



## RESOURCE ED PERSONNEL

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### Information for new teachers

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### Terms:

CRT- Casual Relief Teacher - supply or emergency teacher

DEECD- Department of Education & Early Childhood Development

NCHRC- National Criminal History Records Check

OHS- Occupational Health Safety

SSO- School services officers

Superannuation- A mandatory pension scheme all employers must contribute to for their employees

WorkSafe- A federal scheme all employees have access to, in-case of work place accidents

VIT- Victorian Institute of Teaching

VELS- Victorian Essential Learning Standards

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**You do not need to print out these pages. However, your understanding of and agreement to their content is implied by your signature on the Teacher Agreement.**



**This package does provide an overview of REdP's expectations, web sites and various government departments applicable to your teaching. We suggest you make yourself totally familiar with the contents of this package.**

## Welcome

We invite you to consider enjoying a successful and professionally rewarding time by working with Resource Ed Personnel.

We pride ourselves on being one of the larger of the school placement agencies. We are also the most pro-active teacher recruitment specialists, committed to providing you and our schools' network with *service, excellence* and *professionalism* at all times.

### *Our service and recruitment expertise includes:*

- ✓ CRT (Casual Relief Teacher) placements
- ✓ Contract placements
- ✓ Recruitment of SSO staff
- ✓ Teacher Performance Management Report
- ✓ Corporate uniform
- ✓ Teacher Relief Teacher Seminar
- ✓ Professional Development
- ✓ Teacher Recognition programs
- ✓ Staff Meetings on current education issues
- ✓ CV support - a fee based program
- ✓ Mentoring
- ✓ Curriculum materials are distributed at the Relief Teachers Seminar
- ✓ Networking and social functions
- ✓ We know Education: the majority of our staff are either former principals or teachers
- ✓  Australia Teachers
- ✓ 

When working with Resource Ed Personnel you will enjoy many benefits otherwise unattainable on your own. Your professional needs will be understood and respected, we expect you to endeavour to present yourself as a proficient and uniquely skilled educator committed to meeting each school's particular needs in the interests of students, the schools, yourself and the company. Surveys from our client schools show that teachers offered through the *Resource Ed Personnel* system are greatly valued because of their sense of purpose, work ethic, lesson preparation, personal conduct, professional presentation and pro-active attitudes. We look forward to assisting you along the way to achieving your teaching aspirations.

Please feel free to call us on **(03) 9756 0388** should you need further assistance.

Regards  
Ian Smith

Managing Director on behalf of  
Management and Staff

## Resource Ed Personnel

**Introduction:**

We provide a range of services that will enhance your teaching experience with Resource Ed Personnel and Australia Teachers. We invite you to familiarise yourself with our systems and tools that are designed to assist and support you, on your new professional pathway. Presently, we offer 2 paths for local teachers plus a third option for international teaching recruits –

1. CRT work in Central, Eastern, Northern, Southern and Western metropolitan regions
2. Register your CV and view teaching positions online with Australia Teachers
3. REA provides a comprehensive service encapsulating VIT registration, NCHRC, housing, transport together with CRT and contract teaching opportunities.

CRT work allows immediate work across all metropolitan regions and the access to many and varied schools. This avenue is the best way for you to demonstrate to schools and principals, your teaching abilities. It also allows a pathway for the movement from provisional VIT registration to one of full registration.



[www.australiateachers.com.au](http://www.australiateachers.com.au) is the pathway for all teachers to register their CV online for no cost. Schools locally, interstate and overseas can then access your CV with the view to offer teaching contracts.



[www.redaus.com.au](http://www.redaus.com.au) is our pathway for international teachers who come to Australia on a Working Holiday visa 417 or a Work and Holiday visa 462 .



Pdi - Professional Development

[www.vit.pdi.vic.edu.au](http://www.vit.pdi.vic.edu.au)

Pdi is the VIT's portal designed to help teachers locate reliable information on a wide range of quality Professional Development provider programs and services. Teachers can locate, research, review and access reviews of course offerings. Pdi is provided to help teachers make the right PD choices

**Expectations of Resource Ed Personnel and the School:**

If you are introduced to a school by Resource Ed Personnel then any subsequent work or offer of a contract at that school will be considered as having been originally sourced through Resource Ed Personnel. It is expected that the school and teacher will honour this entitlement by introduction, in all future arrangements.

**Professional Obligations:**

You are expected to follow the program left by the classroom teacher however, other lessons may also be incorporated into the day's program when time and necessity allows.

It is also expected that you leave a record of your day's activities. Use the planner provided on our web page if required. If you feel you need help with or information about children with particular needs in that class, seek support from key personnel available within the school.

School administrators expect professional work standards and any reading material other than school or curriculum based materials has no place in the classroom. School administrators understand where a teacher is registered as Provisional, the copying of the teachers work record or work samples is an accepted practice. However, permission must be sought from the school's administration prior to any copying of any teacher materials.

We encourage all Provisionally registered teachers to keep a record of

1. The name of school where you taught
2. The date of the placement
3. Records of the day's activities
4. Ask the CRT/Daily Organiser to sign and date your record of attendance
5. Always keep a record of PD attended, staff meetings, professional reading

**Pre Employment profile**

All teachers attend the REdP Relief Teaching Seminar and a further personal interview may be also be sought. In the Join Package a Teacher Profile form has been supplied. We request you carefully complete and attach a current photo with any other relevant documentation you deem relevant. Make a copy for your own interview purposes.

**Always have available to schools:**

A certified copy of your current Victorian Institute of Teaching registration and a certified copy of your current VIT national criminal history records check.

Schools expect that you wear your Resource Ed Personnel identity badge at all times.

If you are renewing your National Criminal History record Check:

We advise all teachers to source their NCHRC from the Victorian Institute of Teaching at

[http://www.vit.vic.edu.au/retrievemedias.asp?media\\_id=926](http://www.vit.vic.edu.au/retrievemedias.asp?media_id=926), when applying, please supply us certified copies of your application and your statutory declaration that you have applied for a new NCHRC from the VIT

**Dress expectations:**

Dress codes apply at all schools. Always wear clothes that are clean and appropriate to the appointment. Ask your Area Manager for more specific advice.

Tracksuits are only to be worn for PE classes.

Your professional image impacts on your relationship with staff and children.

Your REdP name badge is to be worn at all times while teaching, for your benefit and others.

**Smoke Free Environments:**

All schools in Victoria are smoke free environments.

**Alcohol:**

No alcohol is to be consumed during teaching hours.

**Getting Started****Guidelines for Management and Organization:**

Always report to the school office and introduce yourself

Ask to speak to the CRT/Daily Organiser?

Sign off the OHS column on the school's Time Sheet

Ask the CRT/Daily Organiser if there any special instruction or rules applicable?

Ask do they have a CRT Information Book?

Be friendly and never criticise the school, students or staff

Be aware of photocopy use

The staff room may have certain protocols regarding tea/coffee or biscuits, ask the CRT/Daily Organiser if you are not sure.

Schools may determine their own variations of commencement and conclusion times, depending on local circumstances. For the purposes of your first visit, check the times in advance with your Area Manager, with the school itself or go to the web and search out information on the school.

Be punctual, we advise that you arrive at least 30 minutes prior to your commencement time to prepare well, especially for an unfamiliar placement. Agree and confirm your planned time of departure with your direct supervisor, the CRT organizer. Where possible, leave no earlier than 15 minutes at the conclusion of the day. If, for any reason you have an appointment during the day or you have to leave the school, inform the appropriate person.

The CRT/Daily Organizer (school organiser of casual or supply teachers) or the office will provide a folder of local information; ensure that you familiarize yourself thoroughly with this document. The teacher next door may also be a valuable source of information and assistance as well.

**Yard Duty:**

A full school day will include teaching and supervision. Generally a CRT will be required to do yard duty, so it is wise to confirm each school's different expectations on any particular day. As a relief teacher it is usually preferred that pre-school and after-school non-classroom duties be avoided, but on some occasions it will be necessary. You may expect ½ hr free for lunch, unless you are required for only half a day.

**Sun Smart:**

Expect schools to be “Sun Smart.” Have a wide brimmed hat (not cap) available for yard duty as well. Enjoy yourself, participate with the kids, but remain vigilant and use common sense when on yard duty. Respect your Duty of Care.

Be aware of the school’s DISPLAN (emergency procedures) and evacuation areas. Become familiar with the internal phone system and the map of the school.

Photocopying class activity sheets is time-consuming. Arrive in time to complete this outside of class time. Observe professional courtesies in photocopier usage. If you borrow books, resources, keys etc. please return them to their rightful owners.

If you are scheduled for classroom release time, it may be in your very best interests to volunteer some face to face time to the school or to key personnel requiring support. This generosity and selflessness will impress.

**Classroom Hints:**

Always act and communicate in a caring, dignified, purposeful and professional manner. Refer to your CRT Seminar information, guides and sources.

Always have available a selection of suitable tasks, worksheets or activities in case the regular program is not available to you. A range of familiar and reliable materials such as books, blackline masters, games, puzzles, songs, and art or drama activities is advised. Books are always a great resource, they can inspire discussions or support learning in Integrated Studies, Maths, Art and PE related activities. Use the materials that you were given in your CRT Seminar.

Adhere to the school and classroom expectations and protocols permitting children to leave the room for whatever reason. The class roll must be completed each day. Ask a teacher about receipt and transfer to the school office of student monies.

Games both inside the classroom and outside are great sources of enjoyment for children. They also provide another avenue for you to develop rapport with them. Use a whistle for management of outdoor games. Protect your voice.

**Classroom management:**

Consistency in classroom management is good teaching practice. If you are experiencing difficulties with “challenging” students, an appropriate brief, refreshing departure from the regular program may be an effective way to restore active learning focus.

Avoid sarcasm, intimidation or physical contact with any child.

If accidental or inadvertent “contact” occurs with a student, immediately acknowledge the contact, apologise if necessary and notify the CRT coordinator of the circumstances. All physical contact is not encouraged, expected or condoned in any form except for medical or first aid purposes.

If agreement or resolution with a student, colleague or parent is difficult for you to achieve or if you are confronted by a hostile or hurt student, parent or colleague, then invite the assistance of a member of the school's leadership team as a possible solution to help resolve the situation. We encourage quick, honest, sincere and efficient means of derailing any further misunderstandings or problems. Sometimes an acknowledgement of the stalemate status of a situation opens the possibility for momentary pause, in which either party can use the time, for better consideration of the difficulty and pursue a resolution likely to be more satisfactory to all concerned. See CRT Seminar notes

Be aware of the school's policy on learning technologies, acceptable use and Duty of Care, especially when students are accessing World Wide Web resources, including emails, during your class supervision time.

**The classroom is always to be left tidy and secure.**

**Medical Attention to Students:**

Always seek advice from school policies and the DEECD regarding first aid issues including medications for students.

Seek qualified assistance whenever required.

To administer medical assistance you are required to have a current Level 2 accredited first aid course e.g. Australia First Aid Certificate or St Johns. For small cuts and minor bruises, these can be dealt with by other designated teachers.

Register any accidents or medical attention in the Accidents Book.

Rubber gloves are to be worn.

Make yourself aware of particular students in your class with special medical requirements.

**Resource Ed Personnel Time Sheet:**

At the end of the day sign and date the Resource Ed Personnel Time Sheet indicating *Date CRT Name OHS CRT Signature and (Agreed) Hours*, remembering this will be the confirmation of your appointment to the school.

It is important that you and the school agree on the number of hours for which you are to sign. Area Managers appreciate prompt notification from yourself or the school of any variations from the original booking. Ensure you write in your diary the school, date, grade (or subject areas) and hours taught at that school and then ask one of the Administrative team to initial your diary.

**If you and the school agree on a future booking, please ask the school to contact your Area Manager. As they may have already booked well in advance for other schools**

**Payroll:**

Your pay is directly credited into your nominated account on a fortnightly (2 week) basis on the Thursday after the DEECD pay day. Our pay period is calculated from the **Friday** of the DEECD pay week and finishes on the **Thursday 14 days later**. If you have any concerns with any aspect of your pay, contact Peter Hayne at the office on 03 9756 0388.

Any changes to personal or banking details are to be notified in writing, signed and addressed to Dianne Moloney at the office.

**The Resource Ed Personnel Daily Planner:**

We suggest that your lesson plans align with the Victorian Essential Learning Standards (VELS), refer <http://vels.vcaa.vic.edu.au>

Leave the planner as a record of your day's contribution to the classroom. Ensure that you retain a validated copy of each of your teaching days, perhaps including samples of student activity and learning.

Our planner is also expected to become increasingly important to provisionally registered teachers to help demonstrate satisfactory performance towards full VIT registration. Maintaining a folio as evidence of planning, reporting, and recording a "body of work" will demonstrate good teaching practice and is a vital tool for provisionally registered teachers intending to apply for full VIT registration. These requirements are outlined in the professional Standards of the VIT. The pdf.doc of the VIT Professional Standards and Ethics are available on our web site (Downloads).

**Victorian Institute of Teaching:** [www.vit.vic.edu.au](http://www.vit.vic.edu.au)

VIT Registration is required for you to teach in Victoria. We expect you to familiarize yourself thoroughly with the VIT Standards of Professional Practice and Code of Ethics and demonstrate respect for them at all times. Areas of particular interest include:

- Professional Knowledge
- Professional Practice
- Professional Commitment

As each new REdP teacher's application is processed, REdP validates your current VIT registration status online with the VIT. We also notify, and seek historical authorisation from DEECD and other school systems as to your appropriateness to teach. The VIT also is the quickest source of a criminal records check that is printed on your VIT card. We suggest you always source your NCHRC from the VIT.

**It is your responsibility to post evidence of your annual renewed VIT registration and where appropriate your NCHRC each year to the Office of Resource Ed Personnel. Further offers of placement cannot be made without evidence of your current eligibility VIT registration and a current NCHRC.**

**National Criminal History Record Check (NCHRC)**

*As a general rule, the term NCHRC will represent the criminal records check in this document. Except where international teachers source their own countries Federal Police Check*

All teachers who work in schools must have current evidence of a satisfactory NCHRC. Teachers provisionally registered with the VIT will have a NCHRC check as part of their application process. For other teachers to source a NCHRC, we advise all teachers to apply through the VIT at [www.vit.vic.edu.au](http://www.vit.vic.edu.au) > Forms > National Criminal History Record Check.

Post the original application to the VIT and send us certified photocopies of your NCHRC application and our statutory declaration, which can be sourced at <http://www.redp.com.au/forms> stating you have applied for a NCHRC at the VIT.

If your VIT card has the letters NCHRC and expiry date on your card, you have a valid VIT national history criminal record check. The VIT registration letter that you received should also state you have had a satisfactory NCHRC. If your card or letter does not, apply through the VIT for a NCHRC (see above). The NCHRC you obtain from the VIT is valid for 5 years. Renewal of full registration with the VIT is mandatory every 5 years and will require a current NCHRC at the time of renewal. You will still be required annually to maintain your VIT registration and provide certified evidence to REdP of that renewal. Good practice for all teachers would be to refresh your NCHRC every 3 years, see below.

### **Do I need a statutory declaration?**

We suggest you apply for a new NCHRC at least 4 to 6 weeks prior to your original NCHRC date of expiry. This will make the entire process less tedious and save you time however, if your NCHRC has expired or about to expire, also complete the supplied statutory declaration form on our web site at (<http://www.redp.com.au/Forms>) if you wish to work while you are waiting for a new NCHRC.

International teachers: When applying for VIT registration you must request a police check. Generally, the only valid police check is a Federal Police Check. For example: For Canadians, a Royal Canadian Mounted Police check is mandatory for registration, the VIT will request a certified copy for their registration purposes. This copy must be sent with your VIT application.

Procedures: Only if your NCHRC has or is about to expire (Australian only)

You must send to the REdP these photocopied certified documents-

1. A certified photocopy of your VIT criminal record application and
2. A certified photocopy of our statutory declaration (as supplied on our web site under Forms) to our office, as proof of your application for a renewed NCHRC.

Be aware the statutory declaration is only valid for one month.

Without the NCHRC photocopy and the statutory declaration, we cannot legally offer work.

Be advised, in most cases if your NCHRC is older than 2 years schools will want you to refresh your NCHRC to obtain a contract. We strongly suggest, you refresh your NCHRC every 3 years and send us a certified copy for our records.

### **Proof of Identity:**

For initial registration with Resource Ed Personnel, you need to provide proof of identity via the 100 Point ID check. Certified copies will suffice, do not send original documents.

The asterisk \* signifies that all international teachers must have these documents for ID purposes. For example passport, visa, drivers licence and/or birth certificate

The 100 Point identification may include:

- Passport (70 points) \* mandatory for internationals
- Birth certificate (70 points)\* see above
- Drivers licence (40 points)\* see above
- Firearm licence (40 points) Australian only
- Credit Card/Medicare Card/Health Care Provider card (25 points) All teachers
- Visa for internationals (no points)\* mandatory for internationals

Resource Ed Personnel will only employ teachers who can provide:

1. A current certified copy of their VIT registration and NCHRC printed on the card.
2. A current certified copy of their VIT letter with Full VIT registration and NCHRC on VIT letterhead.

**DEECD Conduct & Ethics department:**

Approval of each teacher's application will be sought from the DEECD's Conduct & Ethics Branch as a final check on your work history. Your initial offer of work will only be made following authorisation from VIT, DEECD (Conduct & Ethics) and other school systems. See Join Package on [www.redp.com.au](http://www.redp.com.au) > Forms to sign the authority for us to seek approval from Conduct & Ethics.

**Public Liability & Professional Indemnity Insurance:**

All teachers who complete the Teacher Agreement are covered by relevant insurances.

**Teacher Quality Program:**

Resource Ed Personnel provides a comprehensive Teacher Quality Program comprising six important elements:

1. Pre-service Interview/profile and registration.
2. Relief Teaching Seminar- You are expected to attend the seminar prior to commencing work with REdP.
3. Performance Management- Our system offers valuable feedback and support following your initial placements regarding your perceived professional attitude and behaviour, and effectiveness in the classroom.
4. Professional Development- Workshops and Staff Meetings. Opportunities are advertised on the web page and in the newsletter throughout the year. If you are returning to teaching, or if you have never taught in Victoria, we suggest that you also access the programs offered by the VIT and training universities
5. Recognition Program for outstanding service
6. CV, Resume and Application Support Service – fee based
7. Social functions

**Complaint Procedures against a teacher from Schools:**

When a complaint is received about a REdP teacher and while the matter remains unresolved, no blame will be apportioned, nor will further employment be offered until resolution of the complaint. REdP will intervene to ensure that the interests of all parties are fairly represented and

1. Contact the school to ascertain the details of the problem.
2. Inform the teacher that a complaint has been registered.
3. When the Performance Management Report is received from a school in the form of a complaint. REdP will inform the teacher of the nature of the complaint and invite discussion between parties. REdP will encourage the teacher to address the matters with all concerned. If necessary REdP will encourage a process of conciliation involving all parties to seek solutions.

4. All phone calls, emails, notes, discussions and outcomes will be noted and filed.
5. If, in the opinion of REdP the complaint warrants further action we may at our discretion pass on to the Conduct and Ethics Branch of the DEECD, all the relevant information as to the nature of the complaint and the REdP actions.

### **Complaint Procedures from CRTs:**

If the teacher registers a complaint against a school, student or teacher, we will contact the school to ascertain the nature of the problem. It may be necessary to facilitate a meeting with the relevant parties to resolve the matter. Again, all communications and outcomes will be noted and filed. If the teacher believes further investigation is warranted, it is the sole responsibility of the teacher to pursue those avenues of investigation or litigation.

### **Privacy Statement:**

See web site [www.redp.com.au](http://www.redp.com.au)

**Employment Issues:** It is the teacher's responsibility to inform Resource Ed Personnel of any unresolved (or current) professional conduct or any issue the teacher has with the DEECD, Registered Schools Board, Catholic Education Office or any school, that may inhibit or prohibit employment with any of these institutions or local, interstate or overseas school or institutions.

### **Contact details:**

**All Directors and office staff can be contacted at the office**

**Office hours: 9.00am to 5.00pm - Monday to Friday**

**P: + 61 (0)3 9756 0388**

**F: + 61 (0)3 9752 4177**

**E: [admin@redp.com.au](mailto:admin@redp.com.au)**

**W: [www.redp.com.au](http://www.redp.com.au)**

<b>Position</b>	<b>Email</b>
Ian Smith Managing Director	<a href="mailto:iasmith@redp.com.au">iasmith@redp.com.au</a>
Peter Hayne Finance Director	<a href="mailto:admin@redp.com.au">admin@redp.com.au</a>
Daryl Brooks Schools Director	<a href="mailto:delb@redp.com.au">delb@redp.com.au</a>
Dianne Moloney HR & Administration	<a href="mailto:dmoloney@redp.com.au">dmoloney@redp.com.au</a>

**Area Managers:**

<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>Region</b>
Rob McGrath	<a href="mailto:rmcgrath@redp.com.au">rmcgrath@redp.com.au</a>	8790 2728	Southern
Bill Ogilvie	<a href="mailto:bogilvie@redp.com.au">bogilvie@redp.com.au</a>	9751 1494	Outer Eastern
Julie Dunn	<a href="mailto:jdunn@redp.com.au">jdunn@redp.com.au</a>	9327 2791	West/Nth. Central
Jenny Curtis	<a href="mailto:jcurtis@redp.com.au">jcurtis@redp.com.au</a>	9354 0969	Metro/Eastern

Our REdP Area Managers have a deep knowledge of the characteristics of their various school clients and have been briefed by the schools of the requirements when needing teachers to “fit in” to the roles being made available. Schools highly value the knowledge, understanding, support, reliability and efficiency of their REdP Area Managers.

Your Area Manager acts like your “Personal Assistant.” They endeavour to respect your professional preferences, strengths, capabilities and aspirations when offering placements. Teachers greatly appreciate the personalised service offered.

Please understand the complexity of demands, hopes and expectations of the multitude of schools and teachers for whom they strive to always offer the ideal placement. Please be prepared to assist your Area Manager when it can only be the “best fit” for that particular day that is being offered to you, rather than your ideal. Please inform your Area Manager if you are unavailable for work.

***As industry leaders we are immensely proud of the quality of service that our Area Managers achieve and we are greatly appreciative of how highly they are regarded by their schools and teachers.***

**Positions Vacant:**

Our Contracts Manager, Julie Dunn frequently lists contract opportunities on behalf of schools requiring interested candidates, sometimes at short notice.

Occasionally, other types of positions may be advertised which are attractive to teachers, such as After School and Holiday Care programs, tutoring opportunities and other specialised positions.



[www.australiateachers.com.au](http://www.australiateachers.com.au)

Australia Teachers enables teachers to lodge their CV online at [australiateachers.com.au](http://australiateachers.com.au). It also gives the AT registered teacher the opportunity to view available positions. These services are free to all teachers, with many other resources available to AT registered teachers. Schools then have the opportunity to search the site for appropriately trained and skilled teachers for their contract positions.

**International positions:**

International teaching opportunities are regularly featured on our web site, in the interests of teachers who may be considering furthering their experience outside Australia.

**Web Site Information:** [www.redp.com.au](http://www.redp.com.au)

**Important notices or news:**

News, notices, newsletters, meetings and PD are regularly updated on our web site.

**Victorian Institute of Teaching (VIT):** [www.vit.vit.edu.au](http://www.vit.vit.edu.au)

The site has many functions, forms, PD and information. We suggest that you make yourself familiar with the site and its contents. VIT registration and criminal records check can be accessed from here.

**Department of Education & Early Childhood Development (DEECD):**

[www.education.vic.gov.au](http://www.education.vic.gov.au)

A wealth of information is available to all casual & contract staff on the web site of the DEECD. We advise all casual staff to access the site and take the time to browse for curriculum, school and personnel information

**Victoria Teachers Credit Union:** [www.victeach.com.au](http://www.victeach.com.au)

Victoria Teachers Credit Union can offer you and your family:

- A fair deal - the ability to bank fee free
- Superior service – provided by our knowledgeable and friendly staff.
- A wide range of products – banking, loans, insurance, financial planning and travel.
- 24/7 access – Internet and phone Banking, BPAY, CBA ATM's, Visa outlets and GiroPost.
- Relevant and ethical advice – given our special understanding of the education sector.

You can become a Member quickly and easily:

- By calling Member Express during business hours on 1300 654 822
- Visit [www.victeach.com.au](http://www.victeach.com.au) and download an application form.
- Email [memserv@victeach.com.au](mailto:memserv@victeach.com.au) and have an application form sent to you.
- Visit either the Camberwell or Moonee Ponds branches.

**Australian Education Union:** [www.aeufederal.org.au](http://www.aeufederal.org.au)

The AEU can be a useful source of information, resources and support for teachers new to the task of relief teaching. Resource Ed Personnel encourages all casual staff to consider joining this organisation. The AEU will support via monetary (limited) grants to teachers in legal matters. We suggest you contact them for further information about their services and membership fees.

Address Details

AEU- 112 Trenerry Crescent, Abbotsford

Phone: 1800 013 379/1800 013 387 or 9417 2822

Email: [melbourne@aeuvic.asn.au](mailto:melbourne@aeuvic.asn.au)

Victorian Teachers: Join at CRT rates

Internationals: if you are a union member in your country, you have automatic affiliation with the AEU. If not there will be reduced costs to join.

**VicSuper- Superannuation:** [www.vicsuper.com.au](http://www.vicsuper.com.au)

Resource Ed Personnel uses VicSuper as its default superannuation fund. This fund is called Scheme Benefit Plan. The Super Guarantee entitles all employees 9% superannuation paid quarterly. Resource Ed Personnel will pay 9% SG payments, where income earned exceeds the \$450 in monthly wages, regardless of the number of schools attended.

REdP will provide teachers with their choices of super fund managers, except where, under current legislation, the teacher has not worked for 28 consecutive days. In this case REdP will pay into our default fund or your nominated fund from the list below.

These are the Superannuation funds supported by REdP:

VicSuper (default fund) [www.vicsuper.com.au](http://www.vicsuper.com.au)

ING Superannuation: [www.ing.com.au](http://www.ing.com.au)

Catholic Superannuation Fund: [www.csf.com.au](http://www.csf.com.au)

Victorian Independent Schools Superannuation Fund: [www.vissf.com.au](http://www.vissf.com.au)

**PLEASE NOTE:** Recent Federal superannuation legislation requires all prospective employees to sign & date when the **CHOICE OF SUPERANNUATION FUND FORM** was given to an employee.

The **CHOICE OF SUPERANNUATION FORM** is included in the **JOINING PACKAGE**, and can also be found on the **FORMS PAGE** of our web site as a downloadable pdf.doc.

Please include your signed dated form with the Joining Package when applying to register with REdP.