

Job Opportunities - Frequently Asked Questions

Area	Question	Answer
Support Your School initiative	How do I register interest in employment as part of the Support Your School Initiative?	<p>Applicants interested in casual employment as part of the Support Your School Initiative can register their interest by creating an Applicant Profile in the Job Opportunities pool on Recruitment Online (ROL). To register your interest in the Support Your School Initiative you will need to select the Role Type – Support Your School Initiative. Interested applicants should then select other Role Types relevant to their experience and interest e.g., Primary Teacher, Business Manager, Integration Aide etc. Applicants will also provide further information such as location preferences and availability to work. Schools will then be able to use this information as search filters when undertaking a selection process.</p> <p>You can access the relevant Applicant Help documents for assistance in registering your interest in the Support Your School Initiative.</p>
	Is the Support Your School Initiative for teacher or Education Support roles?	The Support Your School Initiative is for both teaching and Education Support roles.
	I am in the final year of my teaching degree, am I eligible to apply to be part of the Support Your School Initiative?	Yes, final year pre-service teachers can be considered for teaching positions as part of the Support your School Initiative. In order to be considered, applicants must be undertaking the final year of a school teaching degree and will only be permitted to teach in the specific subject areas being studied in their teaching degree. Applicants must apply for and obtain 'Permission to Teach' (PTT) from the Victorian Institute of Teaching (VIT).
	How do I apply for Permission to Teach (PTT)?	Applicants in the final year of a teaching degree who register their interest in the job opportunity pool, will be contacted directly by the VIT with details of how to apply. Once a candidate has obtained PTT, they will then be eligible to teach in a Victorian school during 2022 if the position is part of the Support Your School Initiative.
	I am a Final Year Pre-Service Teacher, what steps do I need to take to register for the Support Your School Initiative?	Final Year Pre-Service Teachers interested in working in Victorian government schools will need to create a job opportunity profile on Recruitment Online. To register your interest in the Support Your School Initiative you will need to select the Role Types – Support Your School Initiative & CRT. You can then further specify other Role Types to describe the type of teaching degree you are enrolled in e.g., Primary Teacher, Secondary Teacher. Step by step instructions are available in the ROL Support Your School Initiative Final Year Pre-Service Teacher Guide

	<p>As a Final Year Pre-Service Teacher how do I get Permission to Teach (PTT) from VIT?</p>	<p>The first step for a Final Year Pre-Service Teacher to seek Permission to Teach (PTT) from VIT for this opportunity is to complete your job opportunity profile to register your interest in the Support Your School Initiative. DET will share your expression of interest with VIT who will contact you directly with instructions on how to apply for PTT. Applicants will be notified by email once they have PTT. Once granted PTT, Final Year Pre-Service Teachers will need to amend their profile on Recruitment Online with their PTT details.</p>
	<p>Can I teach while I wait for PTT from VIT?</p>	<p>No, Final Year Pre-Service Teachers must have PTT before teaching. A school would be able to employ you in an Education Support role if you have a valid Working with Children Clearance.</p>
	<p>How will a principal know if I want employment in a teaching or Education Support role?</p>	<p>Schools will use role types as search filters when undertaking a selection process. It is important that interested applicants first select the Support Your School Initiative role type and then select role types relevant to their experience.</p> <p>Teaching: this might include Primary Teacher, Secondary Teacher etc.</p> <p>Education Support: this might include Business Manager, Finance Manager, Integration Aide etc.</p> <p>This is your opportunity to specify your areas of expertise/experience in addition to choosing to submit interest in the Support Your School Initiative.</p>
	<p>I have selected Casual Relief Teacher (CRT) as a role type in my current job opportunity on ROL. Will I need to withdraw this job opportunity and re-apply if also interested in employment as part of the Support Your School Initiative?</p>	<p>No, when schools search for applicants who have expressed interest in the Support Your School Initiative, search results will automatically include applicants who have selected the role type CRT. If you have already selected CRT there is no need to withdraw and re-submit your job opportunity.</p>
	<p>I am a retired teacher and my VIT has lapsed, what can I do?</p>	<p>You will need to contact the VIT to re-register if you wish to teach as part of the Support Your School Initiative.</p>
	<p>If I am employed under the Support Your School initiative what classification will I be paid?</p>	<p>When employed in a Victorian government school as part of the Support Your School Initiative, depending on your role type selection and qualifications, you will be paid as:</p> <ul style="list-style-type: none"> • a Casual Relief Teacher (CRT), if applicable • a casual Education Support employee. • (See below for Final Year Pre-Service Teachers teaching with PTT).
	<p>If I am employed under the Support Your School</p>	<p>After you receive Permission to Teach from VIT, as a Final Year Pre-Service Teacher employed in a Victorian</p>

	Initiatives as a Final Year Pre-Service Teacher teaching with PTT, what will I be paid?	government school as part of this initiative, you will be paid a casual rate of \$305 per day.
	How long will I be employed under the Support Your School Initiative?	The employment dates of individuals employed under the Support Your School Initiative will be determined by individual schools to suit their specific needs.
	Are positions as part of the Support Your School Initiative casual?	Yes, positions under the Support Your School Initiative are casual.

Covid-19 Principal Support	How do I register interest in employment as COVID-19 Principal Support?	To register your interest in employment as a Covid-19 Principal Support you will need to create an Applicant Profile in the Job Opportunities pool on Recruitment Online (ROL). When creating your profile, you should indicate your interest in Covid-19 Principal Support by selecting the role type of Covid-19 Principal Support.
	If I am employed under the COVID-19 Principal Support what classification will I be paid?	When employed as part of the COVID-19 Principal Support you will be paid as a casual ES2-6 for the duration of your employment.
	How long will I be employed to provide COVID-19 Principal Support?	Individuals employed as COVID-19 Principal Support will provide short-term assistance as required to schools in most need, as determined by regional offices.
	Are COVID-19 Principal Support positions casual?	Yes, positions under the COVID-19 Principal Support are casual.

Tutor 2022	Will the Tutor Learning Initiative (TLI) run in 2022?	Yes, on October 4, 2021, it was announced the TLI will be extended and run for the 2022 school year.
	How do I register my interest in becoming a tutor or Casual Relief Teacher in 2021/22?	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' and/or 'Casual Relief Teacher' must be selected as the ' role type ' in the Applicant Profile. 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.
	I am currently a fixed term tutor as part of TLI 2021, can I remain a tutor for 2022?	The TLI 2022 is considered a new period of employment. As a fixed term tutor who was employed as part of the TLI 2021, 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. 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

		<p>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 interested in becoming a tutor in 2022. 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 will need to withdraw your current profile and create a new one.</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 DET 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 profile.</p>
	<p>I don't have a current profile; however, I am interested in employment with DET. What can I do?</p>	<p>You will need to create an Applicant Profile in the Job Opportunities pool on Recruitment Online (ROL). To be considered for different employment opportunities, select the 'role type' you are interested in such as Tutor/CRT. 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>I am currently a fixed term tutor as part of TLI 2021. Do I need to do anything to be employed as a tutor in 2022?</p>	<p>You will need to create an Applicant Profile in the Job Opportunities pool on Recruitment Online (ROL). To be considered for tutoring opportunities, 'tutor' must be selected as the 'role type' in the Applicant Profile. 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 are able to 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 profile?</p>	<p>To update your profile, you will need to withdraw your current profile and create a new one.</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 Helpline on 1800 641 943 or Email: sr.tutor.recruitment@education.vic.gov.au</p>

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

Other	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