

Fact Sheet for CRTs working in Catholic and Independent schools

For those working in Catholic schools, work conditions are covered by the Victorian Catholic Education Multi-Enterprise Agreement (VCEMEA), where they are entitled Emergency teachers.

Many independent schools have work-place enterprise agreements. Unfortunately, many of these agreements do not include pay and conditions for CRT. Many independent schools do not have enterprise agreements. Thus, the CRT needs to ensure that they are being paid no less than what is described by the Educational Services (Teachers) Award 2010.

More information is available to IEU members via direct contact.

WORKING CONDITIONS

- 1. How many yard duties can a CRT be allocated?**
A CRT can be asked to do yard duties, but must be provided with a 30 consecutive minute unpaid break no later than five hours after commencing work.
- 2. Are there specific rules that state a CRT cannot undertake the following yard duties – school, after school or bus duty?**
No such rules exist, providing they are within the hours of work the CRT is employed for.
- 3. What are lunchtime / break entitlements for CRTs?**
A 30 consecutive minutes unpaid break no later than five hours after commencing work.
- 4. If a CRT works in a school for three or more days, should they be getting the same responsibilities as the usual classroom teacher (including allocated preparation time)?**
This would not typically be the case under casual employment.
- 5. Are there any specific expectations of a CRT in relation to undertaking planning and assessment?**
In most cases, the CRT would be provided with directions by the usual classroom teacher, and this would generally not include assessment. However, CRTs should always have some activity / lesson plan ready to go if no work has been left for a class.
- 6. What information can CRTs reasonably expect from a school or teacher e.g. information on learners with disabilities, ILPs, behaviour plans etc.?**
A well-organised school understands that it is in their students' best interest to take a CRT through protocols and procedures, especially relating to providing consistency and continuity for students with disabilities. Teachers will often provide this information with their replacement class directions. If not provided, a casual relieving teacher is within their right to request such information and support.
- 7. Should all schools have a CRT folder (package of information on classes, timetables, lesson plans, learner background etc.)?**
In a well-organised school, this is generally the case. However all schools have their own processes for CRTs.
- 8. If you get a permanent job, can your CRT days be used to determine your pay scale?**
Under the Award, previous service should be recognised for placement on the pay scale. Two hundred days of casual work equate to a year of service.

9. **Should DET schools be paying CRTs through edu-pay?**
Not applicable for the Catholic and independent education sectors.
10. **Can DET provide access to edu-mail for CRTs?**
Not applicable for the Catholic and independent education sectors.
11. **To meet the minimum hours (3) of work, can schools ask a CRT to perform any duties (not just face-face teaching / yard duties)?**
A teacher can be asked to perform any reasonable duty that would be expected of all teachers.
12. **Are there any guidelines / rules about CRTs attending parent-teachers interviews if they have been working on a short-term contact?**
It would depend on the length of the fixed-term contract as to whether the school would have such expectations and should be outlined by the employer at the time of contracting.

POLICIES AND REGULATIONS

13. **Are there specific regulations / policies that apply to all schools about toileting / swimming, specifically proximity to learners e.g. if they are changing clothes?**
All CRTs should be familiar with elements of the Child Safety Code of Conduct in schools. Though there may be some variation in how each school has written this policy, the underlying principles are constant. Further information can be found [here](#).
14. **Whose responsibility is to provide information about learners with special needs to CRTs e.g. the school, usual classroom teacher or daily organiser?**
Each school handles this differently. A well-organised school understands that it is in their students' best interest to take a CRT through protocols and procedures, especially relating to providing consistency and continuity for students with disabilities. Teachers will often provide this information with their replacement class directions. If not provided, a casual relieving teacher is within their right to request such information and support.
15. **Are CRTs expected to implement and be aware of each school's specific behaviour management policies?**
See Q 14.
16. **Which body is responsible for promoting the inclusion of CRTs in school culture to Principals?**
Though it is not the sole body responsible to promote inclusion of the CRT in school culture, the IEU actively advocates for CRTs through various forums and contacts with school Principals.
17. **Are agencies accountable for their CRTs e.g. should they be responsible for ensuring CRTs are aware of legislative requirements / curriculum changes? If there is an issue with a CRT, is an agency accountable for the CRTs actions?**
The IEU believe that agencies should be accountable for supporting the teachers they engage.
18. **Does anyone look at agencies and their practices? Is anyone holding agencies to account?**
The IEU do not liaise specifically with agencies as they are not direct employers of teachers. However, we will support our CRT members on matters of concern at the school level.

19. If a school signs up to an agency, can the agency put a condition on the school that they can only hire CRTs from that agency?

The IEU do not believe that this should be the case. We work with Principals through networks and membership to provide advice and support for Principals, advocating for CRT to ensuring the best pay and conditions.

PROFESSIONAL DEVELOPMENT

20. What is the budget for PD in schools? Is this controlled by schools / DET? Can there be an incentive to include CRTs?

The IEU actively promotes the inclusion of CRTs in school - based training opportunities. Read more [here](#).

21. Are there mandatory PDs for CRTs in each of the sectors e.g. first aid, mandatory reporting?

CRTs are required to have teaching qualifications, as for any Victorian teacher, as required for teacher registration. It is also a professional obligation for all teachers, including CRTs, to maintain currency in legislation as it applies to the education sector (e.g. Child Safety Code of Conduct and Reportable Conduct). First aid and anaphylaxis training are not a requirement for VIT registration, but are useful qualifications to have to ensure a teacher can fulfil their duty of care towards students to a high level.