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. The department has limited placements available for YES Trainees.

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).

**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 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:

This Issue contains…

* Youth Employment Scheme (YES) – 2023/2024
* Youth Employment Scheme (YES) Training – 2023/2024
* Assistant Principal Recruitment
* End of Financial Year 2023/2024 – employee name and address changes
* Action Now: SLP WorkCover Remuneration Report
* Minimum Daily Hours for casual ES employees
* Annual Leave – Teaching Service
* School Vacation Action Summary
* Paying VCE exam supervisors

The eduPay Way

* Overpayments reimagined
* Phishing for Teachers – volunteers needed
* Teacher Recruitment Initiative (TRI) – success campaign – volunteers needed
* 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)

Youth Employment Scheme (YES) Training – 2023/2024

A reminder to schools participating in the Youth Employment Scheme for 2023/24 that placed trainees have access to a range of additional training around the Microsoft Office products including:

* Beginner – Intermediate Excel
* Beginner Microsoft 365
* Beginner Microsoft PowerPoint
* Beginner Microsoft Word

This training will be paid for by the Department and neither trainee nor school will be out of pocket.

Training is not limited to Microsoft Office products; the Department will assess any relevant training options on a case-by-case basis.

Please submit all training requests to: [youth.employment.scheme@education.vic.gov.au](mailto:youth.employment.scheme@education.vic.gov.au)

Assistant Principal Recruitment

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). The remaining recruitment steps will be facilitated by the Central Department team. Schools do not process the hire or promotion in eduPay.

For Assistant Principal vacancies, schools are responsible for:

* advertising the vacancy on ROL
* recording the selection process outcome and
* preparing the hire on ROL to show the applicant at RTH status (this will trigger the Provisional Period (if applicable).

Schools Recruitment Unit (SRU) 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 further information or assistance on Assistant Principal recruitment please email](mailto:youth.employment.scheme@edumail.vic.gov.au.%20For%20further%20information%20on%20the%20YES%20placements%20please%20contact%20%20%20): [sr.pce.exec@education.vic.gov.au](mailto:sr.pce.exec@education.vic.gov.au)

End of Financial Year 2023/2024 – employee name and address changes

As we approach the end of the financial year, the ATO has recommended that for an employee that has had a name change or change of address, please ask these employees to ensure they have also updated their myGov accounts.

Action Now: SLP WorkCover Remuneration Report

As communicated via eduPay announcement in June 2023, the WorkCover Remuneration Report for the 2022-23 financial year must be run to provide totals of salary and superannuation to your SLP Workers’ Compensation agent.

***Instructions:***

1. Navigate via the HR Admin home page to **My Reports** > **GL Analytics**
2. In **Pay Entity** choose **SLP**
3. Under **GL Report Type** choose **By GL Expense Type**
4. Under **GL Report Range** choose **Previous Financial Year**
5. Click **Send Data** and the report will be emailed to you

**Action:** If you have not done so already, you will need to extract the required information from eduPay as soon as possible, as this information will not be available after 21 June 2024.

Minimum Daily Hours for casual ES employees

[Ministerial Order 1389](https://content.sdp.education.vic.gov.au/media/1673), which was signed on 11 October 2022, requires that casual Education Support Class employees employed by school councils be paid a minimum of three hours per day. Reminder to schools to ensure that casual ES staff are being paid no less than three hours for each day that they work.

Annual Leave – Teaching Service

The [Annual Leave Administration Procedures](https://www2.education.vic.gov.au/pal/annual-leave-teaching-service/overview) available on PAL Resources tab have been updated to reflect the updated procedures to record the term break leave for ESC who do not receive the leave purchase allowance and the auto acquittal of leave processing for ESC receiving the Leave Purchase Allowance, and for Teachers and Principals.

An overview of the process is provided in the table below.  For additional information refer to the Admin Procedures on PAL and editions 02 and 03 of HRM Online, 2024 available on the [HRM Online for Schools](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.schools.vic.gov.au%2Fhrm-online&data=05%7C02%7CAngela.Pinero%40education.vic.gov.au%7C7a718776d05d49dfd74b08dc78847bd3%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638517758814883122%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=twB%2Biy84oCsrVkUYhvVh7DxYiokiW4l%2BVMd6wONJHp4%3D&reserved=0) webpage.

School Vacation Action Summary

|  |  |  |
| --- | --- | --- |
| Employment Type | Action taken for the term break | Action taken if on duty during the term break |
| **ESC employees** not receiving fortnightly leave purchase allowance | Annual leave automatically recorded over term break.  If insufficient entitlements exist to cover until the agreed term resumption date, unpaid vacation leave will automatically be recorded | Adjust VACATION leave entry to reflect when the employee was NOT on duty.  Using the LPA AD HOC Positive Input enter number of hours on duty in Units field.  Update and record on resumption in the new term. |
| ESC employees receiving the Leave Purchase allowance | Annual leave and additional paid leave automatically acquitted over the term break. | Using the ‘School Holiday Attendance’ absence code, enter the dates/hours the employee was on duty (recommended in advance) |
| Principal and Teaching Class | Annual leave entitlements auto acquitted. | Using the ‘School Holiday Attendance’ absence code, enter the dates/hours the employee was on duty (recommended in advance) |
| Teaching workforce in Regional or Corporate locations | N/A – these employees continue to apply for leave through ESS as per ‘corporate’ conditions. | N/A |

Paying VCE exam supervisors

Exam supervisors who supervise the VCE exams, including the General Achievement Test (GAT), are employed via School Local Payroll as casual education support. The chief exam supervisors should be employed as Casual Education Support Range 2.4 (CES1-2, salary grade 512), and the assistant exam supervisors should be employed as Casual Education Support Range 2.1 (CES1-2, salary grade 502). 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%7Cae377c634b2446bd5a9e08dc7ac27618%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638520222856500266%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=HGq%2F%2BB3Xj9AD%2FTB3TWFwelLf5%2Fji0q8qMDoRsDTmfxw%3D&reserved=0). The GAT Section A attracts a payment of 4.5 hours, while the GAT Section B attracts a payment of 3.5 hours.

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”.

**The eduPay way**



Diving straight in this month with a smaller update than usual as the key focus back at eduPay HQ is the onboarding of VSL and VCAA to eduPay – *you know* - just a small thing to get over 11,000 new peeps onto eduPay – *oh.em.gee* 😉

But don’t worry, we’re still moving Overpayments reimagined forwards, we’re still working on more exciting Data Insights and we’re recruiting volunteers for a few campaigns - *so stay with me!*

Overpayments *reimagined*

A huge thank you to the 80 Business Managers who gave up an hour of their time earlier this month to share their thoughts – *what’s working, what isn’t and what could we do differently* - with the current overpayments and underpayments process. Their valuable feedback is informing the design of the all new process in eduPay *and have we got some exciting new features planned for you.*

* **More information to assist you answer over/underpayment queries** – *we’re on it!*
* **A new page to view over/under payment information** – *you bet*!
* **A new page to enable employees to self-help** – *we’ve got you covered*!
* **Parts of the over/underpayment process that employees can take more responsibility for** – *absolutely!*

All this and more, is currently being worked on in the eduPay design room and we can’t wait to share this with you soon…

Phishing for Teachers – *volunteers needed*

The total number of phishing incidents is 67% higher than all security incidents from the same period last year resulting in unauthorised access to department and personal data and breach of confidentiality. This is a huge operational, safety and wellbeing and reputational risk to the department. So, we need you.

**We need to recruit 200 schools** to participate in the Phishing for Teachers campaign 2024 pilot with a view to getting all schools onboard by 2026. We currently have 27 schools (thank you 😊) so we’ve got 173 to go. **Maximum time investment from BM’s is 1 hour in the next 3 months** – *promise!*

**Please nominate your school** to participate in your teachers receiving 2-3 phishing emails a year and we’ll work closely with you (BM) to ensure the content is appropriate for teachers, ensure we don’t break trust with regular/familiar emails and consider the timing on the emails to inform this very important initiative. To volunteer – **please email our** [**team**](mailto:tania.rann@education.vic.gov.au?subject=Phishing%20for%20Teachers) **asap** and just pop Phishing for Teachers in the subject and you’re in. We’ll send you more information once we’ve received all the nominations.

Teacher Recruitment Initiative (TRI) – success campaign – volunteers needed

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 996 schools were posting TRI vacancies and over 2,321 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?subject=TRI) now – just pop TRI in the subject and send it through. Don’t be shy 😊 *Thank you to those who’ve already signed up for the campaign we’ll be in touch soon.*

We look forward to seeing you at a BM conference, network sesh or virtual working group soon!