

ABOUT

SOUTHERN TEACHING SERVICES

founding member of the Teacher Agency Network of Victoria

P.O. Box 6030
Frankston Vic 3199

**CASUAL
RELIEF
TEACHERS**

**OFFICE
9766 2777**



Owned and run by Russell (25 years school administration experience) and Janet Mansfield (25 years experience in office administration/ personnel management), *Southern Teaching Services* has been in business since 1992 and has grown to manage more than 60 schools in the southern suburbs. Each year we help over 300 CRTs get work at our schools and about 30% of them end up with permanent positions. After 6 months you should find you are getting all the work you want, providing the schools are happy with your performance. As your employers, the **schools** will decide how regularly to employ you. It is important to impress them with your ability and attitude. February and March are the quiet months. Newcomers may find it difficult to get regular work until Term Two.

While you are welcome to freelance outside our system, we will give preference to those most regularly available to us. Schools generally tell us which CRTs they want, otherwise we try to share the work around. We will try to introduce you to 2 or 3 local schools within the first month. If there are no real problems this will increase to 9 or 10 over the year. Schools expect you to be neat and punctual and to represent yourself in a truly professional manner. At our first meeting you will be given a document titled "What Every Emergency Teacher Should Know". Keep this and any other documents you receive from us in a safe place. Re-read them from time to time. You are entering a highly competitive industry. **But we are here to help you.**

If you're looking for long-term work we'll help you find it. If you just want occasional jobs we'll help with that as well... the choices are yours. Most of the attached documentation is required under government regulations. It is not time-consuming if you follow our instructions carefully. Please ring before you begin to complete the forms. Be wary of any schools or agencies not requiring such documentation as it could jeopardise your protection under Workcare as well as leave you vulnerable to private litigation in the workplace.

You will need a current driving licence, your own vehicle, a phone and an answering machine to register with our company. "101" or "messagebank" will NOT suffice.

You can access registration forms on our website or have us post them to you. Read all the information carefully then ring Russell on 9766 2777 before you do anything else! Please don't ring between 6 pm and 7.30pm (our tea break).

Regards,

RUSSELL AND JANET MANSFIELD

Web Site:
southernteaching.alphalink.com.au

Teachers from Overseas, Only

Teachers who trained outside Australia must follow the guidelines below.

Ring us (97662777) to discuss any queries or difficulties regarding this information:

KNOWLEDGE OF VICTORIAN CURRICULUM

Victorian schools expect prospective CRTs to have some knowledge of the Victorian Curriculum (currently known as Victorian Essential Learning Standards or "VELS").

1. You can access and download copies of VELS at the Education Department's website www.vels.vcaa.vic.edu.au (For specific subject areas go to: "Standards By Domain").

2. There are several book suppliers who specialise in Victorian Teaching where you can buy information as well as local teaching activity books, such as Dominie, Landmark, Link and Windmill.

3. You will likely need to access some volunteer work at your local schools to demonstrate your knowledge before approaching us for regular CRT employment.

FINALLY,

4. You must get the following reference completed by a local principal who can attest to your knowledge of VELS and your ability to teach it at the primary school level.

CONFIDENTIAL REFERENCE FOR Casual Relief Teaching

I,,
(Name of Principal or School Representative)

as Principal of School,

can attest that (applicant's name)

has worked at this school as CRT / Volunteer on (no.) _____ occasions.

After consulting with several staff members who worked with the applicant I am of the opinion that his/her demonstrated knowledge of VELS, was considered excellent/ satisfactory/ unsatisfactory and that the teacher's classroom performance was generally excellent/ satisfactory/ unsatisfactory.

Signed: Date: Contact Phone:.....

Email address: teachers@alphalink.com.au attention: The Manager

Postal Address: The Manager, Southern Teaching Services P.O. Box 6030 Frankston 3199.

This confidential reference is for our eyes only. Ask the Principal to post or email to us directly rather than give to yourself to carry.

Please place
School Stamp here.

DOCUMENTATION REQUIRED

VIT Registration Cards

The VIT will issue new teachers with a letter of approval showing your registration number. Your VIT Card will soon follow. If you don't have a card as yet, you can commence work using the letter but it must be replaced with the card within one month of commencement. Please ring us as soon as your card arrives. If you are not sure if the VIT is already processing your information you should ring them immediately on **1300 888067**

Teachers who are not registered by the VIT cannot work at any school (private or state) in Victoria.

You will need to carry your parcel of documents (as outlined below) to every school, which by law must keep a copy of the set.

You will need to bring the following A4 documents personally to our office when you come in for the orientation session at 3 Savannah Crt. FRANKSTON 3199. Melway Reference Map 99 H 11.

(Please don't make extra copies.... Print only the numbers specified below. We recommend OfficeWorks for all photocopying as they are cheap and have excellent machinery. Do it yourself . Their staff will help you if necessary. All signatures must be in **VERY DARK BLUE** pen. Photocopies should be black and white....NOT COLORED.

- 1. Commission Agency Agreement** Can be witnessed by any adult. Bring the **Original** (signed/witnessed in blue) **plus 1 black/white copy**.
- 2. Applic. For Employment In STS Schools** Complete both pages in dark blue. Sign and witness Stat Dec.at police station with **DARK BLUE** pen. Then make black/white photocopy. **Bring Original plus 1 black/white photocopy plus 3 bright passport photographs.**
- 3. Victorian Institute Of Teaching Card** 3 photocopies of information side (rear) of card only. Enlarge by 25% and lighten slightly. Bring **Original plus 3 certified copies (must be certified with BLUE pen)**. Do NOT photocopy both sides.
- 4. Driver's Licence** 3 photocopies of front of card (picture side) only. Enlarge by 20%, adjust toner level to ensure copy is clear, large and no darker than original (adjust toner to suit). **Bring Original plus 3 certified copies (3 A4 sheets) (certified with BLUE pen)**. Do NOT photocopy both sides.
- 5. Passport** (Required only if qualifications done overseas.) 3 certified Copies of Picture Page plus 3 certified copies of Visa Page (six sheets). Each on white A4 paper (blown up 25% and lightened, especially the picture page). Most photocopiers have these facilities. Make sure photo is clear, not dark.) **Bring original Passport, plus 3 certified copies of each of those 2 pages (6 A4 sheets), all signed with BLUE pen.**
- 6. Teachers Currently on any form of Leave From a State School** Must have a letter from their current Principal declaring the type of leave and granting permission to do **casual** and/or **contract** work in other **State** or **Private Schools** during the term of your leave.

****CERTIFICATION OF DOCUMENTS (Must Be Done At A Police Station)****

All photocopies of Documents 3-6 must be signed, dated and stamped at a police station. Police officer **must sign in blue biro - not black!** **Take your own blue biro for them to use!** Photocopying to be black and white, done on white A4 size paper. Only one item per page. All photos (eg. passport and driver's lic.) must be expanded (25% bigger) and made reasonably light. Certification must be done on the **front** of each copy and must be signed by the police **in blue biro** (not black). **Ring Russell between 9.30am and 8.30pm before you commence this paperchase.**

Note: The appointment is for documentation check and orientation discussion. It is NOT an assessment - Relax! Dress Professional. Hold the perfume. Allow approx. 2 hours 15 mins.

Commission Agency Agreement

1. STS MANAGED SCHOOLS

I hereby consent to my salary, taxation, commission and superannuation payments being distributed by STS on behalf of their schools. I give my consent to STS deducting their commission prior to paying my salary. I consent to superannuation contributions paid by these schools being forwarded by STS to an approved superannuation fund established in my name. I also consent to STS forwarding (on behalf of my employing schools) the correct PAYE tax to the ATO. I understand that at the time of publication STS does not receive commissions from any bank or superannuation provider.

2. FEE STRUCTURE

This structure is subject to change without notice. At date of print it is as follows: (incl. GST):

In GROUP PAYROLL SCHOOLS.

We calculate your costs at **around \$11 per day after tax claim.** (See page 7.... "CRT Payment Guide").

CONTRACT AGREEMENTS - (you will be paid by Education Dept. Central Payroll) **\$ 160.00 Flat fee. (no daily fees)**

If, after the Agency introduces me to a school, the school then offers me a contract, I will pay the required contract fee to the agency within ten days of the commencement of the contract. No fee will apply if I previously held a contract or on-going position in the last 12 months at that particular school. This contract fee applies regardless of whether the school approaches me direct (which they have been asked **not** to do) or whether I am approached by the agency, or whether I applied through open advertising. Subsequent contracts (or extensions of the original) within the next 12 months at the same school will be free of charge. Initial approaches by schools for any contracts (whether or not a Contract Fee applies) must be done through the agency.

3. EMPLOYER RESPONSIBILITY

I accept that the particular school at which I am working is my "employer". Southern Teaching Services is a referral ("Commission") agency only and as such accepts no legal or financial responsibility for any accident or injury or other loss or suffering which I may incur at the place of work to which they referred me, or on any such occasion which may arise between my home and the referred place of work. I do not hold Southern Teaching Services accountable for the quality or performance of my work. While STS guarantees its performance as Payroll Manager, it cannot be held accountable to compensate or make good, any portion of my salary which has been withheld or refused by a particular school. All STS Schools have agreed to cover me under Workcare and I will confirm this with each new school before acceptance of duties. **I hereby indemnify Southern Teaching Services from any responsibility, explicit or implied, which could be considered to be that of an "employer".**

4. GENERAL

STS enrolled schools must **not** contact me directly. They must ring the Agency and, if they wish, they can request me specifically. Following my initial referral by the Agency to any school (see exemption outlined in "Fee Structure" above) all future casual and contract work at those schools will attract a commission fee. My files and information will be kept strictly confidential. I may, or Southern Teaching Services may, terminate this agreement at any time (having first paid any outstanding commissions) and Southern Teaching Services will ensure that my files are destroyed or returned to me if requested.

I have read and understood the information contained herein. Once witnessed I will retain a copy of this document for safekeeping. In signing, I agree to all the terms and conditions outlined above:

Applicant's Name: ... Applicant's Signature:

Witness' Name: Witness' Signature: Date / /

(Office Use only) **Retirement Filed** / / .

APPLICATION FOR EMPLOYMENT IN STS SCHOOLS

for CASUAL RELIEF TEACHERS.

Part 1.

Please read all enclosed information. Bring original documents as well as copies to interview.

This space for photo.
Must fit inside this square. Do not attach.
Just bring 3 recent passport-sized photos with you

1. PERSONAL DETAILS (Block Letters).

VIT No.

VicSuper No.
(if you have one)

Date of Birth

-- / -- / ----

Tax File No. _ _ _ _ _

Name: Mr/Ms

First Name

Middle Name (if any)

Last Name (Surname)

Address

No.

Street

Suburb

P/Code

Home Ph :

Email:

Mob:

Emerg.Phone :

(to whom should we speak)

2. MY TEACHER TRAINING WAS CONDUCTED IN THE FOLLOWING ENVIRONMENT:

(circle) Kinder Primary Secondary Tertiary

3. LAST 2 ON-GOING OR FIXED TERM TEACHING POSITIONS. (Not CRT work)

Give School, grade level, specialist activity or administration activity. If outside Victoria give state and country. If none, write reason eg. "Recently Graduated" or "Home Duties" or "Worked in Private Industry."

_____ / / . to / / .
_____ / / . to / / .

4. TEACHING REGISTRATION

The VIT has classified your registration as: (tick box)

Full Rego.

Provisional Rego.

PTT 1.1/PTT 1.2 or PT Div.4
(3-year trained)

Div 2 or 2.4
(Instructor)

5. TEACHING PREFERENCES

Which grade areas do you favour? (Please tick no more than 3 BOXES.)

Kinder

P-2

3-4

5-6

7-8

9-10

11-12

6. SPECIALIST SUBJECTS YOU WISH TO TAKE (you must have relevant training or practical experience)

(Please Tick no more than 4)

P.E.

Mus

Art

Lib

ESL

Tech

Comp

Spec.Ed

Other _____

If you can speak languages other than English list them here. _____

Please indicate regular days you can't work, or any other restrictions you wish to mention, here.

APPLICATION FOR EMPLOYMENT IN STS SCHOOLS for CASUAL RELIEF TEACHERS. Part 2.

7. CHURCH-FUNDED SCHOOLS

If seeking work in private (church-funded) schools please declare your religious affiliation:

Catholic Other Christian Moslem Jewish Other _____

Do you regularly attend the church of your faith? Yes No

8. REFERRAL

How did you find out about Southern Teaching Services? _____

9. SPECIAL EDUCATION SETTINGS. (Complete if interested in teaching in Facilities for the Disabled.)

You are able to: (circle appropriate part of each response)

(a) assist with lifting Yes/ No (b) assist with feeding Yes / No (c) assist with toileting Yes / No

Please indicate (circle) if you have taught students with the following handicaps by circling the particular area/s.

Physical Hearing Speech Intellectual Sight Emotionally Disturbed

10. HEALTH/EMPLOYMENT HISTORY

Answering yes to any of these questions will not necessarily prevent you from being employed. Circle the appropriate answer for every question. Inaccurate details could result in prosecution or civil suit without insurance protection.

If no situation occurred write "NIL" on each line. Attach a page of details if insufficient room.

(a) Attach details of any existing illness (physical or emotional) which has caused me (or may in the future) to cease employment or take extended leave for more than 10 working days.... or may require emergency treatment on-site.

(b) Attach details of any past dismissal or demotion in any child- oriented workplace.

11. STATUTORY DECLARATION (to be completed at Police Station)

I, _____
(Applicant's full name)

of _____
(Applicant's full address)

.....do solemnly and sincerely declare that my responses to all sections on both pages of this application are true and correct in every particular. I make this solemn declaration conscientiously believing the same to be true and by virtue of an Act of the Parliament of Victoria rendering persons making a false declaration to be punishable for wilful and corrupt perjury.

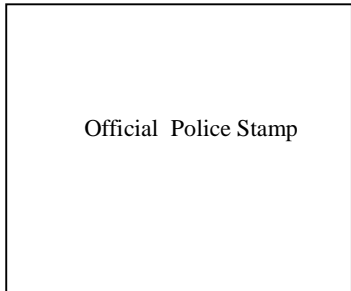
Declared at _____
Name or place of Police Station

before me: _____
Name and rank of Officer (print)

Officer's Signature: _____

Contact Phone (work) _____

Signature of Applicant: _____ Date: / / .



DAILY PAYMENT GUIDE – from May 2009

Note:

Schools are required BY LAW to contribute super, only if you earn more than \$450 in a calendar month **at their workplace**. However, working in our **Group Payroll Schools** gets you **full super every hour you work** regardless of which schools you work at or how many hours you work each month.

A Variety of Payroll Scenarios for CRTs

1. FREELANCE (No agencies)

Gross Salary = \$243.40 per day.. ie. \$40.57 per hour. A full day is 6 hrs. and is calculated from 9 am to 3.30 p.m. less 1/2 hr. during the lunch interval for which you are not paid. Work will be scarce in summer but in winter you'll get 15 calls a night. You'll pay \$53.20 Tax* leaving \$ 190.20 in your pay packet. Because of current Government legislation you will receive Superannuation contributions only about 60% the time. At 9% of gross this averages \$13.15 super per day. This brings your total daily benefit to \$203.35

You may be harassed by desperate Principals into working when you don't want to.... often in grades you hate. If you get a contract, take a holiday, change address or phone number you will have to notify **all** of these schools. You often miss out on Super and you get no tax benefit.

Resulting Financial Benefit \$203.35

2. STS SCHOOL PAYROLL

We pay you for most of our schools. We manage your tax and Group Certificate. You need fill in only one tax declaration form and one set of employment forms to cover you for all of these (60+) schools. On behalf of our schools we pass on your full salary (\$243.40 per day). You will still lose \$53.20 tax*, leaving you \$190.20. Our company then takes \$27.50 (incl GST) Commission***but immediately swings \$8.76 of it into your super so you get the full \$21.91 Super. At Tax time you will claim a refund on the whole (\$27.50) Commission giving you a **refund of about \$6.70. So out of that \$27.50 we charged for Commission , you have been refunded \$8.76 + \$ 6.70 = \$15.46 back. It has therefore cost you only \$12.04 per day for more work, close to home, with prompt and accurate payment.

With all the benefits of centralised Payroll the cost to you (compared to freelancing) is a mere \$ 12.04 a day.
Resulting Financial Benefit \$ 191.31

**Calculations are based on tax free threshold/ no leave loading/ no special claims.(Ref. ATO. Tax Tables 1/7/09). Scenarios based on you working 10 days over the fortnightly period across 6 different schools. If you work less days your tax reduces dramatically. (If you worked 1 or 2 days in the fortnight, you would pay no tax.) We comply with all GST and PAYE regulations. You must submit your tax return annually for a healthy refund. Minor calculations have been based on a default tax scale of 25%.*

*** Based on the assumption that work-related **commissions** will continue to be considered by the ATO as fully tax-deductible.*

****STS donates approx. \$10.50 of this "Commission" into your Super and we pay the \$2.24 GST on your behalf. So from the original "Commission" of \$26.40 STS is left with about \$13.66. The Company then pays about \$4.50 Tax leaving around \$9 profit from each booking to cover 4 salaries ,a huge phone bill, office supplies and equipment maintenance. As you can see, our margins are minimal and no-one is getting rich at your expense.*

WHAT YOU NEED TO DECIDE IS...How much is it costing me to work for this agency?

The above shows the comparison between freelancing and our Group Payroll scenario.

The Cost compared to Freelancing ... is what it actually costs you to work through our agency.

Compare our costs in the same way with other agencies. We compare more than favorably!

INSURANCE AGAINST LITIGATION

Most teacher agencies are classified as "Employment Agencies". When you work through these "employment" agencies you are afforded no Government- paid legal or insurance protection. However, Southern Teaching Services is a "Commission Agency" so you are officially an employee of the School Council. The School must provide you with the same insurance and legal protection afforded their full-time staff. If you decide to work through an "employment" agency it would be wise to insist on a copy of their "**WorkCover**", their "**Public Risk**" and their "**Professional Indemnity**" insurances, before commencing. All are equally important.... don't allow yourself to be convinced otherwise and always choose a TANVIC registered agency to protect yourself against "cowboys" who would place you at risk.

BANKING DETAILS

You will need to give banking details for us to deposit your payroll. Most of our teachers are members of the Victorian Teachers Credit Union. If you are already, enter your member no below: If not, read on:

1. VTCU Members:

If you are already a member then please submit your member number below. There is nothing more to do.

We will pay directly into VTCU account before lunch on Thursday morning of pay week (on a fortnightly basis). Our money is already with the VTCU so there is no transfer fee (because it's done all within one bank).

Member number (no BSB etc. required)

Account Name (exact wording as shown on account)

2. Alternative Banking:

If you are not likely to have your VTCU membership organised in the next few weeks, you can temporarily nominate another banking system in the interim. Be aware there are many advantages in joining the VTCU as soon as possible. They operate an amazingly cheap and efficient banking establishment and have access to very cheap insurance, uniquely cheap housing loans and highly discounted travel bookings. You can ring them on 1300 654 822 and have the information and joining forms sent directly to you or go onto their website at www.victeach.com.au When you join ask for everything :

cheque book (stamped with your acct. name and not negotiable),

deposit book(stamped with your account name)

visa debit card (for internet purchases)

visa credit car (for banking and eftpos transactions).

Those who continue to maintain accounts outside the VTCU's banking system will receive their salaries 2 to 4 days later (because of time delay in transferring and double-handling by the banks). Banks currently do not charge electronic transfer fees but we cannot guarantee they will not charge such transfers in the future (from VTCU to your bank). If so, you will be billed for such costs. If you become a VTCU member we believe you will never face such transfer fees. We are not financial advisers but it is our informed opinion that the simplest and cheapest method available to you is to join the VTCU. In the meantime please leave your current banking details for us to pay into.

Bank: (eg.CBA, NAB, W/PAC)

BSB No: (6 digits)

Account No:

Exact Name on the Account:

Exact Wording of the name on the account (see cheque book or bank statement) eg. Mrs J A and MR R N Bosworth

Please Note:

Neither our company nor its management receive any reimbursements or commissions from VTCU.