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ISSUE NO. 1
JANUARY 2012

ISSN: 1834-5069

Start of School Year – Checklist for Principals

Did you:

- Ensure that all staff have appropriate and current letters of appointment?
- Provide letters of appointment for:
 - new fixed-term staff?
 - re-appointment of fixed-term staff?
 - staff appointed to another fixed-term position OR an ongoing position?
- Provide all new staff with a copy of the Fair Work Information Statement?
- Ensure that Working With Children Checks and Criminal Record Checks have been conducted for staff, as appropriate?
- Ensure appropriate VIT registration for all teachers?
- Conduct Salary Assessments for new staff and those on fixed-term appointments?

- VRQA register?
- Remember salary increases for all employees (and incremental progression for fixed-term appointments) – January 2012?
- Review and ensure all workplace policies are current and up-to-date including equal opportunity technology and social media and OHS policies (including bullying)?
- Add new employees to WWC register?

Letters of Appointment

An employee who has been newly appointed to an ongoing or fixed-term position (including where the employee has held fixed-term positions in previous years) must be given a new letter of appointment.

Where the appointment is on a fixed-term basis, the letter of appointment **must** state the reason for the employment being fixed-term as outlined in Clause 9.3.1 of the *Victorian Catholic Education Multi Employer Agreement 2008* (Agreement).

The letter of appointment:

- establishes the contract of employment between the parties
- binds the parties to the terms of the contract
- indicates clearly the commencement date
- sets out the legal rights of both parties for the period of employment
- cannot be varied by either party without mutual agreement.

A copy of the letter of appointment and signed acceptance by the employee must be kept on file by the school and the employee should also be provided with a copy.

As previously advised, the IR Unit has updated its letters of appointment templates for teachers, school officers and school services officers.

A range of templates tailored to particular categories enables schools to choose the most appropriate letter for the circumstances. Access to these new templates is available on the [CECV website](#).

Important: Please note that the template letters of appointment are reviewed and updated regularly to take into account changes in law. We therefore recommend that the website templates are accessed each time that schools complete letters of appointment, rather than copying over previous letters completed at the school. While this can require re-inserting certain information, it ensures that the letters of appointment that are used by schools are as up-to-date as possible and comply with all legal requirements.

Salary Increase – January 2012

A salary increase for all employees takes effect from the first full pay period on, or after, 1 January 2012. Because a new agreement to replace the current Agreement has not yet been finalised, an interim

salary increase will be paid equivalent to the increase in the Government sector.

Schedules setting out the new rates of pay in accordance with the interim pay increase have been prepared and distributed in a circular to all schools. This can be found on the [CECV website](#).

The following table provides information in relation to pay periods and the date the increase is to be applied:

First Full Pay Period in 2012	Date the increase is to be applied
3 January 2012 to 14 January 2012	3 January 2012
10 January 2012 to 21 January 2012	10 January 2012

Increase in Position of Leadership Allowance – January 2012

Employees appointed to Positions of Leadership (POL) (POL 1 – 4 only) in schools are eligible for an increase in the POL allowance from the first full pay period on, or after, 1 January 2012. The applicable rates of pay from the first full pay period on, or after, 1 January 2012 are available in a detailed circular setting out the applicable pay increases. This can be found on the [CECV website](#).

Victorian Institute of Teaching (VIT) Registration

The *Victorian Education and Training Reform Act 2006* (the Act) requires that all teachers in Victoria be registered with, or gain permission to teach from, the Victorian Institute of Teaching (VIT) before they can be employed in any Victorian school, including Catholic schools. The VIT undertakes a National Police Record Check of all applicants for registration as a teacher.

At the commencement of the year, principals **must** check to ensure that all teaching staff have appropriate registration with the VIT.

The Victorian Registration and Qualifications Authority (VRQA) also requires that schools keep a register of all teachers containing each teacher's name and their VIT registration number. This should be updated at the beginning of the school year.

As previously advised, the Act was amended from the beginning of 2011 to ensure that the VIT has relevant and contemporary powers to regulate the teaching profession in Victoria. Under the changes, the VIT has the power to:

- investigate teacher misconduct
- investigate complaints in relation to competency and fitness to teach
- conduct medical panel hearings
- set requirements for permission to teach registration.

Importantly, it is an offence for a person or body to employ or continue to employ a person to teach who is not registered with the VIT.

Further information on the registration requirements for teachers is available on the [VIT website](#).

Working With Children (WWC) Check

Since 30 December 2007 it is an offence under the *Working with Children Act 2005* (the Act) to engage in child-related work without having applied for a WWC Check. Penalties will apply to both the employer and employee if an employee is without a WWC Check. Any employee whose duties usually involve or are likely to involve work in a school (other than teachers and principals whose WWC is covered by their VIT registration) is considered to be engaged in child-related work as defined in the Act. Teachers and principals who are registered with the Victorian Institute of Teaching are exempt from the *Working with Children Act 2005* and do not require a WWC Check.

Principals must sight and retain a record of an employee's WWC Check number. Principals should verify that WWC Check cards presented to them by employees are marked with the **letter E**. The VRQA requires that schools have a register of staff with a WWC Check and have procedures for maintaining the register.

Employees must inform the Department of Justice within 21 days every time an employee changes employer or address. This is a legal requirement under the Act. By not providing changes in contact and child-related work details within 21 days of a change, the employee is committing an offence with financial penalties.

Further information about the WWC Check is available from the [Department of Justice website](#).

National Police Record Check

All new employees (except teachers and principals whose Police Record Check is covered by their VIT registration) are required to undergo a National Police Record Check (NPRC) before commencing work at the school. This is **in addition** to a WWC Check.

If an NPRC has been initiated but not completed then the offer of employment is conditional upon the employee providing a declaration that the person has not been charged with, or found guilty of any offence which would be incompatible with their position of trust and responsibility. This requirement should be included in any offer of appointment.

Policy Review

The beginning of the year is a good time to ensure that workplace policies are current and up to date. It is recommended that all employers have a workplace policy on:

- Equal opportunity/discrimination in the workplace
- Technology and social media
- OHS (including bullying).

The IR Unit has recently updated its policy template for equal opportunity in the workplace. A policy template dealing with technology and social media in the workplace will also be available early in the year. In addition, templates for OHS policies are also available from the IR section of the [CECV website](#).

Enterprise Bargaining Update

The current Agreement's nominal expiry date was 31 December 2011. Because a new agreement has not been made before the nominal expiry date, the current Agreement continues to operate until the next agreement commences. As outlined above, the only change is that the interim increase to salaries has taken effect from the first pay period on or after 1 January 2012.

The Catholic Education Commission of Victoria Ltd (CECV), on behalf of Catholic schools and other relevant Catholic education employing authorities undertakes the role of negotiating and entering into enterprise agreements. The CECV has received the Independent Education Union VicTas (IEU) log of claims and has undertaken a process of consultation with employers about the IEU's log of claims and about other matters related to expiry of the current Agreement.

It is anticipated that negotiations between the CECV and the IEU will begin at some stage during the first half of this year. However, until the salary issue is resolved in the Government sector and agreement is reached, there is little progress that can be made on the IEU's log of claims. Negotiations in the government sector commenced in August 2011 in relation to teachers and principals. There are still significant differences between the parties. For example, the AEU is seeking salary increases of 10% per annum for the next three years. Discussions have not commenced in the government sector in relation to education support staff.

The CECV is currently making the necessary arrangements to minimise any delay to the commencement of discussions with the IEU and other employee representatives once agreement is reached in the government sector.

Occupational Health and Safety (OHS) Checklist

With the start of a new school year, there are many issues to check to ensure that the year starts well. To assist you, we have developed a checklist which may be printed and used by the relevant staff member (see overleaf).

IR and OHS Professional Learning Checklist

The Industrial Relations and Occupational Health and Safety Professional Learning program for 2012 is now available and is attached.

Registration is now available on MyPL (IPLS) through the [CEVN website](#). †

Occupational Health and Safety (OHS) Start of School Year Checklist



1. Do you have documented OHS Policy and Procedures? Yes No

If not, contact the IR Unit to help commence the process.

If yes, when was the last time the policy and procedures were reviewed? _____

If it is more than three years ago, now is the time to review your documentation. Use your OHS Committee to conduct the review.

2. Is the OHS Committee in place and its 2012 meeting schedule organised? Yes No

3. Has anyone on your leadership team undertaken OHS Leaders training offered by our OHS staff? Yes No

If not, it is a good idea to book a place in the OHS Leaders training offered by the OHS staff on MyPL (IPLS) through the CEVN website (see attached schedule for dates).

4. Have you inducted new staff/volunteers to the school in OHS? Yes No

If not, do so, or refer to the CECV website for policy/procedures on induction for staff and volunteers.

5. Were all known physical safety hazards in 2011 corrected? Yes No

If not, now is a good opportunity to review the situation.

6. Do your staff or faculty meetings have OHS items on the agenda? Yes No

If not, how do you ensure consultation has occurred with staff on OHS matters?

Some agenda items you may wish to include are:

- Manual Handling Awareness
- Knowing the school's OHS Policy and Procedures
- Voice Box Injuries



7. Have you planned an OHS training schedule for the year? Yes No

If not, consider getting a guest speaker from the IR Unit to come and run a session.

8. Have you had a recent OHS audit at the school? Yes No

If not, please contact the OHS staff of the IR Unit to organise a free audit for the school.

9. If your school has a payroll over \$2 million, do you have a Risk Management Plan?

Yes No

If yes, when was the last time the policy and procedures were reviewed? _____

If it is more than three years ago, now is the time to review your documentation. Use your OHS Committee to conduct the review.

10. Does your school have a trained Return to Work Coordinator? Yes No

If not, it is a good idea to book a nominated person into a Return to Work training session offered by the OHS staff on MyPL (IPLS) through the CEVN website (see attached schedule for dates).

11. Do all staff know where and how to complete incident forms for accidents and injuries?

Yes No

If not, contact the IR Unit for help with the process.

2012 Industrial Relations Professional Learning Program

Title	IPLS Code	Dates & Times	Duration	Location	Description	Cost (\$)
Letters of Appointment and Recruitment	IST 101 A	9 February 2012 10.00 am – 12.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour session providing information to principals, deputy principals, business managers and employers on the importance of Recruiting Staff and providing Letters of Appointment.	Free
Know Your Agreement	IST 103 A	21 February 2012 10.00 am – 1.00 pm	3 hours	228 Victoria Parade East Melbourne	This program aimed at principals, gives an overview of the Industrial Agreement used in schools, its correct use and key clauses.	Free
Letters of Appointment and Recruitment	IST 101 B	21 March 2012 10.00 am – 12.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour session providing information to principals, deputy principals, business managers and employers on the importance of recruiting staff and providing Letters of Appointment.	Free
Letters of Appointment and Recruitment	IST 101 C	17 May 2012 10.00 am – 12.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour session providing information to principals, deputy principals, business managers and employers on the importance of recruiting staff and providing Letters of Appointment.	Free
Letters of Appointment and Recruitment	IST 101 D	5 June 2012 10.00 am – 12.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour session providing information to principals, deputy principals, business managers and employers on the importance of recruiting staff and providing Letters of Appointment.	Free
Due Process	IST 102 A	19 June 2012 10.00 am – 12.00 pm	2 hours	228 Victoria Parade East Melbourne	Unlock the mysteries of due process to gain position staffing results.	Free

2012 Occupational Health and Safety Professional Learning Program

Title	IPLS Code	Dates & Times	Duration	Location	Description	Cost (\$)
OHS for School Leaders – Day 1	IST 205 A	28 February 2012 9.00 am – 4.00 pm	1 days	Simonds Hall 120 Toorak Road West South Yarra	After completing Day 1 and Day 2 of this training, participants will be given the opportunity for an OHS Officer to visit their school and assist with any OHS issues in a quick and effective manner. A similar service from an external OHS consultant can cost up to \$1,000 or more per day.	Free
OHS for School Leaders – Day 2	IST 206 A	29 February 2012 9.00 am – 4.00 pm	1 day	Simonds Hall 120 Toorak Road West South Yarra	After completing Day 1 and Day 2 of this training, participants will be given the opportunity for an OHS Officer to visit their school and assist with any OHS issues in a quick and effective manner. A similar service from an external OHS consultant can cost up to \$1,000 or more per day.	Free
Contractor Management	IST 201 A	20 March 2012 10.00 am – 12.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour course for school leaders to assist them on how to deal with contractors at the school.	Free
Return to Work Coordinator Training	IST 209 A	22 & 23 March 2012 9.00 am – 4.00 pm	2 days	Simonds Hall 120 Toorak Road West South Yarra	This course provides the underpinning knowledge required for RTW Coordinators. This is a Victorian WorkCover Authority approved course.	Free
OHS for School Leaders – Day 1	IST 205 B	2 May 2012 9.00 am – 4.00 pm	1 day	Simonds Hall 120 Toorak Road West South Yarra	After completing Day 1 and Day 2 of this training, participants will be given the opportunity for an OHS Officer to visit their school and assist with any OHS issues in a quick and effective manner. A similar service from an external OHS consultant can cost up to \$1,000 or more per day.	Free
OHS for School Leaders – Day 2	IST 206 B	3 May 2012 9.00 am – 4.00 pm	1 day	Simonds Hall 120 Toorak Road West South Yarra	After completing Day 1 and Day 2 of this training, participants will be given the opportunity for an OHS Officer to visit their school and assist with any OHS issues in a quick and effective manner. A similar service from an external OHS consultant can cost up to \$1,000 or more per day.	Free
Managing Chemicals	IST 202 A	23 May 2012 10.00 am – 12.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour module to help schools deal with hazardous substances.	Free

Title	IPLS Code	Dates & Times	Duration	Location	Description	Cost (\$)
Slips, Trips and Falls	IST 210 A	23 May 2012 2.00 pm – 4.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour module to help schools deal with slips, trips and falls.	Free
OHS Self Audit	IST 207 A	7 June 2012 10.00 am – 12.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour module to help schools complete an OHS Self Audit.	Free
WorkCover Overview	IST 211 A	7 June 2012 2.00 pm – 4.00 pm	2 hours	228 Victoria Parade East Melbourne	Obtain a broad overview of the WorkCover system and Accident Make-up Pay provisions.	Free
Return to Work Coordinator Training	IST 209 B	19 & 20 July 2012 9.00 am – 4.00 pm	2 days	Simonds Hall 120 Toorak Road West South Yarra	This course provides the underpinning knowledge required for RTW Coordinators. This is a Victorian WorkCover Authority approved course.	Free
Preventing Workplace Stress	IST 208 A	25 July 2012 9.00 am – 4.00 pm	1 day	Simonds Hall 120 Toorak Road West South Yarra	A one day course to help schools manage stress, and to provide tips for early intervention.	Free
OHS for School Leaders – Day 1	IST 205 C	31 July 2012 9.00 am – 4.00 pm	1 day	Simonds Hall 120 Toorak Road West South Yarra	After completing Day 1 and Day 2 of this training, participants will be given the opportunity for an OHS Officer to visit their school and assist with any OHS issues in a quick and effective manner. A similar service from an external OHS consultant can cost up to \$1,000 or more per day.	Free
OHS for School Leaders – Day 2	IST 206 C	1 August 2012 9.00 am – 4.00 pm	1 day	Simonds Hall 120 Toorak Road West South Yarra	After completing Day 1 and Day 2 of this training, participants will be given the opportunity for an OHS Officer to visit their school and assist with any OHS issues in a quick and effective manner. A similar service from an external OHS consultant can cost up to \$1,000 or more per day.	Free
Manual Handling	IST 203 A	9 August 2012 10.00 am – 12.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour module to help schools deal with manual handling.	Free
WorkCover Overview	IST 211 B	9 August 2012 2.00 pm – 4.00 pm	2 hours	228 Victoria Parade East Melbourne	Obtain a broad overview of the WorkCover system and Accident Make-up Pay provisions.	Free
OHS for School Leaders – Day 1	IST 205 D	21 August 2012 9.00 am – 4.00 pm	1 day	Simonds Hall 120 Toorak Road West South Yarra	After completing Day 1 and Day 2 of this training, participants will be given the opportunity for an OHS Officer to visit their school and assist with any OHS issues in a quick and effective manner. A similar service from an external OHS consultant can cost up to \$1,000 or more per day.	Free
OHS for School Leaders – Day 2	IST 206 D	22 August 2012 9.00 am – 4.00 pm	1 day	Simonds Hall 120 Toorak Road West South Yarra	After completing Day 1 and Day 2 of this training, participants will be given the opportunity for an OHS Officer to visit their school and assist with any OHS issues in a quick and effective manner. A similar service from an external OHS consultant can cost up to \$1,000 or more per day.	Free
OHS Self Audit	IST 207 B	6 September 2012 10.00 am – 12.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour module to help schools complete an OHS Self Audit.	Free

Title	IPLS Code	Dates & Times	Duration	Location	Description	Cost (\$)
OHS for School Leaders – Day 1	IST 205 E	11 October 2012 9.00 am – 4.00 pm	1 day	Simonds Hall 120 Toorak Road West South Yarra	After completing Day 1 and Day 2 of this training, participants will be given the opportunity for an OHS Officer to visit their school and assist with any OHS issues in a quick and effective manner. A similar service from an external OHS consultant can cost up to \$1,000 or more per day.	Free
OHS for School Leaders – Day 2	IST 206 E	12 October 2012 9.00 am – 4.00 pm	1 day	Simonds Hall 120 Toorak Road West South Yarra	After completing Day 1 and Day 2 of this training, participants will be given the opportunity for an OHS Officer to visit their school and assist with any OHS issues in a quick and effective manner. A similar service from an external OHS consultant can cost up to \$1,000 or more per day.	Free
Return to Work Coordinator Training	IST 209 C	16 & 17 October 2012 9.00 am – 4.00 pm	2 days	Simonds Hall 120 Toorak Road West South Yarra	This course provides the underpinning knowledge required for RTW Coordinators. This is a Victorian WorkCover Authority approved course.	Free
Preventing Workplace Stress	IST 208 B	26 October 2012 9.00 am – 4.00 pm	1 day	Simonds Hall 120 Toorak Road West South Yarra	A one day course to help schools manage stress, and to provide tips for early intervention.	Free
Slips, Trips and Falls	IST 210 B	15 November 2012 10.00 am – 12.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour module to help schools deal with slips, trips and falls.	Free
Manual Handling	IST 204 A	15 November 2012 2.00 pm – 4.00 pm	2 hours	228 Victoria Parade East Melbourne	A two hour module to help schools deal with manual handling.	Free