

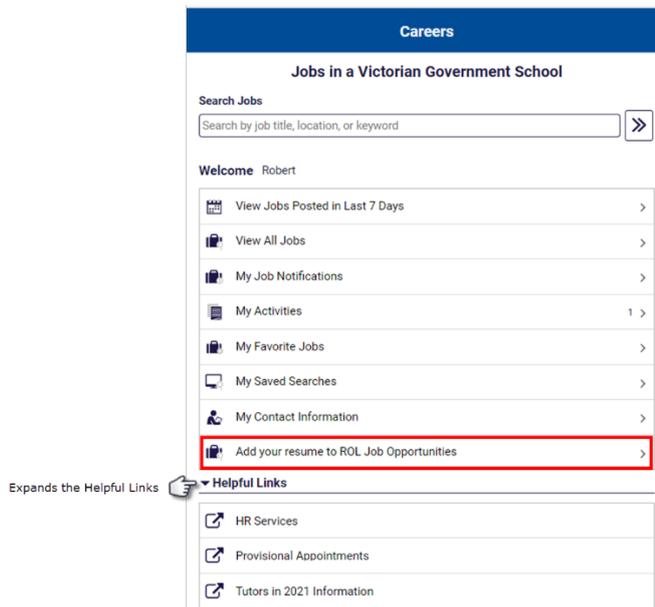
# Register for COVID-19 Principal Support Opportunities

## 1. Access your Profile

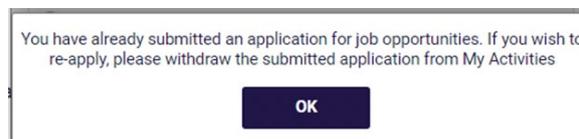
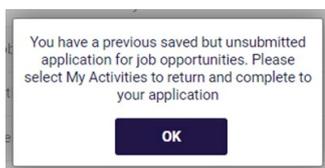
Recruitment Online (ROL) is the government schools’ recruitment job board.

Open the Recruitment Online portal (Jobs in a Victorian Government Schools) via the ROL link on HRWeb at: <http://www.education.vic.gov.au/hrweb/careers/Pages/advacsSCH.aspx>

Click **Add your resume to ROL Job Opportunities** to login and create a profile to register your interest in COVID-19 Principal Support positions/s.



Where you have previously submitted or saved a Profile an error message will display. Access your saved/submitted profile under the **My Activities** menu on the home screen.

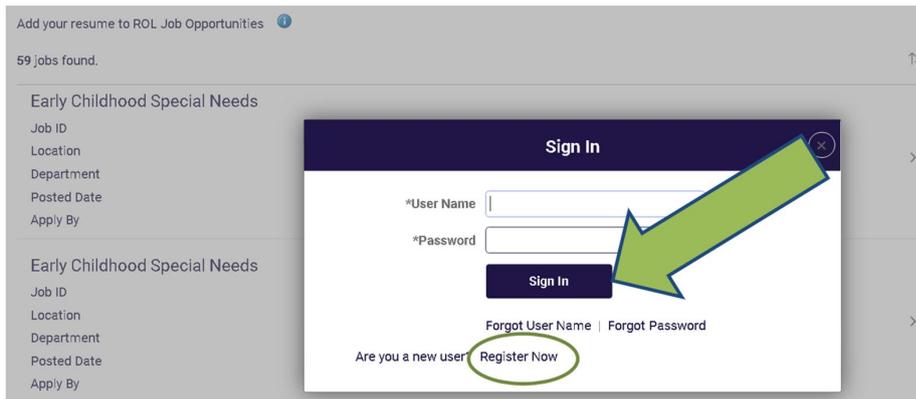


## 2. Sign into your Recruitment Online account

You will be prompted to sign into your Recruitment Online account. Enter your username and password.

If you have forgotten your username and/or password, use the links under the Sign In button to obtain your username or reset your password and follow the prompts.

If you have not previously created an account, click the “**Register Now**” link and follow the prompts to set up your account. Refer to the New User help document for additional help.

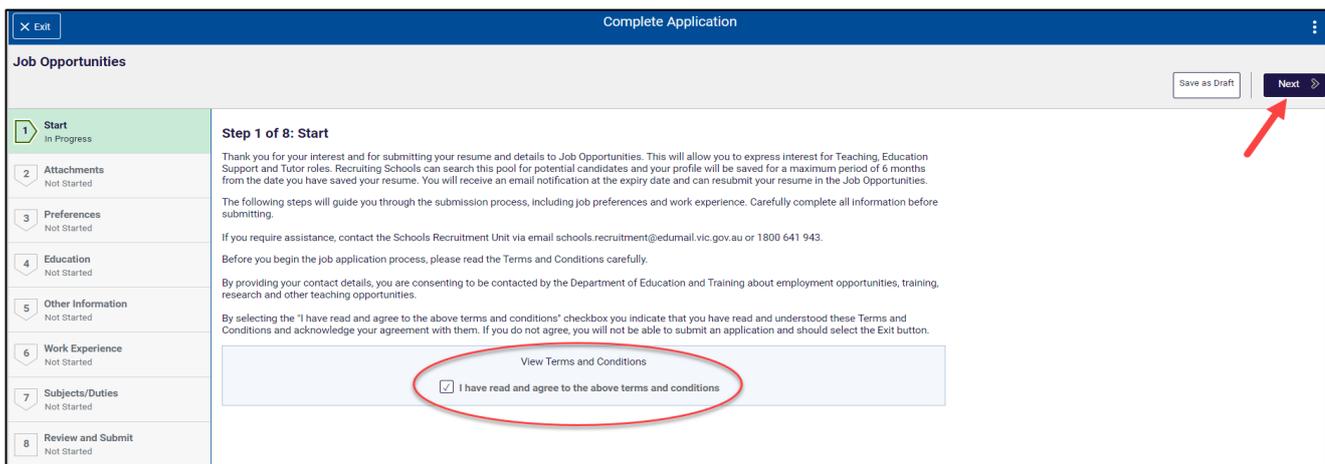


## 3. Recruitment Online application process

After you have signed into Recruitment Online, the Job Opportunities profile screen will appear. The bar at the side of the screen shows your progress.

### 3.1 Step 1 of 8 - Terms and Conditions

Tick the box in the terms and conditions bar to progress to step 2. Click **Next** to move to step 2. This is the only step that you must complete before you can progress through the system.



### 3.2 Step 2 of 8 – Attachments

You can choose to add 1 attachment to support your application. Click the “**Add Attachment**” button to upload a document. Your attachment should be less than 5MB in size.

Complete Application

Job Opportunities

Save as Draft | < Previous | Next >

1 Start Complete

2 Attachments In Progress

3 Preferences Not Started

4 Education Not Started

5 Other Information Not Started

6 Work Experience Not Started

7 Subjects/Duties Not Started

8 Review and Submit Not Started

Step 2 of 8: Attachments

Cover Letter and Resume/CV

You have not provided a cover letter and resume/CV.

Attach Cover Letter and Resume/CV

File Attachment

Done

Choose From

Cathie Resume.docx  
File Size: 13KB

Upload Complete

Once your upload is complete click the **Done** button.

Complete Application

Job Opportunities

Save as Draft | < Previous | Next >

1 Start Complete

2 Attachments In Progress

3 Preferences Not Started

4 Education Not Started

5 Other Information Not Started

6 Work Experience Not Started

7 Subjects/Duties Not Started

8 Review and Submit Not Started

Step 2 of 8: Attachments

Cover Letter and Resume/CV

\*Cover Letter and Resume/CV Title Cathie\_Resume.docx

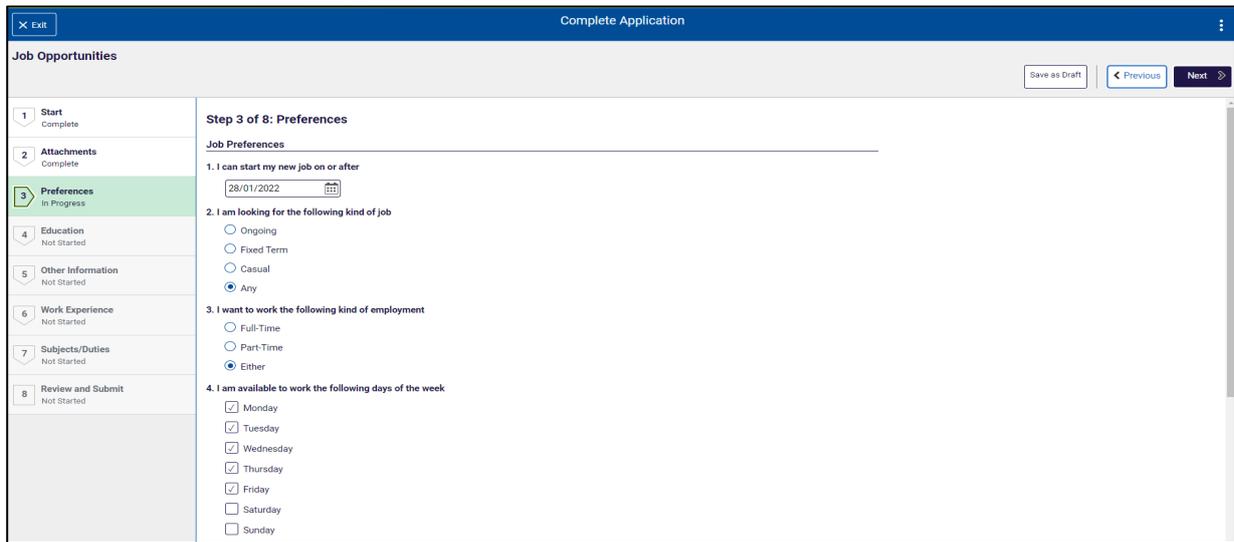
Attached File Cathie\_Resume.docx

Remove/Change Cover Letter and Resume/CV

Click **Next** to move to step 3.

### 3.3 Step 3 of 8 – Preference

Choose options that are relevant to you.



**Job Opportunities** Save as Draft | < Previous | Next >

**1 Start** Complete

**2 Attachments** Complete

**3 Preferences** In Progress

**4 Education** Not Started

**5 Other Information** Not Started

**6 Work Experience** Not Started

**7 Subjects/Duties** Not Started

**8 Review and Submit** Not Started

**Step 3 of 8: Preferences**

**Job Preferences**

1. I can start my new job on or after  
28/01/2022

2. I am looking for the following kind of job

- Ongoing
- Fixed Term
- Casual
- Any

3. I want to work the following kind of employment

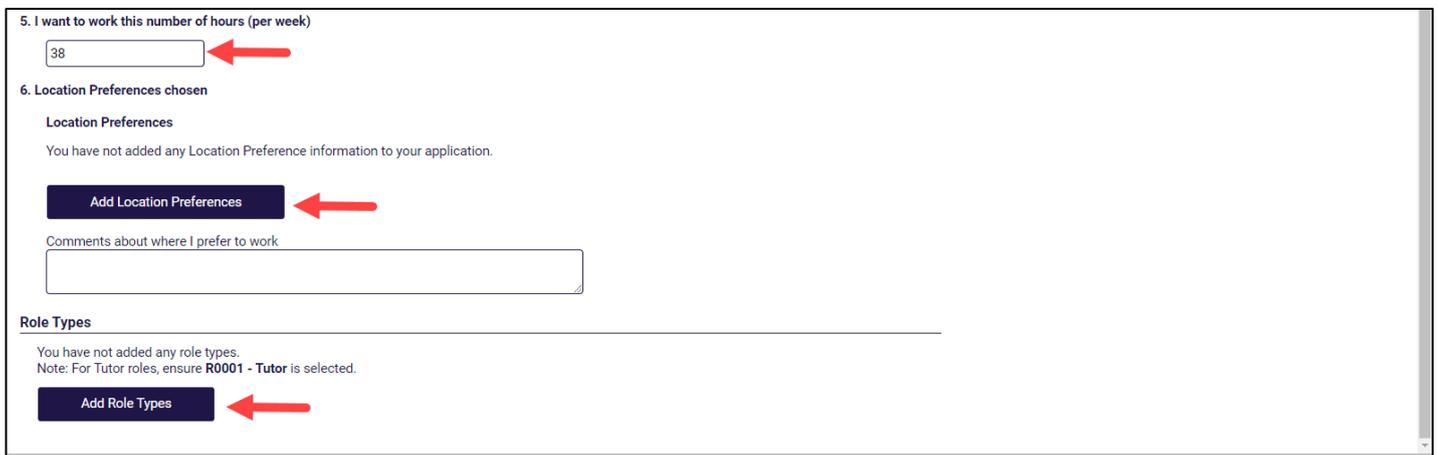
- Full-Time
- Part-Time
- Either

4. I am available to work the following days of the week

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Scrolling down will allow you to also enter the number of hours per week you are able to work, Add Location Preferences and Role Types. The Role Type is important for the COVID- 19 Principal Support opportunity – **do not skip this step.**

Enter the hours you can work per week.



5. I want to work this number of hours (per week)

38

6. Location Preferences chosen

**Location Preferences**

You have not added any Location Preference information to your application.

Add Location Preferences

Comments about where I prefer to work

**Role Types**

You have not added any role types.  
Note: For Tutor roles, ensure **R0001 - Tutor** is selected.

Add Role Types

You can select a Location Preference by Region, Locality or School when you click the **Add Location Preference** button.

Cancel
Add Location Preferences

**▼ Search Criteria**

---

\*Search Locations By: Region VIC

\*Location:

Search Clear

Select All Deselect All

🔍 🔍

Select	Region	List of All Locations Within
<input type="checkbox"/>	Central Office	List All Locations Within
<input type="checkbox"/>	North-Eastern Victoria Region	List All Locations Within
<input type="checkbox"/>	North-Western Victoria Region	List All Locations Within
<input type="checkbox"/>	South-Eastern Victoria Region	List All Locations Within
<input type="checkbox"/>	South-Western Victoria Region	List All Locations Within

Click **Add Role Types**.

Click the Role Type ID lookup, select **R00605 - COVID-19 Principal Support** from the resulting list. The date does not need to be changed.

Cancel
Add Role Types
Done

\*Effective Date 18/01/2022 📅

\*Role Type ID  🔍

Cancel
Lookup

Search for: Role Type ID

▶ Search Criteria

▼ Search Results

📄
☰

37 rows

Content Item ID	Description
R0001	Tutor
R0002	Casual Relief Teacher
R001	After School Care Assistant
R002	After School Care Co-ordinator
R003	Assistant Principal
R004	Bus Driver
R005	Business Manager
R006	Business Manager Relief
R00605	COVID-19 Principal Support 
R0061	Executive Class
R007	Finance Manager
R008	Gardener
R009	General Admin

Click the **Done** button once you have selected Role Type COVID-19 Principal Support.

The Preferences page returns displaying the COVID-19 Principal Support role that you have added.

**Role Type ID**

COVID-19 Principal Support >

Click **Next** to move to step 4.

### 3.4 Step 4 of 8 – Education

You can add information about your education history to your profile. Click the buttons in this section to add information. Once you have finished click **Done**. Note that you can progress to step 5 **without** entering information in this step.

Complete Application

Save as Draft | Previous | Next

Step 4 of 8: Education

Education History

Highest Education Level: Not Indicated

Post-Secondary Education

You have not added any post-secondary education.

Add Post-Secondary Education

Cancel | Add Post-Secondary Education | Done

\*Completion Date: 09/01/2004

\*Degree Type: B

\*Degree Name: 0261

Education

Country: Australia

State: Victoria

Educational Institution: 3036

Name of Institution: University of Melbourne

Major Code:

Major Description:

Graduated:

Other Degree Type / Name:

Click **Next** to move to step 5.

### 3.5 Step 5 of 8 – Other Information

Add any relevant Licenses & Certifications and Language Skills that you may have.

You may progress to step 6 without completing this section, however entry of this information may assist in the selection process.

It is recommended you record your Victorian Institute of Teaching (VIT) or Working With Children Check (WWC Check) card details in the relevant section on this page.

**Step 5 of 8: Other Information**

**VIT Registration / WWC Check**

You have not added any vit registration / wwc check.

**Language Skills**

You have not added any language skills.

**Licenses and Certifications**

You have not added any licenses and certifications.

Click the **Add VIT Registration / WWC Check** button.

The following page appears when **Add VIT Registration / WWC Check** is selected.

**Add VIT Registration / WWC Check**

\*VIT/WWC

Registration Type

Registration Status

Expiry Date

Card Number

Name on Card

Click the **VIT/WWC** lookup icon and select from the options displayed for VIT or WWC Check

**Lookup**

Search for: VIT/WWC

Search Criteria

Search Results

Content Item ID	Description
VIT	VIT Registration
WWC	WWC Check

Select the appropriate registration type for VIT or WWC Check for your card.

**Note:** If you don't currently hold VIT registration and you are a qualified teacher visit the [vit.vic.edu.au](http://vit.vic.edu.au) website for more information.

You can register your interest for COVID-19 Principal Support position without current VIT registration or WWC Check, however, if you are selected for a COVID-19 Principal Support position, you will be required to provide evidence of VIT registration or an employee type WWC Check as appropriate for the position offered.

Click on the **Add VIT Registration / WWC Check** button. Click **VIT/WWC** lookup icon and select the appropriate registration for you.

Click the **Registration Type** look up icon and select the appropriate registration for you.

Code	Description	VIT/Registration types
1_NO_VIT_WWC	No VIT or WWC Check Card	
2_REG_TEA	Registered teacher	
3_PR_REG_TEA	Provisionally registered teach	
4_ER_CHD_TEA	Early Childhood teacher	
5_DUAL_REG	Dual Registration - TEA and ECT	
6_PERM_TEACH	Permission to teach	
7_NON_PR_TEA	Non Practising teacher	
8_EMP_WWC	Employee WWC Check	
9_VL_EMPL	Volunteer - Must be Employee card	

8_EMP_WWC	Employee WWC Check	
9_VL_EMPL	Volunteer - Must be Employee card	WWC registration types

The **Add VIT Registration / WWC Check** page returns. Record the:

- Expiry date of your Card,
- Card number and
- Name on the card.

**VIT registration** must be valid for 2022.

A **Working With Children Check** card must be an employee type card and have an expiry date in the future. A Volunteer card cannot be used for employment purposes.

Click **Done** when complete. The Step 5 Other Information page returns which shows the results of your entry.

Save as Draft Previous Next

**Step 5 of 8: Other Information**

VIT Registration / WWC Check

VIT/WWC	Registration Type	Card Number
WWC Check	Employee WWC Check	12345789

**Language Skills**

You have not added any language skills.

**Add Language Skills**

**Licenses and Certifications**

You have not added any licenses and certifications.

**Add Licenses and Certifications**

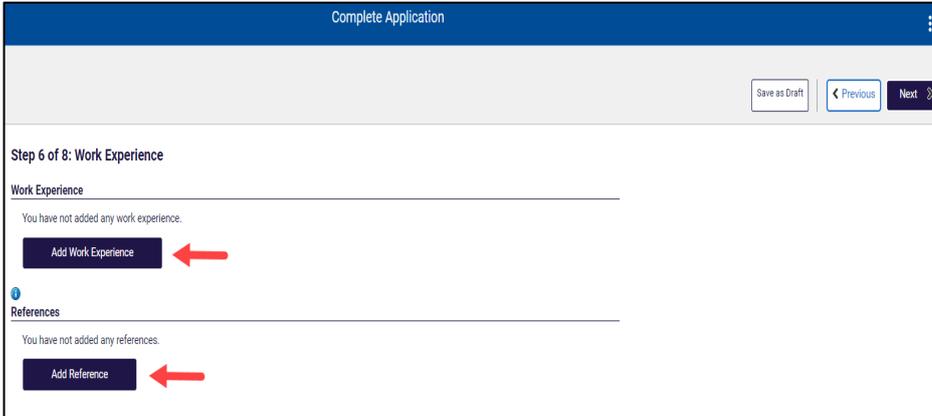
Click the **Add License and Certifications** button to add License/Certifications. Complete the relevant fields and click **Done**.

Click **Add Language Skills** button to add any Language skills you may have. Complete the relevant fields and click **Done**.

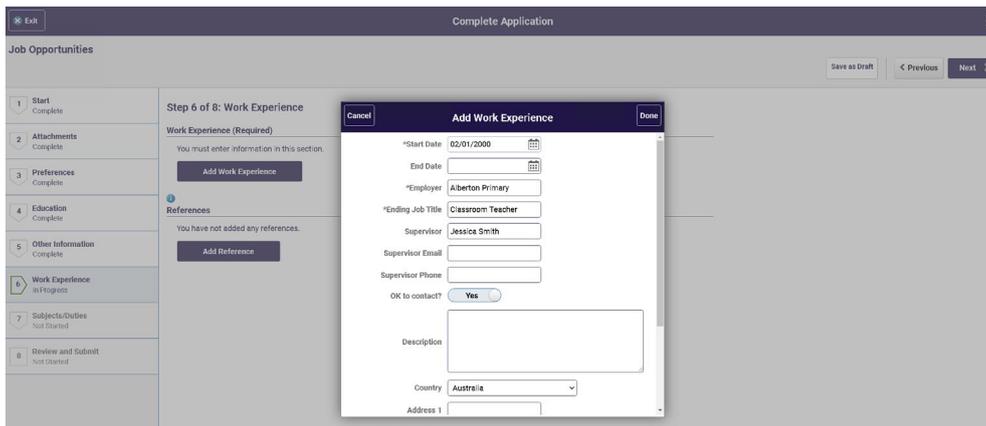
Click **Next** to move to step 6.

## 3.6 Step 6 of 8 – Employment History

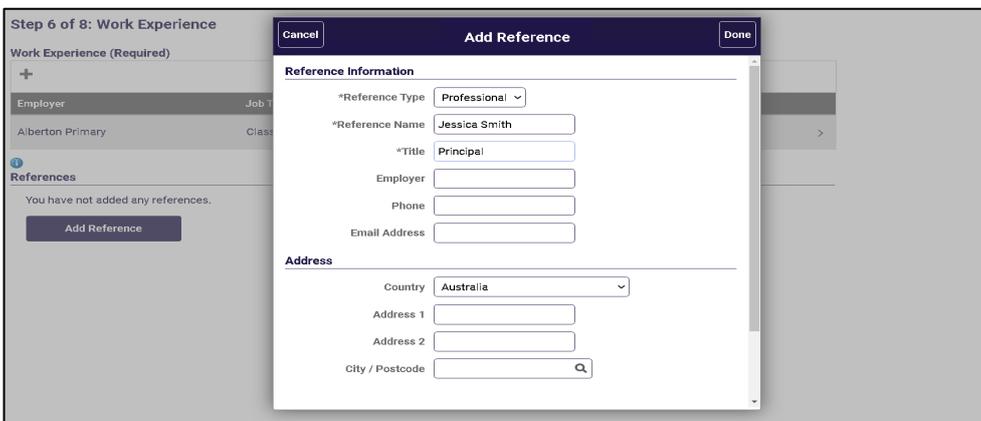
You can add information about your employment history to your online application. Click the buttons in this section to add information.



### Work Experience



### Reference



Click **Next** to move to step 7.

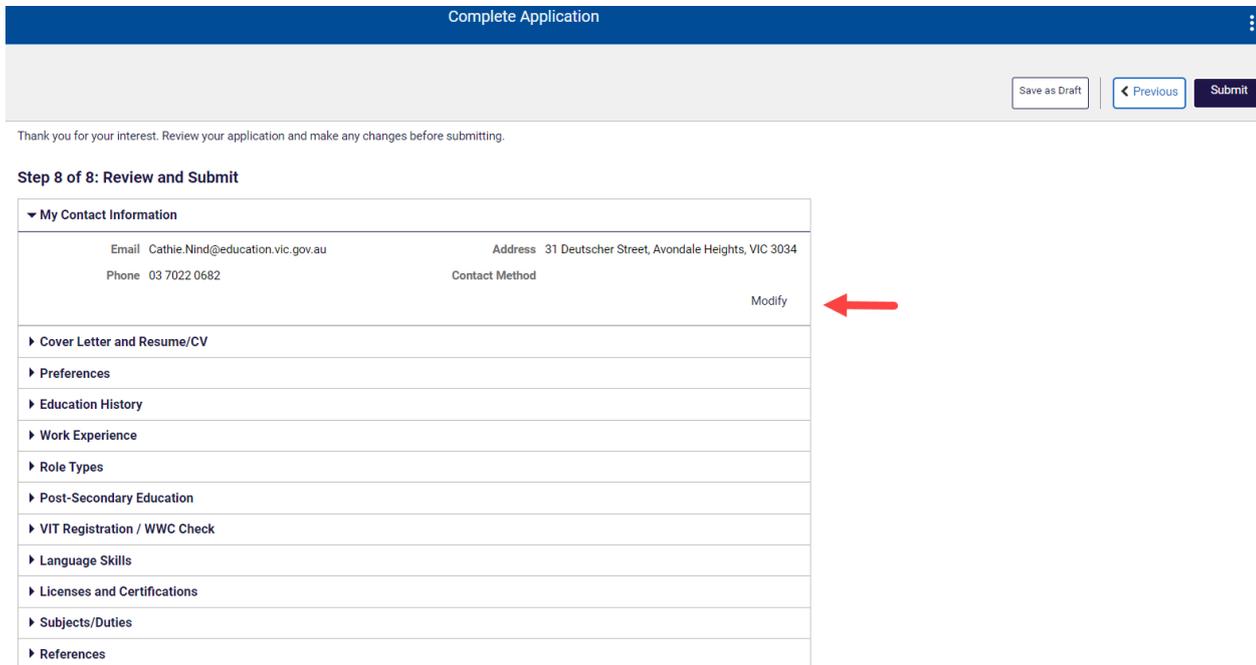
### 3.7 Step 7 of 8 – Subjects/Duties

For COVID-19 Principal Support vacancies it is not necessary to enter information about the Subjects/Duties you are able to teach or perform.

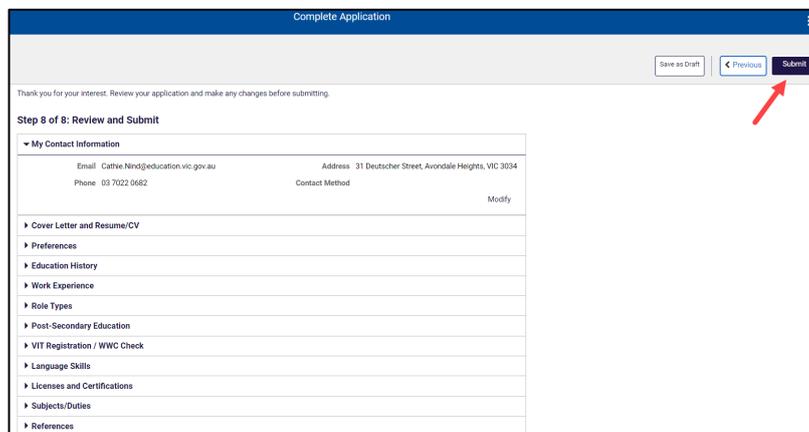
### 3.8 Step 8 of 8 – Review/Submit

At step 8, you can preview the information that you have added to your profile. To change any of the details you have entered, click the Modify link in each section.

Make sure you have indicated **COVID-19 Principal Support at Step 3 Preferences** under the **Role Types** option. This is important for principals to identify people interested in these positions.



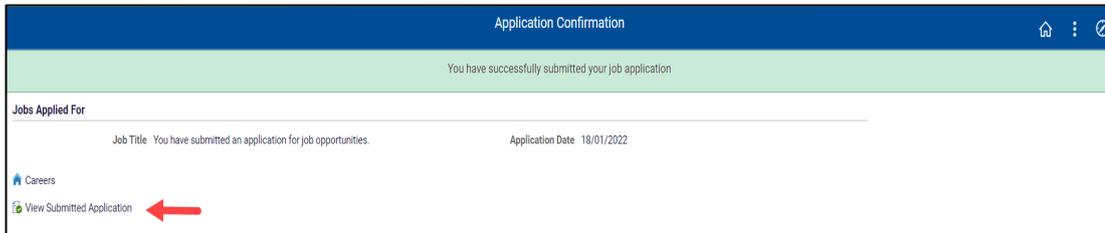
Once you are satisfied with your profile Click the **Submit** button.



### 3.9 Application submitted confirmation

After you have completed and successfully submitted your Job Opportunities profile, a confirmation message will appear on screen. If you don't see this message, you can confirm the status of your profile in **My Activities**.

Click the **View Submitted Application** to see the Application Summary.



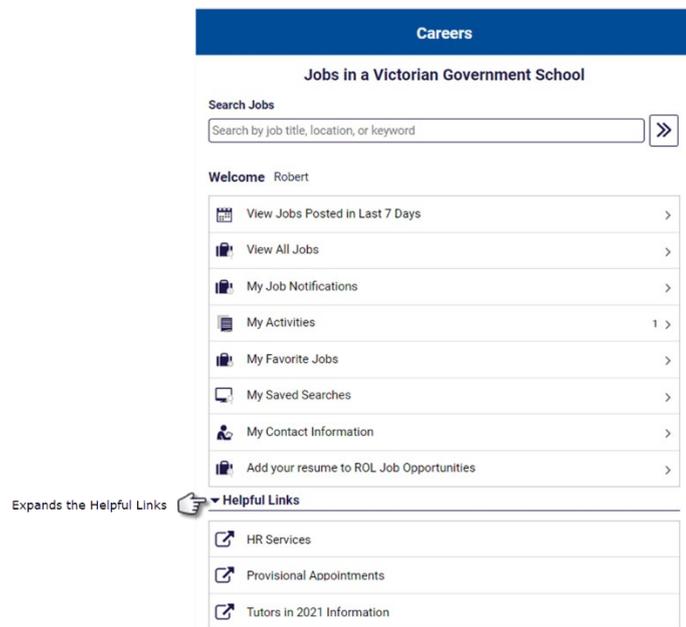
Your profile is now complete.

## Additional Information

How to access your profile and withdraw from job opportunities.

Remember to use your login details when applying for other jobs advertised on Recruitment Online. Your profile will be automatically populated into your application.

Click the **Careers** link to return to the **Careers Home** screen. The Helpful Links section contains links to HR Services, Provisional Appointments and Covid-19 Principal Support information.



## 4. My Activities view

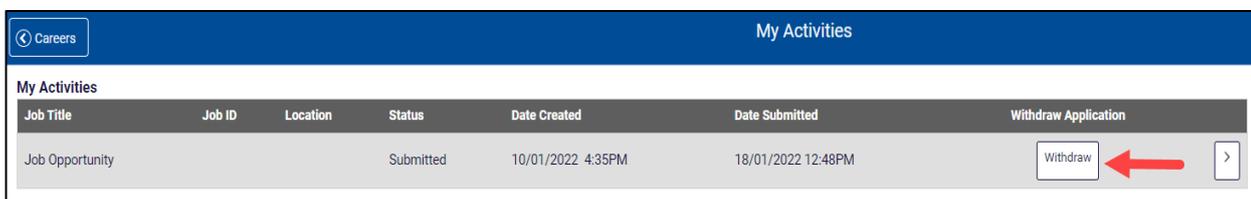
In the **Careers Home** screen, click the **My Activities** link at the top of the page.

The COVID-19 Principal Support vacancies are not advertised, from the profile you have just created a principal or recruiting officer can search for your record based on their requirements against the information you have included and contact you directly.

## 5. Withdraw from Job Opportunities

In **My Activities**, click the withdraw button next to the Application you wish to withdraw.

A pop-up message will appear asking you to confirm the Withdrawal.



My Activities						
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Job Opportunity			Submitted	10/01/2022 4:35PM	18/01/2022 12:48PM	Withdraw 

When the Application has been withdrawn, the Application cannot be edited and will be greyed out.

### Contact:

Schools Recruitment Unit

Phone: 1800 641 943 (selection options for Schools Recruitment)

Email: [schools.recruitment@education.vic.gov.au](mailto:schools.recruitment@education.vic.gov.au)