…*

We’ll shortly be making some improvements to your eduPay experience with Multifactor Authentication (MFA).

HR Admin privileged users in schools who registered MFA for eduPay as part of our campaign in 2023 will receive the full eduPay experience – anywhere, anytime. This means you are no longer required to be on the department’s network, to receive full eduPay access.

If you are yet to register MFA for eduPay to get access anywhere, anytime, please refer to the following support information – [short visual guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/MFA%201%20Page%20Quick%20Guide.pdf) or [detailed reference guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Registering-MFA-for-eduPay.pdf).

 And yes, we will soon be increasing the time out period also, we’re aiming for later this year. An early Christmas gift we’re hoping 😉

**eduPay training will be scheduled for late November** and will include overpayments phase 1, and our very popular Q&A with the eduPay experts will also be available in early December.

We’ve got you covered!