

Frequently Asked Questions – Applicants

Tutor Learning Initiative

<p>Will the Tutor Learning Initiative (TLI) run in 2024?</p>	<p>The TLI will run for the 2024 school year.</p>
<p>How do I register my interest in becoming a tutor or in 2024?</p>	<p>To register your interest, you will need to create an Applicant Profile in the Job Opportunities pool on Recruitment Online (ROL). To be considered for tutoring and/or CRT opportunities, ‘tutor’ must be selected as the ‘role type’ in the Applicant Profile.</p> <p>You can access the relevant Applicant Help document for assistance in registering your interest. Schools will be able to search for individuals who have registered their interest and may contact you for employment as a tutor.</p>
<p>I am currently a fixed term tutor as part of TLI, can I remain a tutor for the upcoming year?</p>	<p>The TLI 2024 is considered a new period of employment. As a fixed term tutor who was employed as part of the TLI 2024, you will need to create an applicant profile in the Job Opportunities pool. When creating your profile, ensure you select tutor as a role type.</p> <p>If you are a current employee, you will access the Job Opportunities pool through the eduPay Employee Home Page. If you have a current Applicant Profile in the Job Opportunities pool, with tutor selected as a role type, you will not have to take any further action.</p> <p>Schools will be able to search for individuals who have registered their interest and have selected tutor as a role type and may contact you for employment as a tutor.</p>
<p>I am an ongoing part-time teacher and am interested in becoming a tutor in 2024. Am I able to apply for tutor positions? How do I register my interest?</p>	<p>Current ongoing employees, such as part-time employees who are interested in taking on additional hours as a tutor should create an Applicant Profile in the Job Opportunities pool. A current employee will create their Applicant Profile by logging on to the eduPay Employee home page and clicking on the Careers tile.</p>

<p>I have a current profile on the Job Opportunities pool. What do I need to do?</p>	<p>If you have a current Applicant Profile on ROL there is no need for further action unless you wish to change your profile. In this case, you may choose to edit your current Job Opportunity.</p>
<p>I created my profile early this year, do I have to do anything?</p>	<p>An Applicant Profile remains active for 210 days. If you received an email from the department to tell you your profile was about to become inactive, and you did not follow the steps in the email you will need to create a new Job Opportunity.</p>
<p>I don't have a current profile, however, I am interested in employment with the department. What can I do?</p>	<p>You will need to create an Applicant Profile in the Job Opportunities pool on ROL. To be considered for different employment opportunities, select the 'role type' you are interested in such as Tutor/CRT.</p> <p>You can access the relevant Applicant Help document for assistance in registering your interest.</p> <p>Schools will be able to search for Applicant Profiles and may contact you for employment as a tutor.</p>
<p>Who looks at/has access to my Applicant Profile in the Job Opportunities pool?</p>	<p>School recruiters can search and see your Applicant Profile and may contact you for employment depending on what role type/s you have selected.</p>
<p>Can I update my Job Opportunity application?</p>	<p>To update your Job Opportunity application you can go to My Activities and select the 'Edit' button next to the Job Opportunity.</p>
<p>Can I get help creating my Applicant Profile?</p>	<p>You can access the relevant Applicant Help document for assistance in creating an Applicant Profile. You can also call the Schools Recruitment Unit on 1800 641 943 or</p> <p>Email: schools.recruitment@education.vic.gov.au</p>

Casual Relief Teacher (CRT)

<p>How do I register interest in employment as a Casual Relief Teacher?</p>	<p>To register interest in employment as a Casual Relief Teacher you will need to create an Applicant Profile in the Job Opportunities pool on ROL. When creating your profile, you can indicate the type of employment you are interested in, such as Casual Relief Teacher by selecting the role type of Casual Relief teacher. You can select multiple role types, such as Casual Relief Teacher & Tutor.</p>
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Username/Account/Password

<p>Can I use my email address as my username?</p>	<p>No.</p>
<p>I've forgotten my username and/or password. How do I proceed?</p>	<p>For external applicants, there is a Forgot Username/Forgot Password option on the Careers homepage that you can use. For internal applicants, you can request a password reset for your eduPay account through your system administrator.</p>
<p>How do I change my password?</p>	<p>External Applicants can update their password by Navigating to the Account Information Page. Internal Applicants can update your password when you log into eduPay.</p>
<p>How do I update my details?</p>	<p>External Applicants can update their details by navigating to the Account Information Page. Internal Applicants can update their details when they log into eduPay - Personal Information tile.</p>
<p>Can I have more than one account?</p>	<p>Yes. Once you're hired or an existing Department of Education (DE) employee, you have an account in Applicant Portal. You can also create/maintain another account at the same time.</p>
<p>How do I close my account?</p>	<p>You can request that in Schools Recruitment for non-DE accounts. For DE accounts (those logged in via eduPay), your account is closed when you cease employment with the department.</p>
<p>I have a profile using my DE account however will cease employment. What will happen to the details/history of my account?</p>	<p>Your internal account will terminate. If you wish to apply for vacancies after you cease employment, you will need to use your non-DE account in the Applicant portal. Alternatively, you can register as a New User.</p>

General

Can I access the Applicant Portal from eduPay?	Yes, via eduPay Employee homepage Careers tile
What is the advantage of accessing the Applicant Portal from eduPay	As an internal applicant, you will be able to see all career opportunities including schools, VPS, Expressions of Interest, Appointments, and short-term opportunities.
Can I access the Applicant Portal externally?	Yes, you can browse schools only jobs online and create an account as an external applicant.
Can you still set up a job search agent to email you directly?	Yes.
Does the attachment name need to be unique for each application?	Yes.
Is it possible to turn off email notifications for one of the saved jobs?	Yes - untick the box that says 'email me when the new jobs meet my criteria'.
Are we still able to see the filters?	Yes, they are the same, no change
Is there a file size limit on an attachment?	Yes, but this won't be restrictive given you are uploading text only documents.

Applicants

External	A person who has not been or is currently not employed by the Department. A current employee may also create an account as an external applicant.
Internal	A person who is currently employed by the Department.