Youth Employment Scheme (YES) – 2023/2024

The 2023-24 financial year sees the continuation of the YES program. This program offers young people facing barriers the opportunity to work for 12 months while studying for a Certificate III or IV qualification. DE has very limited placements available for YES Trainees, including, Disability stream placements. Disability places require preapproval; for further information, contact Schools Recruitment Unit [youth.employment.scheme@education.vic.gov.au](mailto:youth.employment.scheme@education.vic.gov.au)

The YES program attracts the following subsidies: (subsidy amounts and age limitation for the YES participants may change upon advice from the Department of Jobs, Skills, Industry and Regions)

* YES traineeship (12 months full-time) - $ 6,000 (GST exclusive; for schools/TAFE only)
* Approved Disability stream placements - $6,000 (GST exclusive; for schools/non-school based/TAFE only)
* YES traineeship (12 months full-time) - $ 6,000 (GST exclusive; non-school based)

***Note:*** *Principals/Managers are advised that in placing a YES trainee, they will be responsible for meeting the non-subsidized portion of the salary costs (including on-costs and administration).*

YES trainees will be eligible to attend additional training sessions designed to prepare YES trainees for future employment prospects. Information will be sent to the trainee and school at the commencement of each placement.

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

This Issue contains…

* Youth Employment Scheme – 2023/2024
* Employment of persons with Permission to Teach
* Working With Children Check (WWCC) and employment of under 18s
* Annual Translation to Ongoing process
* Aspiring Principals – VAPA program
* Processing of employee termination dates
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* be aged 15-29 at the commencement of the traineeship
* be unemployed or not working more than 15 hrs p/w
* 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.
* 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:youth.employment.scheme@edumail.vic.gov.au.%20For%20further%20information%20on%20the%20YES%20placements%20please%20contact%20%20%20): [youth.employment.scheme@education.vic.gov.au](mailto:youth.employment.scheme@education.vic.gov.au)

Employment of persons with Permission to Teach

Where a teaching position is advertised and a suitable qualified person who has current provisional or full registration status approved by the Victorian Institute of Teaching (VIT) is not available, a person who does not satisfy the requirements for full or provisional registration status but does have permission to teach approved by the VIT may be employed as a paraprofessional 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.

Working With Children Check (WWCC) and employment of under 18s

An employee who is under 18 years of age does not require a Working with Children Check (WWCC).  However, eduPay will expect a valid WWCC for all employees, irrespective of age.  To enable the hire to be completed on eduPay, forward a copy of the birth certificate or other suitable document confirming the date of birth by email, including name and employee ID, to the People Systems and Services team at [payrollservices@education.vic.gov.au](mailto:payrollservices@education.vic.gov.au) and request an override for the WWCC.

Additional permission is required where the person to be employed is under the age of 15 at the date of hire.  Refer to the advice and documentation required on the links below from the Victorian Government Website.

* [Changes to the Child Employment Act](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vic.gov.au%2Fchanges-child-employment-act&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C4e4b25c5a6b14773b1c808dc5cd6f2a6%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638487325461069524%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=BEwhi8FmCuTMi12wZxhc5Nda1rdM7Uu0ag483AbJZ20%3D&reserved=0) (as at 1/07/23)
* [Employing children under 15 years old](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vic.gov.au%2Fchild-employment-licence&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C4e4b25c5a6b14773b1c808dc5cd6f2a6%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638487325461081187%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=QzeRIyV5gOVGIL3G9rPquvHDg0NaNrfsQ4BtXYxNmPA%3D&reserved=0)

Provide copies of the relevant approved authorisations for persons under 15 years of age and email to [payrollservices@education.vic.gov.au](mailto:payrollservices@education.vic.gov.au) requesting a WWCC override for these employees.



Annual Translation to Ongoing process

Principals are reminded that responses to translation to ongoing employee lists sent on 20 March 2024 require a response provided by 26 April 2024. Please ensure where you have received lists containing eligible employees that a response has been provided to the department by 26 April 2024.

Responses or any queries regarding the translation to ongoing process can be directed to Schools Recruitment via [sr.annual.translation@education.vic.gov.au](mailto:sr.annual.translation@education.vic.gov.au)

Aspiring Principals – VAPA program

The Victorian Aspiring Principal Assessment (VAPA), conducted by the Victorian Academy of Teaching and Leadership, plays a vital role in identifying future leaders for Victorian government schools. It evaluates the readiness of aspiring school principals and helps determine their eligibility for principal positions. [To be eligible for appointment as a principal in Victoria](https://www2.education.vic.gov.au/pal/recruitment-schools/policy-and-guidelines/qualifications), candidates must either hold a substantive Principal position or obtain a statement of readiness through VAPA.

VAPA assesses candidates across five Professional Practice Areas aligned with AITSL principal standards. It involves portfolio submissions, interviews, and emotional intelligence assessments, providing insight into each candidate's leadership abilities and readiness for school leadership. Importantly, candidates get a unique look into their own leadership practice with an opportunity to understand strengths and areas for development.

The assessment takes up to 12 weeks and is available to aspiring principals, including experienced middle leaders, assistant, acting and current principals. Candidates can attend virtual or in-person [information sessions](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.academy.vic.gov.au%2Fprofessional-learning%2Fvapa-information-session&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C0fc95844b9644f202d0108dc5cdc3ac9%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638487348144378840%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=hiRwO3A55Nw3oQZB0UWRlINeRTDh3L7CNSayGEUfEh0%3D&reserved=0) for additional support with the assessment process or to learn more about the portfolio development process.

*For inquiries, contact the VAPA team at* [*vapa@education.vic.gov.au*](mailto:vapa@education.vic.gov.au) *or call 03 8199 2900.*

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Processing of employee termination dates

Recent audit findings have highlighted the importance of accurate data entry of effective termination dates when an employee will no longer be employed by the school. Consideration should be made to conduct a secondary check on termination dates which have been entered into eduPay. Termination dates should be processed in a timely manner to reduce the chance of an overpayment. The effective date of termination impacts an employee’s access to downstream departmental systems so timely and accurate entries protect the security of these systems.

Casual Relief Teacher (CRT) Panel – Extended to 18 April 2025

The CRT Panel arrangement, which was due to expire 18 April 2024, has now been extended for a further 12 months to 18 April 2025.

Schools that wish to engage an agency for the provision of Casual Relief Teachers (CRT) must consider and engage with the 12 panel listed agencies contracted through the department's CRT panel arrangement:

* Anzuk Education
* Collar Group
* Emergency Teacher Agency
* Free Agency
* Nurture Education
* Randstad
* Spark Relief Teachers
* Staffing Organisation Services
* The Teaching Initiative
* Top Notch Teaching Agency
* Tradewind Australia
* Your Teaching Agency

Schools may only consider engaging with non-listed agencies in the event that the school has exhausted all available panel agencies. Schools are encouraged to regularly check the CRT [Rules of Use](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Feduvic.sharepoint.com%2Fsites%2FSchoolsSecure%2FSitePages%2FDepartment-Managed-Categories.aspx&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C0fc95844b9644f202d0108dc5cdc3ac9%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638487348144389035%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=OO7oN3f9KeAeC1uhUdDSwTTh2KaZYcjd8dB9a09JcFI%3D&reserved=0) (RoU) for the most up to date information regarding the terms and conditions for CRT engagements through panel listed agencies. The RoU also outlines the rates and fees charged by each of the panel listed agencies.

Common Progression Cycle ends 30 April 2024

Principals are reminded that the Common Progression Cycle ends on 30 April 2024. Where an employee has completed one of the following:

PDP process on eduPay

Record the appropriate outcome on the eduPay performance plan with Standards Met or Standards Not Met.

Progress and fully complete the performance plan immediately and no later than close of business Friday 3 May 2024.The result recorded in the PDP is used to progress or not progress the employee accordingly.

Statement of Expectations

Progression will be applied for eligible employees from 1 May 2024.

* **Met expectations** – no action is required, eduPay will calculate eligibility and apply progression where eligible from 1 May 2024.
* **Did not meet expectations** – Principal to email [payrollservices@education.vic.gov.au](mailto:payrollservices@education.vic.gov.au) with the Name, employee ID and a statement that performance expectations were not met no later than 30 April 2024.

Principals should note that eduPay will automatically calculate eligibility and process salary progression for all eligible employees that have an outcome of Standards Met effective from 1 May 2024. No action is required by schools for the processing of salary progression for employees on eduPay.

At this time, the payroll update for progression is planned for the weekend of 4-5 May 2024 with progression for eligible employees included in pay 2323, pay day 16 May 2024. Confirmation of the processing will be included on the dashboard announcement tile.

In the week commencing 6 May 2024 please check the outcomes on eduPay are what is expected for your employees. If there are any issues with the progression process or the outcome is not what was expected contact Schools HR Services on 1800 641 943 (option 2) for assistance and correction.

**\*\* Please do not update or amend or overwrite the Progression row on eduPay. \*\***

Leave Management

Recent audit findings highlighted the importance of employees submitting leave in a timely manner and the regular review of employees who have high leave balances. Employees should be encouraged to apply for leave through Employee Self Service as soon as practical.

Principals can also submit leave through Manage Self Service where an employee is unable to or has not submitted the leave themselves.

Please refer to the QRG for further reference: <https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-MSS-Request-Leave-for-Staff.pdf>

Personal leave and school vacation periods

The [Personal Leave Policy](https://www2.education.vic.gov.au/pal/personal-leave-teaching-service/policy-and-guidance) clarifies how periods of personal leave and the school vacation periods should be treated.

Christmas vacation period:

An employee, other than an education support class employee, who is absent on personal leave immediately before and after the Christmas vacation, will be paid for the public holidays and 1 additional week, provided that the employee was on duty for 4 weeks of the preceding school term. Employees will need to apply for personal leave to cover the remaining Christmas vacation period.

Other vacation periods:

An employee, other than an education support class employee, who is absent on personal leave immediately before and after a school vacation period, other than the Christmas vacation, is entitled to receive pay for that vacation period if the employee has been on duty for at least 4 weeks in the preceding term.

An employee, other than an education support class employee, who is absent on personal leave immediately before a school vacation period is entitled to receive pay for that vacation period if the employee:

* returns to duty immediately after the school vacation period,
* ceases duty on the first day of the following term, or
* is granted leave immediately after the school vacation other than personal leave.

This policy also applies where long service leave is being used as a substitute for personal leave. In any other case the employee will need to apply for personal leave to cover the vacation period.

For further policy clarification, please contact the Workplace Relations team at [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au)



eduSafe Plus training for Term 2

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 3 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://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6972&LM_CI_ID=1916&NAV=URL)

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://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6976&LM_CI_ID=1918&NAV=URL)

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.



[Incident and Hazard Q&A Session](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6978&LM_CI_ID=1919&NAV=URL)

For eduSafe Plus users who have questions about incident and hazard reporting and management.

This interactive webinar provides answers to frequently asked questions and any user submitted questions about incident and hazard reporting and management.

[Introduction to Sick Bay and First Aid Reporting and Management](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6974&LM_CI_ID=1917&NAV=URL)

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. 

[Sick Bay and First Aid Q&A Session](https://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6980&LM_CI_ID=1920&NAV=URL)

For eduSafe Plus users who have questions about sick bay and first aid reporting and management. Answers to frequently asked questions and any user submitted questions about 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 Inductions, Inspections and Training](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&LM_ACT_ID=7136&LM_CI_ID=1926&NAV=URL&PortalActualURL=https%3a%2f%2fedupayelm.eduweb.vic.gov.au%2fpsc%2fELMPPRD1%2fEMPLOYEE%2fPSFT_LM%2fc%2fLM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL%3fPage%3dLM_CRS_DTL_FL%26Action%3dU%26LM_ACT_ID%3d7136%26LM_CI_ID%3d1926%26NAV%3dURL&PortalRegistryName=EMPLOYEE&PortalServletURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsp%2fEDUPPRD1%2f&PortalURI=https%3a%2f%2fedupay.eduweb.vic.gov.au%2fpsc%2fEDUPPRD1%2f&PortalHostNode=HRMS&NoCrumbs=yes&PortalKeyStruct=yes)

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 Tasks in eduSafe Plus including delegating, navigating the OHS Tasks 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://edupay.eduweb.vic.gov.au/psp/EDUPPRD1/EMPLOYEE/PSFT_LM/c/LM_OD_EMPLOYEE_FL.LM_CRS_DTL_FL.GBL?Page=LM_CRS_DTL_FL&Action=U&LM_ACT_ID=6319&LM_CI_ID=1891&NAV=URL)

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

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

eduPay Hints & Tips



Recording Superannuation – SLP and DOE payrolls

To meet legislated Superannuation Guarantee requirements, it is important that when a person is hired/rehired on either the Department (DOE) and/or School Local Payroll (SLP) that they log in and enter or check their superannuation to make sure it is recorded and correct. This is part of their onboarding process. This applies to all employees, including SLP employees who may not be actively engaged each fortnight.

For SLP employees, the Department makes the super payments on behalf of the school each fortnight based on what is recorded on eduPay. However, it is the school’s responsibility to ensure that the payroll is correct, including super payments that are due, for any/all employees each fortnight.

If superannuation is not included in your SLP payroll reports, then the employee needs to be asked to record their choice of fund immediately to ensure SG is paid, including any arrears, in subsequent pay periods.

The certification message: *315 No Super calculated. Check SGC Element Assignment exists,* is now included for active employees who do not have SGC recorded (for DOE and SLP payrolls). It is important that these messages be addressed by following up with the employee and asking them to record their superannuation through Employee Self Service immediately. Once the super is recorded, following overnight system processing, the certification message will no longer display.

A help document to record/update superannuation is available if required: [Enter or Update Superannuation Details](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Superannuation.pdf).

Leave Purchase Allowance and Ad-Hoc payments.

Information regarding Education Support Class employees in receipt of the Leave Purchase Allowance (LPA) who attend for duty during term breaks was included in [HRM Online 03-2024](https://www.education.vic.gov.au/hrweb/Documents/HRM-Online-3-2024.docx) – refer to this edition for details to record attendance.

For employees who are not in receipt of the LPA and who have agreed to attend for duty during the school vacation period may be eligible for the Ad-Hoc LPA. The ad-hoc LPA is processed as follows:

1. Determine the days/hours of work and arrange for the employee to attend at these times. (Attendance days must equate to their normal workdays as per their work schedule).
2. In the pay period following the school vacation, amend any leave that has already been recorded by the appropriate number of hours attended. The School Holiday Attendance process discussed in HRM Online 03-2024 is not applicable for this group of employees.
3. A pay finalisation is generally required to add back the accruals for the adjusted leave.
4. Using Positive Input, add the element LPA AD HOC and enter the number of hours worked (cannot exceed normal fortnightly hours). Leave the ‘rate’ and ‘amount’ fields blank, eduPay will automatically calculate the correct payment rate. Allowance cannot be entered in advance of attendance.

Note: If the leave entitlement has been exhausted or is negative, the Ad-Hoc allowance cannot be paid.

**The eduPay way**



What’s new?

In case you missed it (ICYMI), an eduPay delivery arrived at Easter with some exciting enhancements to Apply for Leave. Applying for leave is still the same, but better 😊 via the usual navigation:

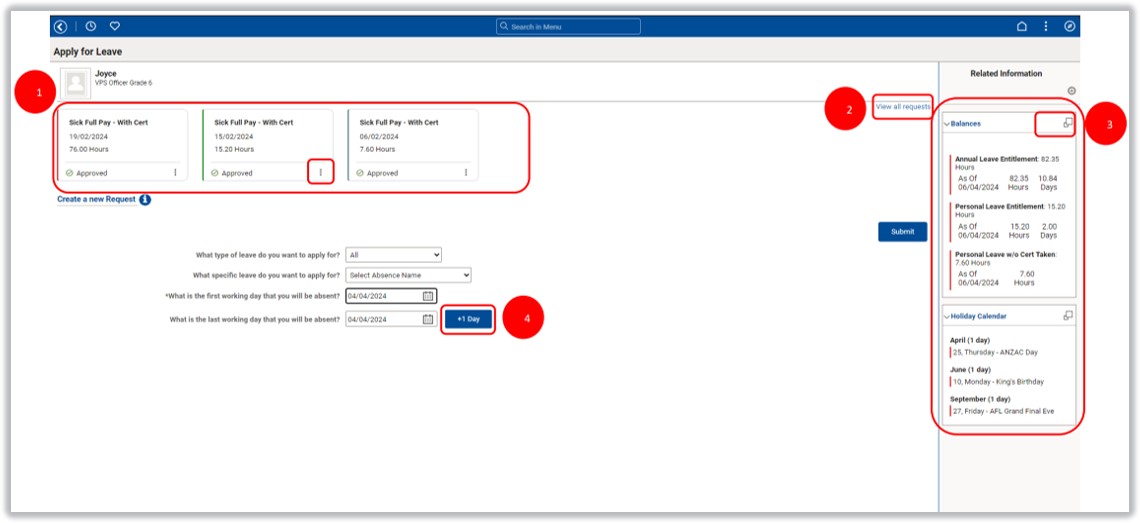
* Employee Homepage > My Leave > Apply for Leave
* Manager Homepage > Manage Leave > Staff Leave Request

The following new functionality is available, with more detailed information in the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Apply-for-Leave.pdf):

1. **Latest absences – last 3 absences shown in the cards** at the top left-hand side of the page

* **Click on the 3 dots** to show another menu option – cancel absence and view absence and action

1. **View all requests link** – enabling you to view a list of all your leave requests
2. **New menu panel** - on the right side of the page detailing your balances and the upcoming public holiday schedule
   * + Two box icon – click on this icon to display a list of all your balances
3. **+1 day – new button to use to populate leave end date** in 1 day increments as an option to using the calendar



Data Insights – Leave

Workforce Insights Homepage > Absence Event Insights

Another ICYMI, which arrived at Easter - you now have access to some amazing employee leave insights for your school including:

|  |  |
| --- | --- |
| * Leave Without Pay | * Long Service Leave |
| * Leave taken. | * Sick Leave |
| * Maternity Leave | * Staff movements |
| * Family Leave |  |

And lots more… thanks to all the BMs who joined us for this working group to inform the priorities of this feature. Please refer to the [support guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Data-Insights-Leave.pdf) for more information.

Teacher Recruitment Initiative (TRI) – success campaign

You’ve heard all about the new alternative, so you know there is a 70% improvement to vacancy and shortlist process. You also know that TRI reduces the time it takes for schools to recruit, lessens the admin burden and attracts teachers to DE schools. At last count, over 945 schools were posting TRI vacancies and over 1,980 vacancies had been appointed. So we want to hear your success story. We’re collating a success campaign to share with our executive stakeholders - but we need to bring it to life, so we need you. And you. And you.

***We’re looking for schools who’ve successfully appointed teachers through TRI to share their story.*** The more the merrier. Regional schools, city schools, big schools, small schools, specialist schools, primary schools, secondary schools and P-12 schools – we want you. [Register your interest](mailto:tania.rann@education.vic.gov.au) now. Don’t be shy 😊

Principal Contract Renewals (PCR)

The new automated PCR arrived on Monday 26 February, and provides Principals with an automated and streamlined contract execution process, enabling them to view their renewal offer letters and accept their contract in eduPay, with a simple click of a button. While we know BMs aren’t involved in the process, we all know who the Prin is gonna call if they need help with the new process. Keep the Prin [Support Guide](https://edugate.eduweb.vic.gov.au/Services/IT/eduPay/Customer/QRG-Principal%20Contracts-Principal.pdf) handy so you can support your prin – to be sure, to be sure 😊

Look forward to seeing you online or IRL at an eduPay sesh soon.