# Workers’ Compensation Claims Management

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Return to Work Coordinators/Principals/Business Managers play an important role in supporting injured employees and can make a big difference to their ability to return to work. ***For more information, visit*** [***https://www.worksafe.vic.gov.au/helping-your-employee-return-work***](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.worksafe.vic.gov.au%2Fhelping-your-employee-return-work&data=04%7C01%7Cworkers.compensation.nevr%40education.vic.gov.au%7Cd0c67a59376d487275ca08d90b6315b1%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C637553342477811606%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=bYI0CgAq%2BbaQ%2F5mUyb7y0RvQGsscPm5cIqcZpIRRYXM%3D&reserved=0).

The [Workcover leave and processing weekly compensation payments](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/workcover-leave-entry-processing-weekly-compensation-payments.pdf) contains important information including instructions of how to process leave during the pending stage, initially recorded as personal leave while awaiting a decision. It is recommended to keep the staff member informed of the leave that is being processed and their personal leave credit balance during this period to avoid any financial distress. The employee may wish to access other leave entitlements available to them if they have insufficient personal leave credits.

The following are legislative requirements for all workers’ compensation claims and are to be completed by the workplace nominated return to work coordinator (RTWC) **even when the claim is pending**:

* In supporting your staff member with their return to work and recovery post workplace injury, it is very important that you maintain regular contact irrespective of the status of their Workers Compensation Claim (i.e. even when the claim is in a pending stage)
* Ensure that the injured worker is notified of who their Return to Work Coordinator is by using the attached [**‘Advice of Nominated Return to Work Coordinator template’**](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Support_Materials/Advice%20of%20Nominated%20Return%20to%20Work%20Coordinator.docx?Web=1)
* Provide both the [**‘Your workers compensation claim’**](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/your-workers-compensation-claim-fact-sheet.pdf)and [**‘Employee, entitlements and**](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/employee-entitlements-and-benefits.pdf)[**benefits’**](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/employee-entitlements-and-benefits.pdf)fact sheets to the injured worker with the above notification of Return to Work Coordinator
* Keep evidence of all of the above in a [**secure workers compensation file**](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Support_Materials/Record%20Keeping%20and%20Privacy.pdf)
* It is important to keep track of the [**Make-Up Pay entitlement**](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Support_Materials/Make%20Up%20Pay%20Entitlement%20Balance%20Instructions.pdf)(MUP) of employees on a workers compensation claim to prepare the employee for the transition to POST Make-Up pay and the decrease in salary.

After you have contacted the injured worker and have an agreed communication plan, it is important to begin the Return-to-Work process. Please refer to the [Return to Work Coordinator](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Pages/RTWP.aspx) [portal – Return to work planning](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Pages/RTWP.aspx) and [Policy & Advisory Library (PAL)](https://www2.education.vic.gov.au/pal/workers-compensation/resources) for more information.

# Workers’ Compensation Notification of Current Weekly Earnings (CWE’s)

Business Managers/HR Administrators are reminded of the requirement to report Current Weekly Earnings (CWE’s) to Gallagher Bassett when a worker is on a partial Return to Work program. CWE’s can now be generated on eduPay following these instructions: [Current Weekly Earnings Instructions](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/WCU/Support_Materials/Current%20Weekly%20Earnings%20Instructions.pdf?Web=1).

It is highly recommended that Business Managers/HR Administrators generate the Current Weekly Earnings report on a fortnightly basis, adding a reminder in your outlook for the Monday after pay day i.e., on 6 November 2023 generate the 2023-09 PAY PERIOD report and email.

Where schools have an employee who has exhausted their make-up pay entitlement, now in 636 POST MUP, generate the CWE’s for the **2023-09 PAY PERIOD on 6 November 2023**. Email the report to your employee’s case manager at Gallagher Bassett and request the case manager to confirm the **max rate payable** to ensure an accurate compensation rate is used.

If these details/documents are not submitted within a 3-month period, Gallagher Bassett can refuse reimbursement to the Department under Section 179 of the Workplace Injury Rehabilitation and Compensation Act 2013.

Public Holidays

Public Holidays are recognised as hours worked when the worker is on partial Return to Work arrangements. If a planned workday (partial or full) falls on a public holiday, those scheduled hours for work are included in CWE’s as if they had been worked. Please note this does not apply for the first 10 days of absence (Department’s Liability period).

School Holidays

When an employee is on a partial return to work, the return to work hours immediately preceding the school holidays are continued through these breaks. CWE’s should reflect the hours worked over the holiday period as if they had been worked in accordance with the Return to Work Plan. This means that the hours not worked (in accordance with the Return to Work Plan) are entered on eduPay as WorkCover leave, in the same way as any other period. Eg Staff member worked 3 days per week the week before the school holidays, therefore the CWEs should reflect the 3 days as workdays per week during the school holidays.

For further queries please contact the Workers’ Compensation Team by telephone on (03) 7022 0780 or by email [workers.compensation.advisory@education.vic.gov.au](mailto:workers.compensation.advisory@education.vic.gov.au)

Time in Lieu Activity Planner  
A new activity planner has been created to support the planning of time in lieu accruals for school activities and camps, including the new overnight on-call payments. A copy of the planner can be found [here](https://www2.education.vic.gov.au/pal/time-in-lieu-teaching-service/resources) on PAL.

Plans are also underway to create a time in lieu calculator spreadsheet to further support entering time in lieu accruals into eduPay. Watch this space for further updates!

# 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 2023 to avoid the following:

* Where time in lieu has not been acquitted by 1 December 2023, 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.
* 2023 Time in lieu balances that are not acquitted by 1 March 2024 will be paid out through eduPay at 150%.

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

# Special Schools Allowance

It has come to our attention that visiting teachers transferring from a region to a special school (via an advertised vacancy or otherwise) may receive two allocations of the special schools allowance. Business managers are encouraged to review the eduPay records of visiting teachers transferred to their school and manually remove any duplicate allowance payments.

# Inclusive Recruitment for School Leaders and Hiring Managers

Every recruitment activity is an opportunity to hire more diverse candidates into our workforce. Inclusive recruitment strategies attract more diverse candidates, widening the applicant pool and providing a breadth of knowledge, experience and lived experience to school communities. The Inclusive Recruitment eLearn module supports school leaders and hiring managers to better understand unconscious bias and the practical steps they can take to make the recruitment process more inclusive.

Access the Inclusive recruitment module [here](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=1575) (login to eduPay required). For more information on attraction and recruitment tips go to the Workforce Diversity and Inclusion [Attract and Recruit](https://edugate.eduweb.vic.gov.au/edrms/PEOD/WDI/Pages/Attract-and-Recruit-.aspx) page

# Training to build Respectful, Inclusive and Safe workplaces

Training available to school staff during term 4 includes:

* Active Bystander
* Anti-Racism Empowerment for all school staff
* Inclusive Leadership for School Leadership
* disability inclusion, including workplace adjustments, autism in the workplace and neurodiversity in the workplace
* LGBTIQ+ inclusion

For further information and links to enrolment, please go to [2023 WDI Training Calendar](https://edugate.eduweb.vic.gov.au/edrms/PEOD/WDI/Shared%20Documents/2023_Training_Calendar.docx?Web=1), (login required) or enrol directly through LearnEd in EduPay.

If you have any queries, please contact the Workforce Diversity and Inclusion team at diversity@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 2023, and is now overdue.
* Late payment fees may apply to registrations finalised after 30 September and before 31 December 2023. The VIT may also grant a three-month grace period permitting continued teaching until 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%7CAngela.Pinero%40education.vic.gov.au%7Ccd81bd63eab6462fe56008dbc602f929%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638321488296928245%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=aRWf%2BbuG75ppr3QaEODkDcruetakJWTiChGWenzObrg%3D&reserved=0).

**Action:** Principals are asked to bring this to their employee’s 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.

# 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](mailto:schools.recruitment@education.vic.gov.au) or on 1800 641 943 (Option for Recruitment).

# 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](mailto:schools.recruitment@education.vic.gov.au) or on 1800 641 943 (Option for Recruitment).

eduPay Hints & Tips

# Superannuation through Self Service

* Employees are to update Superannuation requirements via Employee Self Service following Hire or Rehire, including where a termination/rehire is on the same day
* A separate entry is required for each employer: DOE and for each SLP a person is employed at
* Review the help document for assistance: [Enter or Update Superannuation Details](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Superannuation.pdf)
* New Superannuation ‘Stapling’ process from 1 November 2021 means employees must indicate their choice of fund as automated load process cannot be relied upon

**Action**: Business Managers are asked to remind new and rehired employees to complete the process to record or check their superannuation choice. Do not rely on the automated process to globally enrol employees into the default Aware Super Future Saver fund.

A picture containing logo

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The eduPay team crossed the T3 finish line with some new Time in Lieu and Recruitment features, and thanks to your feedback, we’re currently making these *even better* for you. We’ve also got some handy hints in this edition and some minor enhancements as part of the eduPay refresh on Monday 16 October 😊

# My LearnED – View completion status of mandatory learning modules

A friendly reminder that Prins and BMs have automatic access to monitor learning in their school and can see the learning status of all their school’s employees. Navigation below and there’s also a quick [handy guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-LearnED-Completion-status.pdf) to assist you further…

* **BMs navigation** – NavBar\* > Administer LearnED > Learning Reports > Learning Status
* **Prins navigation** – Manager Homepage > Manage LearnED > Learning Status

\**NavBar – the compass icon on the top right-hand side of the HR Admin homepage*

# *Pssst –* Single Sign On is arriving early for those who’ve registered MFA…

Single Sign On (SSO) means you no longer need to enter your username and password, you’ll just MFA (multifactor authenticate) into eduPay – *too easy!*

If you haven’t yet registered, avoid FOMO and join over 3,200+ colleagues who’ll be SSO’ing by Christmas – yes, an early gift for those who’ve registered! We know there are over 100 BMs & close to 300 Prins / APs who are yet to register MFA for eduPay. ***Please register by 3 November 2023.***

***But what do I need to do?*** Register MFA for eduPay – using any of the options below – *it only takes 15 mins and is your key to SSO…*

* **Book yourself on 1 of the last 2 registration sessions** where we ensure you are registered before you leave the virtual classroom (save the link at the date and time or email the [team](mailto:tania.rann@education.vic.gov.au) for an invite) – [Tuesday 31 October from 10-11 am](https://eduvic.webex.com/eduvic/j.php?MTID=m00750778fc6a7d8b350575403f3ecced) or [Thursday 2 November from 12.00 – 1.00 pm](https://eduvic.webex.com/eduvic/j.php?MTID=m5f583c5810ad82bfadb5faf027761371)
* **Register using** the [Video Reference 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%7C69639501e4e34fc66fd408dbc923a41e%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638324927145551534%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=nWSiokEO97d3CPgyFVLtqyucuYM%2B4vGlSrhoye7X82w%3D&reserved=0) or [Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Registering-MFA-for-eduPay.pdf)
* **Ask your friendly registered BM** for some assistance
* **Email one of Santa’s** [elves](mailto:tania.rann@education.vic.gov.au) to discuss your concerns so we can help you – we’re here for you…

You’ve got this 😊😊😊

# Time in Lieu Overnight Camp on Call

**As you know, on Monday 28 August 2023** we automated the payout of camp on call overnight in eduPay and introduced prin delegation to a nominated representative to authorise TiL arrived, along with some new data insights for camp accruals. Please refer to the updated [support guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) for all these deets and we’ve captured a [recording](https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/eduPay%20Support%20Room/Forms/AllItems.aspx?RootFolder=%2FServices%2Fbussys%2Fcases21%2FeduPay%20Support%20Room%2FVideos%20and%20Transcripts&FolderCTID=0x0120001416254973B2154793EC9340843ACDB5&View=%7B1413778B%2D0D76%2D4F47%2D8050%2D233F6C9185AB%7D) of the recent training for you too.

We’ve created a few examples to visually show you how to enter information in this new phase and incorporated these in the updated [guide](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-Time-in-Lieu.pdf) – example of a 3 day camp, 3 day camp with some overnight on duty and 3 day camp for ES.

***Handy hint…*** we’ve received a number of enquires regarding TIL not being processed when it’s been approved. The main reason is that the TiL hours requested is greater than the TiL hours available.

1. *Please ensure the employee has enough hours to* ***enable payout of their request***
2. *You can check their* ***current TiL balance*** *as you are approving the request*
3. *Please note, you can only approve payout up to and including the current TiL balance of the employee.* ***If the request exceeds this balance, we recommend you deny this request with*** *comments to the employee asking them to resubmit their request ensuring they do not exceed their current TiL balance*

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# Teacher Recruitment Initiative

**On 4 September** we launched TRI, the new alternative designed to make recruitment more efficient for you including vacancies open for 3 days (you can alter this), auto-matching with the Job Opportunity Pool to source candidates and a 70% improvement time to vacancy and shortlist process.  For help using the TRI and Recruitment Online, please refer to the following resources…

* [Recruitment Online Help for Recruiters](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx), for recruiter TRI user guides and fact sheets
* [Job Opportunity Support](https://www.education.vic.gov.au/hrweb/careers/Pages/rol_help_applicants.aspx), for applicant TRI user guides and fact sheets
* [Ministerial Order 1388](https://www.education.vic.gov.au/hrweb/Documents/Ministerial-Order-1388.pdf) Teaching Service (Employment Conditions, Salaries, Allowances, Selection and Conduct) Order 2022.

# 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 [Recruitment in Schools: Advertising vacancies](https://www2.education.vic.gov.au/pal/recruitment-schools/policy-and-guidelines/advertising-vacancies).

# Teach Today & Teach Tomorrow

**A new update is now available** enabling applicants to apply for the Initial Teacher Education (ITE) Employment-Based Program via Job Opportunities. This change will streamline the application process and provide applicants with a dedicated section to specify their ITE employment preferences. Please refer to the short promotional [video](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvimeo.com%2F865426957%2Fba90db3593%3Fshare%3Dcopy&data=05%7C01%7CAngela.Pinero%40education.vic.gov.au%7C69639501e4e34fc66fd408dbc923a41e%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638324927145551534%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=gCWzXDlqV8rVqjZdU9TOTU%2FYO2mNuRSqndKtWu9vUso%3D&reserved=0).

Teach Today and Teach Tomorrow are both employment-based programs with the following benefits:

* **Schools have valuable opportunities** to address their staffing needs and invest in their future workforce through employment-based teaching degrees
* **Programs focus on areas of need** including schools with higher levels of disadvantage; priority subject areas such as science, technology, engineering and mathematics (STEM), languages, specialist education and applied learning; and priority geographic areas across the state.
* **The scholarships are department funded** and will be added to school Student Resource Packages (SRP)
* **Student teachers will be supported** by a provider mentor and a school-based mentor from their host school

**Schools will be able to express their interest in hosting a pre-service teacher** by submitting a non-advertised employment-based vacancy identifying the subject needs required. Student teachers will be matched with non-advertised employment-based vacancies based on their location and teaching subjects' criteria who are eligible for **Permission to Teach.**

**For each program, the provider's resources are available on PAL** [Employment-Based Degrees: Teach Today and Teach Tomorrow Programs: Resources | education.vic.gov.au](https://www2.education.vic.gov.au/pal/teach-today-teach-tomorrow-programs/resources). Please refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-TeachToday-TeachTomorrow.pdf) if you would like to register your interest in becoming a host school or contact the program team at [teach.today.teach.tomorrow@education.vic.gov.au](mailto:teach.today.teach.tomorrow@education.vic.gov.au) for further information.

# eduPay refresh arriving on Monday 16 October

From Monday 16 October our homepages will be refreshed with a few minor cosmetic updates as highlighted below:

1. **The back button is now an arrow only** and doesn’t include the homepage
2. **The Favourites and Recents icons have moved** from the left hand panel to the quick access bar at the top of the screen
3. **The Global Search is now available** on every page in eduPay and not just on your homepage and you’ll notice the ‘menu’ has changed from grey to blue
4. **The icons at the top right hand side of the screen** have been refreshed and are now simpler
5. **The blue spinning wheel has been replaced** by a dark grey spinning wheel for visibility and contrast

Don’t worry, we don’t expect you to remember all these – we’ll remind you a few more times yet through our normal channels, so keep an eye out 😊

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We look forward to seeing you at a virtual session or IRL at a conference soon. We love presenting updates at your regional conferences and yes we’ve even been out to Bendigo and Wang so nowhere is too far for us to go to share our eduPay updates, tips and tricks and support you with our eduPay changes.