



**Victorian
Skills Authority**

Review of Employment Actions Policy

How to lodge a grievance or dispute regarding employment
August 2021



Education
and Training

How to lodge a grievance or dispute regarding employment

Overview

Where an employee considers they have been treated unfairly or unreasonably in any matter related to their employment, they have access to review, grievance or dispute resolution processes to seek to resolve the issue.

It is expected that the parties associated with a grievance will first use an informal process to seek to resolve a matter before a formal process is used. An employee may request a review of action with an external body.

The Victorian Skills Authority (VSA) has adopted the VPSC's Review of Actions policy and resources in these instances.

For information regarding how to lodge a dispute or grievance, please see the following links:

- VPSC Review of Actions [Policy](#)
- VPSC Review of Action [Resources](#)

Roles and Responsibilities

The VPSC Review of Actions policy identifies the key roles and responsibilities for VPS Employees and Employers in the event of a dispute or grievance related to an employment action.

An employment action, as defined by the VPSC Common Policy, are any actions or inactions concerning matters such as appointments or promotions, roster changes, leave applications, progression pay and performance management outcomes, salary and allowance entitlements, job classifications, training and development, higher duties and disciplinary decisions, excluding termination of employment.

How to lodge a grievance

Applications should be lodged with the **VSA Registrar** in writing. You can lodge a grievance via vsa.registrar@education.vic.gov.au

An application should specify:

- the action or decision to which the application relates;
- in the case of a selection grievance, the position title, reference number, classification and work location of the position that is the subject of the selection decision;
- the name and title of the decision maker or person who authorised, took or made the action or decision;
- the basis of the employee's complaint against the action or decision;
- the remedy sought, if any;
- the date on which the action or decision was taken or made; and

- the date of the notification of the action or decision, or, if the employee was not notified, the date on which the employee first became aware of the action or decision.

Further information regarding the timeframes for lodging an application, and what the application should include, is outlined in the [VPSC Common Policy – Review of Actions](#).

Further information

For any questions regarding the application of this policy, please contact Executive and Corporate Services Branch, VSA, in the first instance.

Background

The VSA is an Administrative Office independent from the Department of Education and Training.

As an independent entity, the Department of Education and Training's policies regarding a review of Employment Actions under the Merit Protection Boards do not apply.