

# EMPLOYEE VECTEA WORK HISTORY INFORMATION FORM

## EARLY LEARNING ASSOCIATION AUSTRALIA (ELAA) FOR ELAA ONLINE FORM USE ONLY

EFFECTIVE 1 JUNE 2022 (VERSION 1.1)

This work history form is for the purposes of classifying an Early Childhood Teacher or Educator employed under the ***Victorian Early Childhood Teachers and Educators Agreement 2020*** (VECTEA) or applicable ELAA mirror agreements, VECA or VEEA.

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### Important Information

#### For Employers and Delegates:

1. This form is for internal use by an employer (Committee of Management/EYM) or a representative delegated by the employer (i.e. Bookkeeper). If the calculation is submitted on an employer/service's behalf online to ELAA, please ensure that all details are completed.
2. **This form cannot be sent directly to ELAA and will not be accepted.** Information collected in this form must be submitted using ELAA's online calculation request form at <https://elaa.org.au/account/work-history-form/> (requires ELAA membership login).
3. ELAA does not complete formal work history calculations for Educators. Refer to ELAA's 2022 Guide on Classifying Certificate III and Diploma Educators under the VECTEA [here](#).
4. This calculation is based on the information provided to ELAA by the service/organisation and it is the employer's responsibility to verify the validity of the information provided to ELAA.
5. In adherence to Australian privacy laws, all calculations completed by ELAA will only be shared with the same service/organisation they came from and will not be forwarded to any other third party.
6. Please allow up to five business days for a completed work history calculation request from ELAA. Should not all information be provided, please allow up to a further five business days for completion.

#### For Employees Completing this Form:

1. Early Learning Association Australia (**ELAA, we, our**) respects your right to the privacy of your personal information. This policy outlines how we handle your personal information in our organisation and on our website, including the types of personal information we collect, the purposes of its use and/or disclosure and how it is handled.
2. ELAA has adopted the Australian Privacy Principles (**APPs**) contained in the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Information Privacy Principles (**IPPs**) under the Victorian *Privacy and Data Protection Act 2014* (**PDP Act**). The APPs and IPPs govern the way in which we collect, use, disclose, store, secure and dispose of your personal information. ELAA is also subject to the Health Privacy Principles (**HPPs**) under the *Health Records Act 2001* (Vic) (**HR Act**) in respect of health information.
3. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner. A copy of the Information Privacy Principles may be obtained from the Office of the Victorian Information Commissioner.
4. To read the Early Learning Association's Privacy Policy in full, including how we use your personal information ([click here](#)).

## Employee to Complete

Please ensure this section is filled out completely. Any gaps may result in delays to complete the calculation. Please provide any additional relevant information below and attach any evidence before submitting.

### Step 1: Your information (employee to complete)

Your full name\*:

Your service/EYM employer's name\*:

Your primary position

Early Childhood VIT Registration Number (early childhood teachers only):

Your Hourly/annual rate of pay in your last position (complete if relevant only).

### Step 2: Your Qualifications (employee to complete)

#### Early childhood qualification\*

Provide the exact title in full from your early childhood teaching qualification:

Qualification*	Tertiary institution*	Length of course (Equivalent years of full-time study) *	Date completed (DD/MM/YY) *	ACECQA Approved (Y/N)

Is your early childhood teaching qualification 3- or 4-year equivalent? (Early childhood teachers only)

3-year equivalent

4-year equivalent

To assist you with this process we recommend you visit [www.aitsl.edu.au/deliver-ite-programs/apl](http://www.aitsl.edu.au/deliver-ite-programs/apl) or [www.vit.vic.edu.au/education/new-teachers](http://www.vit.vic.edu.au/education/new-teachers)

#### Teachers who obtained their qualification prior to 17 February 2006 (VECTEA clause 49.7)

*(b) A teacher who holds an approved four-year degree qualification, or holds an approved three-year qualification approved by ACECQA or VIT and was employed before 17 February 2006, may proceed to a maximum of level 3.6 subject to achieving validation from level 2.5 to level 3.1, in accordance with clause 50.*

*(c) A teacher who does not hold a four-year degree qualification may progress to a maximum of level 2.5.*

**Previous and other relevant qualifications (if applicable) \*** (employee to complete)

Provide the exact title in full from your qualification certificate/s

Qualification*	Tertiary institution*	Length of course (Equivalent years of full-time study) *	Date completed (DD/MM/YY) *
Qualification*	Tertiary institution*	Length of course (Equivalent years of full-time study) *	Date completed (DD/MM/YY) *
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**Step 3: Teacher Validation** (employee to complete)

Have you completed your Capability Assessment (VECTEA 2020)?\*

Yes (Please attach a copy of the capability assessment letter to send to your employer).

Not applicable

Did you complete validation (exemplary teacher) with VETASSESS (VECTEA 2016 and prior) \*

Yes (Please attach a copy of the evidence of validation ie. letter from VETASSESS) to send to your employer.

No

**Step 4: Your Work Experience\*** (employee to complete)

Please complete your work history chronologically from start to finish using exact dates.

Eligible prior *teaching experience* under clause 49.4 of the VECTEA 2020 includes:

- teaching experience in preschools, kindergartens, multi-purpose centres, early intervention services, long day care centre and other similar services;
- teaching experience of children from four to eight years in a school (Prep to Grade 2) registered and/or accredited under the relevant authority in each state or territory;
- service as a university lecturer in a degree course, leading to a qualification in early childhood education or child development;
- service in any occupation for which an early childhood teaching degree was a mandatory qualification;

**Note:** An employee who has been absent from teaching shall be engaged at the salary classification level at the time of their resignation (clause 49.4(v)).

**Work History\***

- Please also detail any periods in which there is a break in service; for example, maternity leave, resignation, leave without pay, etc.
- Please specify if the position was/is a Kindergarten teaching role.
- If an exact date is not known, please list the first day of the relevant month (i.e. December 1999 = 1 December 1999).

**NB:** For temporary teachers, periods of employment of less than four weeks in any one service will not be counted for progression to the next salary increment (clause 49.7(f)).

Start Date (DD/MM/YYYY)*	End date (DD/MM/YYYY)*	Employer*	Position held*	Work status* (full-time, part-time, casual)	Qualification required for this position*	Hours per week*

**Step 5: Return this form to your Employer****Employee Checklist:****Have you:**

- ☐ Completed all details for your teaching or applicable qualifications (including month and year fields)?
- ☐ Confirmed (with your employer if required) if your early childhood teaching qualification is 3 or 4-year equivalent? (early childhood teachers only).
- ☐ Completed all details for your work history (including month and year fields) and any applicable absences?
- ☐ Attached a copy of this form of the evidence of Validation or your Capability Assessment ie. letter from VETASSESS or your former employer)?
- ☐ Read and agreed to ELAA's privacy policy and personal use of information in accordance with the Australian Privacy Principles. See: <https://elaa.org.au/privacy-policy/>