School Consultative Arrangements

Report your school’s consultative arrangements by 1 September 2024

Under the [Victorian Government Schools Agreement 2022](https://content.sdp.education.vic.gov.au/media/vgsa-2022-pdf-1661), schools must establish and report their consultative arrangements to the department.

Our [reporting website](https://scareporting.eduweb.vic.gov.au/home/default.aspx) is live for schools to complete this reporting.

Principals must:

* establish the agreed consultative arrangements by 1 September 2024 to operate in the school from the start of Term 4, 2024, for the next 12 months
* complete the [School-Based Consultation Arrangements form](https://www2.education.vic.gov.au/pal/consultation-school-based-staff/resources) and keep a copy; and
* [report your arrangements](https://scareporting.eduweb.vic.gov.au/home/default.aspx)  by 5 pm on 1 September 2024 (principal login required).

Acting principals can email the signed form to [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au).

Schools must report even where existing arrangements are continuing.

If a school does not report by 1 September 2024, it will be assumed that agreed consultative arrangements are not in place at that school.

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:

* [Consultation with School Based Staff](https://www2.education.vic.gov.au/pal/consultation-school-based-staff/policy-and-guidelines)
* [Industrial Agreements](https://www2.education.vic.gov.au/pal/industrial-agreements/overview)

For further enquiries, contact the Policy and Workplace Relations branch:

* phone: 03 7022 0013
* email: [workplace.relations@education.vic.gov.au](mailto:workplace.relations@education.vic.gov.au)

Fill Your Workforce Gaps with Pre-Service Teachers

This Issue contains…

* School Consultative Arrangements
* Fill Your Workforce Gaps with Pre-Service Teachers
* Assistant Principal Recruitment
* VIT Registration – Permission to Teach
* Workforce Planning for Schools: Masterclass Videos
* CRT Panel Agreement – Rules of Use
* eduSafe Plus Training for Term 3
* Superannuation – DOE and SLP Payroll – *Reminder*
* School Local Payroll - Hints & Tips

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)

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)

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). However, **schools do 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 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/promotion in Manage Appointments is completed by the relevant Schools People Services team.

For enquiries to the Assistant Principal appointment process, please contact Schools Recruitment on 1800 641 943 or email School Recruitment - Principal and Executive Class at [SR.PCE.Exec@education.vic.gov.au](mailto:SR.PCE.Exec@education.vic.gov.au).

VIT Registration - Permission to Teach

Permission to teach (PTT) is a VIT registration that is restricted to specific subjects and schools, and therefore cannot be used to undertake casual relief teaching. Approved PTT registration is not transferable across schools and PTT holders cannot teach additional subjects. Please ensure that all Casual Relief Teachers (CRTs) engaged at the school through the school council or CRT agencies hold provisional or full VIT registration.

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).

Workforce Planning for Schools: Masterclass Videos

### Your call to action: Principals and school leaders

We invite principals and leadership teams to view the first Masterclass video as an introduction to the value of school workforce planning. In the first of a series it features interviews from principals who have used the refreshed [Schools Workforce Planning Guide](https://content.sdp.education.vic.gov.au/media/schools-workforce-planning-guide-2024-1535) to review their structure and operations.  Now is the time to review your leadership structure, staffing, roles, responsibilities and the processes you have in place to ensure your school delivers quality education outcomes for your learners.

For more information regarding the new Masterclass series:

* refer to the [School Update on 23 July 2024](https://v6.education.vic.gov.au/v/100821/8010503/email.html?k=xrkYBgueAQmK2NYcTCApRvYjoJL8BrJcpA0Y5LFDTSM) for links to the first Masterclass video on the benefits, with tools, of school workforce planning
* watch the Masterclass video to review the how and why of workforce planning and,
* seek more information and guides in the Resources tab on the PAL page [Workforce Planning for Schools](https://www2.education.vic.gov.au/pal/workforce-planning-schools/resources)

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=MDV8MDJ8QW5nZWxhLlBpbmVyb0BlZHVjYXRpb24udmljLmdvdi5hdXxlZmQxOTRmNGIyYjI0YWE2MTU2NDA4ZGNiYTVhNDAzOHxkOTZjYjMzNzFhODc0NGNmYjY5YjNjZWMzMzRhNGMxZnwwfDB8NjM4NTkwMTQzOTkxNDg4MDU3fFVua25vd258VFdGcGJHWnNiM2Q4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazFoYVd3aUxDSlhWQ0k2TW4wPXwwfHx8&sdata=ZHp6UURtbmVNeG9sMmNLM1ZWTnRXZDQ0Vlg2MW9NMEJSUlVrS1E4blQwaz0%3d) (RoU), available on eduGate, 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.

For enquiries regarding the CRT Panel Arrangement, please contact the Schools Recruitment - CRT Panel mailbox at [SR.CRT.Panel@education.vic.gov.au](mailto:SR.CRT.Panel@education.vic.gov.au).

eduSafe Plus Training for Term 3

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 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.

[Submitting and lodging a new WC claim 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=1934)

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.

[Managing an existing WC claim 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=1934)

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

This training will cover the management of an existing workers compensation claim in eduSafe Plus.

Superannuation – DOE and SLP Payroll - *Reminder*

HR Administrators/Business Managers are reminded that employees are to record or check superannuation for both the DOE and your SLP payroll:

* A superannuation entry is required for DOE and each active SLP employer as follows for:
* those who have been employed but not actively engaged each fortnight (SLP).
* those who are part of a department initiative and their payments may not always attract superannuation
* persons who are employed on eduPay but are not paid directly by the department or the school council (eg: paid by an Agency), and
* employees who elect the Department’s default super fund, Aware Super Future Saver. (There is no automatic enrolment to the default fund).
* An entry is required for every active employer (DOE and each SLP location).
* Act on any certification message regarding superannuation by contacting the employee and having them record their super immediately on eduPay. If the super has been recorded and the message continues to appear email details to [payrollservices@education.vic.gov.au](mailto:payrollservices@education.vic.gov.au) for investigation.

School Local Payroll - Hints & Tips

### Aware Super Clearing House – Employer assistance for School Local Payroll

The following contact information is available for School Local Payroll (SLP) Employers who require assistance and have queries regarding their SLP Aware Super Clearing House portal:

SLP Employers can email: [employer@aware.com.au](mailto:employer@aware.com.au).

The Aware Super Clearing House - Employer Support Team contact number is 1300 878 737.