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)

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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.

Recruiter Help Guide

The Recruiter Help Guide has been updated and is now available on the [Recruitment Online Help for Recruiters](https://edugate.eduweb.vic.gov.au/Services/HR/Pages/ROL-Help-Recruiter.aspx) page.

This guide contains step by step instructions for advertising and recruiting to teaching service vacancies within each school location using Recruitment Online.

School Recruiters are encouraged to use this guide online when conducting recruitment processes for their school.

Teacher Re-Engagement Initiative – Support Teachers to Return to the Workforce

It’s not too late to express interest to host returning teachers in 2025 through department-funded placements of up to 40 days in Victorian government schools.

The Teacher Re-Engagement Initiative (TREI) enables teachers returning from a career break, retirement, or parental absence to re-familiarise themselves with the school environment, participate in classroom observations, and receive mentoring from current teachers. These placements also include free, department-funded professional development modules delivered by industry recognised experts.

Schools hosting returning teachers through TREI are eligible for funding of up to $2,500 for each placement hosted.  To get started:

If you have identified a teacher who would like to return, please complete this [joint form](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fpages%2Fresponsepage.aspx%3Fid%3DN7Ns2Ycaz0S2mzzsM0pMHzWN3DcumcdLg9stUoInoLpUQk5BVFdNQVVMVEE1M1ZBV002V0xPMFRJMS4u&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7Cf82dfaf9ee784089fe4308dcfeeb2c90%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638665533223421926%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=GC8DILwbhm7ffpm2bhFpIQ4fE1t98%2FLBAz6eDp5Ht5c%3D&reserved=0).

If you require support being matched with a returning teacher, please complete this [schools form](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fpages%2Fresponsepage.aspx%3Fid%3DN7Ns2Ycaz0S2mzzsM0pMH_QMPczeQoZHlR1F9efSf3FUNllWVlhGN0U2RzlWT1haUzNYMUVDRVFOTS4u&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7Cf82dfaf9ee784089fe4308dcfeeb2c90%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638665533223452397%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=J6PR4EGfCF4L4%2FV4%2BdzAYDEOPFNBXXhrSxL%2FovUPVeM%3D&reserved=0).

For any queries about the initiative or how to participate, please contact the Teacher Re-Engagement team at [returningteachers@education.vic.gov.au](mailto:returningteachers@education.vic.gov.au).

Pre-Service Teachers Available Term 1, 2025

**Do you have a teacher shortage in your workforce for 2025?**

### Employment-based teaching degrees

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.

There are programs available for all secondary and specialist schools state-wide ready to start teaching in Term 1, 2025 in subject areas such as chemistry, biology, humanities, art, psychology, maths and many more to choose from.

##### How to register your interest and get involved

You can register your school’s interest by following this [step-by-step guide](https://content.sdp.education.vic.gov.au/media/creating-an-ite-employment-based-job-opening-school-guide-1753) via Recruitment Online.

##### More Information

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](mailto:teach.today.teach.tomorrow@education.vic.gov.au)

Permanent and Temporary Transfers - Change of Schools

Where an ongoing employee is the successful applicant for an advertised vacancy at another school, communication with the substantive school’s principal must occur regarding the release. It is recommended to ask the successful applicant if they are a current ongoing employee with the department, and then if so, contact their current principal prior to any written offer being made or eduPay action.

Where the principal of the base school does not agree to release the employee, the employee may lodge an application for a personal grievance with the Merit Protection Boards.

Principals are advised to refer to the [Recruitment in Schools policy](https://www2.education.vic.gov.au/pal/recruitment-schools/policy-and-guidelines/employment-promotion-or-transfer) relevant to permanent and temporary transfers. Where clarity is desired, please contact Schools Recruitment for advice on 1800 641 943 (option for Recruitment) or via the Services Portal.

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 fixed term 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.

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) available on eduGate for the most up to date 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).

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.

**The eduPay Way by Tania Rann**



With the all new overpayments reimagined landing soon, a few friendly reminders of need.to.know.now info, Term 4 training sessions and our ever popular Q&A panel with the eduPay experts – we’ve got you covered for eoy - from an eduPay pov anyway 😉

Overpayments – Phase 1

We are SUPER excited to share an early Christmas arrival for our #friendsofedupay only – aka HR Admin users. Phase 1 is all about the presentation layer with extra information for HR administrators. It’s a soft launch for you only to start with, and available for employees in the new year (time tbc).

The new Unders and Overs information page will:

* **Show detail of under and over payments** as well as Pay and Leave Adjustment
* **Personal devices** - access to Unders and Overs
* **Payslips** - access to Unders and Overs

Keep and eye on the Announcement tile in eduPay for more details upon launch (early December).

Time in Lieu

We’ll shortly be opening up the deferral request in eduPay - usually available from mid December. **Keep an eye on the Announcement tile in eduPay for when this will be available** for your employees. We’ll also include the 2024/2025 timeline leading up to 1 March 2025, along with the easy one page support guide for teachers and other supporting information.

We gotchu😊

Vacation Leave Estimator

*HR Admin Homepage > Manage Leave > Vacation Leave Estimator*

* **A great tool to keep track of ES staff** who are estimated to not have enough leave to cover the upcoming break with data refreshed after each pay finalisation
* **VLE delivers a visual representation** of the likelihood of each employee to have sufficient leave to cover term break – easily identifiable by a colour coded icon
* **You can search by a specific employee, view online, download** the information to excel and sort by column headers

For more information, refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/_layouts/15/WopiFrame2.aspx?sourcedoc=/Services/IT/eduPay/Customer/QRG-Vacation-Leave-Estimator.docx&action=default)

Team Calendar

*HR Admin Homepage > Team Calendar*

* A handy feature to see a weekly view of your school’s staff scheduled hours, work location and any absences including approved, pending and pushed back absences
* You can navigate to a staff member’s leave history, leave balance, request leave on behalf of their DR, and approve leave

For more information, refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/_layouts/15/WopiFrame2.aspx?sourcedoc=/Services/IT/eduPay/Customer/QRG-Team-Calendar.docx&action=default)

My LearnED

*NavBar > Administer LearnED > Learning Reports > Learning Status*

* **BMs and Prins have automatic access to monitor learning** in their school and can see the learning status of all their school’s employees
* **Once you’ve viewed the information you can change the focus** based on the learning type, learner type and enrolment dates
* **You can select more options which will provide additional learning classifications** for example, when you want to focus on a particular course

For more information, refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-LearnED-Completion-status.pdf)

Upcoming Training and Q&A Sessions

**eduPay T4 Training can be booked through LearnED** with dates as follows:

* Tuesday 26 November
* Wednesday 27 November
* Thursday 28 November

**Q&A sessions with the eduPay experts** – invites will be shared via network leaders a week prior - or feel free to save the sesh you want to attend at the time and date below in your calendar:

* [Tuesday 3 December – 12.00 – 1.00 pm](https://eduvic.webex.com/eduvic/j.php?MTID=mf15ecd1cda5afd531b7079dd919f1d7c)
* [Wednesday 4 December – 11.00 – 12.00 noon](https://eduvic.webex.com/eduvic/j.php?MTID=m83dafb79d8a928ac16c273b6ea406db6)
* [Thursday 5 December – 1.30 – 2.30 pm](https://eduvic.webex.com/eduvic/j.php?MTID=me29fca5a707e2031ea6c0ca6d07602bc)

Thank you for your time, support and commitment to working with us in 2024 as we continue our partnership in 2025 to reduce your admin burden – that’s ***the eduPay way.***