



July 2024

Victorian Early Childhood Teachers and Educators Agreement 2020 (VECTEA)

Casual Employees, Diploma Qualified Educators and Certificate III Educators 52/52 rates (4-week leave model)

The rates and conditions outlined in this bulletin are binding only on the employers named as respondents to this agreement, the *Victorian Early Childhood Agreement 2020 (VECTEA 2020)*, or a similar agreement negotiated by ELAA or the Municipal Association of Victoria (MAV). All clauses cited in this Bulletin are in reference to the VECTEA 2020.

These rates are payable from the start of the first full pay period* on or after 1 July

NB: Some salary classifications have updated rates that are a result of the Fair Work Commission's 23/24 Annual Wage Review (wage increase to the modern awards). These rates supersede the rates outlined in Schedule 2 of the VECTEA 2020. The rates outlined in this bulletin do not apply to government school council employees whose underpinning award is the Victorian Government Schools - Early Childhood - Award 2016 [MA000152].

Classification/ Level	Annual salary** (full -time employee)	Weekly rate** (full -time employee)	Hourly rate***	Casual rate (Incl. 25 % loading)
	\$	\$	\$	\$
Certificate III qualified (or working towards) educator (level 1)				
Level 1.1*	53,851.65	1,032.30	27.17	33.96
Level 1.2*	55,708.78	1,067.90	28.10	35.13
Level 1.3*	57,461.58	1,101.50	28.99	36.24
Level 1.4*	57,461.58	1,101.50	28.99	36.24
Level 1.5	57,622.00	1,104.30	29.06	36.33
Level 1.6	59,940.00	1,148.71	30.23	37.79
Diploma qualified educator (level 2)				
Level 2.1	60,835.00	1,165.86	30.68	38.35
Level 2.2	61,747.00	1,183.35	31.14	38.93
Level 2.3	62,673.00	1,201.10	31.61	39.51
Activity Group Leader (AGL) (level 3)				
Level 3.1	63,614.00	1,219.12	32.08	40.10
Level 3.2	64,568.00	1,237.40	32.56	40.70
Level 3.3	65,536.00	1,255.96	33.05	41.31
The bargaining parties to the Agreement have confirmed this interpretation for clause 59.6 (Salaries - Educators).				

*Classification pay point has been affected by the 23_24 Fair Work Commission's Annual Wage Review. The annual salary is determined by multiplying the applicable modern award weekly rate by 313/6 (Fair Work Commission [Methodology for adjusting rates in modern awards—Annual Wage Review 2023–24](#)).

**For non-affected classifications: the weekly rate of pay for a full-time employee will be determined by dividing the annual salary rate by 52.18 (clause 59.2).

***The 52/52 hourly rate of pay will be determined by dividing the 52/52 weekly rate of pay by 38.

Definitions

Early childhood educator means an employee who is engaged as such to work under the general direction and supervision of an early childhood teacher, a diploma qualified early childhood educator or an Activity Group Leader in any program, and who is required to hold or be working towards a Certificate III in as required by the Regulator or has been granted a specific exemption.

Employees who are employed in a program that is operated in a long day care centre are excluded except where they are employed in conjunction with an early childhood teacher in the delivery of the funded kindergarten program.

Diploma qualified early childhood educator means an employee engaged as such who is required to hold a diploma qualification approved by the Regulator for the purposes of the National Law and published in accordance with Regulation 137(1) (b) of the *Education and Care Services National Regulations 2011*.

Activity Group Leader (AGL) means a suitably qualified employee appointed by the employer to be responsible for the planning and implementation of an early childhood program **other than a funded preschool/kindergarten program**. Employees who are employed in a program that is operated in a long day care centre are excluded.

Additional Assistant means an early childhood educator employed for the purposes of the Department of Education and Training's Kindergarten Inclusion Support (KIS) Program or its successor.

Types of employment

Hiring a new employee: the Fair Work Information Statement

Employers are required by law to issue every new employee a copy of the **Fair Work Information Statement** (FWIS) before, or as soon as possible after, they start their employment. The Fair Work Information Statement can be accessed Fair Work Ombudsman's website here: <https://www.fairwork.gov.au/>.

Full-time employment (clause 15.3)

Full-time employees are engaged to work for 38 hours per week. Full-time employees are employed on an ongoing basis (clause 15.7) unless they have been engaged on a fixed-term contract for a specific reason.

Full-time employees should not be rostered or contracted to work more than 38 hours per week. Instead, any additional hours above 38 hours per week must be on an ad hoc basis and reasonable, considering any occupational

health and safety risks and the employee's personal circumstances (section 62 of the *Fair Work Act 2009* Cth). A full-time employee may decline to work any unreasonable additional hours above 38 hours per week. Educators and AGL receive overtime pay for hours worked above 38 hours per week (clause 61.1).

Part-time employment (clause 15.4)

Part-time employees are engaged to work for less than 38 hours per week. **Part-time employees are employed on an ongoing basis** (clause 15.7) unless they have been engaged on a fixed-term contract for a specific reason per clause 15.5 of the VECTEA.

At the time of engagement, the employer and the employee will agree, in writing, on the regular pattern of work, specifying the number of hours worked each day, the days of the week the employee will work and where applicable, the starting and finishing times each day (clause 15.4(d)).

The employee's regular part-time roster (ordinary hours of work) may be varied by agreement between the employer and employee (i.e., annually). Any such variation to hours due to a change in funding, enrolment or curriculum requires four (4) weeks' written notice from the date of notification (clause 15.8). In addition, a consultation process under clause 9 must be adhered to before a variation to ordinary hours or roster takes effect (contact ELAA for assistance).

Part-time employees who are required to work extra hours (additional hours), between 7:00 am and 6:00 pm Monday to Friday, in addition to their normal roster are paid at their normal rate (52/52 rate) plus 25%.

Casual employment (clause 15.6)

Casual employees are employed on a daily basis for relief work and paid at their classification (52/52 rates) with a 25% loading. The minimum engagement period for casual employees is two hours each day.

Casual employees do not accrue leave entitlements and have no firm advance commitment to continuing and indefinite work (section 15A of the *Fair Work Act 2009*). Casual employees can accept or decline shifts as they are presented and do not have an agreed roster or pattern of work. Under the VECTEA 2020, casual employees cannot have a single engagement for longer than one kindergarten term (clause 15.6(f)).

If your casual employee's engagement will exceed one term (i.e. for specific funding or as a leave replacement), refer to the fixed-term employment model (clause 15.5) or contact ELAA for assistance.

Hiring a casual employee: Casual Employment Information Statement

Employers are required by law to issue their casual employee a **Casual Employment Information Statement (CEIS)** before, or as soon as possible after, they start their employment.

The **Casual Employment Information Statement** can be accessed Fair Work Ombudsman's website here: <https://www.fairwork.gov.au/>

Fixed-term employment (clause 15.5)

An employee may be engaged to work on a fixed-term contract (part-time or full-time) for a specified reason, which must include any of the following:

- In a position that is temporarily vacant for a specified period of time (NB: this does not include 12-month contracts due to variable enrolment numbers); **or**
- for a specific project, task or tasks; **or**
- in a position that is subject to specific funding for a specified period of time; **or**
- in a position that is vacant for a specified period of time as a result of an employee taking leave in accordance with this Agreement, the NES or other approved absences such as approved unpaid absence.

The essential feature of fixed-term employment is that there can be no expectation of continuity of employment beyond the expiry date of the specified period, or of ongoing employment.

An employee engaged on a fixed-term basis is required for each fixed-term employment period to be provided with a letter of appointment stating that the employee's appointment is fixed-term, the reason the employment is fixed-term and the start and finishing dates of such appointment.

A fixed-term employee will be entitled to pro-rata benefits to annual leave, annual leave loading, personal/carer's leave, and compassionate leave.

Hiring a fixed-term employee: Fixed Term Contract Information Statement

Employers are required by law to provide every employee engaged on a new fixed term contract a copy of the **Fixed Term Contract Information Statement (FTCIS)** when they enter into the contract.

The Fixed Term Contract Information Statement can be accessed on the Fair Work Ombudsman's website here: <https://www.fairwork.gov.au/>.

Out of hours work by direction (clause 25)

Where an employer directs an employee to attend work outside of the employee's normal rostered hours for out-of-hours meetings or events, the employee will be paid their ordinary time rate, except for educators where the overtime provision may apply. The employer will provide the employee with at least 14 working days' notice of the out-of-hours meetings or events.

Out-of-hours meetings or events include:

- staff meetings (outside the employee's rostered non-teaching time and normal service operating hours)
- employee/committee meetings
- annual general meetings
- parent/teacher interviews
- special events (open days, fetes, parent/caregiver nights, working bees).

Payment for out of hours work (by direction)

Employee	Hours worked	Applicable rate
Part-time educator/A GL	Additional hours between 7 am - 6 pm Monday to Friday	Part-time additional hours Clause 15.4(f). Ordinary rate plus 25 per cent additional hours loading (in lieu of leave entitlements)
Part-time or Full-time educator	Additional hours before 7 am or after 6 pm Monday - Friday	Overtime applies (clause 61.1). Time and a half at the ordinary time rate of pay for the first 2 hours and double time at the ordinary time thereafter
Part-time or full-time educator /AGL	All Saturday hours by direction	Overtime applies (clause 61.1). Time and a half at the ordinary time rate of pay for the first 2 hours and double time at the ordinary time thereafter.
Part-time or full-time educator /AGL	All Sunday hours by direction	Overtime applies (clause 61.1). Double time at the ordinary rate of pay.
Part-time or full-time educator/A GL	Public holidays worked (all hours) by direction	Overtime applies (clause 61.1). Double time at the ordinary time rate of pay. A minimum period of engagement on Saturdays and Sundays will be 3.25 hours.
Full-time educator/A GL	All hours worked above 38 hours by direction	Overtime applies as above (clause 61.1).

Higher duties (clause 64)

Higher duties are used for internal part-time employees (AGLs, diploma qualified Educators and certificate III educators) who step up or do additional hours in a higher role.

An educator who is engaged as a certificate III educator and who holds an approved diploma qualification may be requested by the employer to temporarily perform the duties of:

- A diploma qualified educator and will be paid at level 2.1 of the educators (diploma qualified) rate; or
- An Activity Group Leader and will be paid at level 3.1 of the AGL rate.

An educator or AGL who holds an approved teaching qualification may be requested by the employer to temporarily perform the duties of a teacher and will be paid at the Teacher rate prescribed in clause 49.

Allowances**Protective clothing (clothing and equipment) - clause 27.3**

An allowance of **\$1.93** per day is paid to an employee where uniform or protective clothing is not provided by the employer. The allowance is only paid on days actually worked.

Meal allowance (clause 27.5)

Where an employer requires an employee to undertake work in excess of 9 hours on any one-day Monday to Friday or more than four hours on a Saturday, the employer will provide a meal allowance of **\$15.09*** or a meal to the employee.

*Updated as of 1 July 2024 - Expense-related allowances update to the *Children's Services Award 2010* [MA000120].

Vehicle allowance (clause 27.2)

An employee who is authorised by the employer to use his/her own motor vehicle in the course of his/her duties shall be paid an allowance of **\$0.99*** per kilometre (This rate as prescribed from time to time by the applicable Awards).

Updated as of 1 July 2024 - Expense-related allowances update to the *Children's Services Award 2010* [MA000120].

Toilet cleaning (clause 65.2)

An allowance of **\$1.54** per day is paid where cleaning of toilets is included in the employee's regular daily routine.

First aid (clause 65.1)

An educator or AGL who holds a current recognised accredited first aid qualification approved by ACECQA appointed by the employer to be responsible for the provision of first aid to children within the employee's care will be paid an allowance of **\$1.10** per day. **NB:** Early childhood teachers are not entitled to receive the first aid allowance.

Overtime rates (educators and AGL only) - clause 61.1

An employee will be paid overtime for all authorised additional work performed outside the ordinary spread of hours (Monday – Friday 7.00am – 6.00pm) or in excess of 38 hours per week as follows:

Time worked	Overtime rate
Monday–Friday	Time and a half at the ordinary time rate of pay for the first 2 hours and double time of the ordinary time rate of pay after that.
Saturday	Time and a half at the ordinary time rate of pay for the first 2 hours and double time at the ordinary time rate of pay after that.
Sunday	Double time at the ordinary time rate of pay.
Public holidays	Double time at the ordinary time rate of pay. A minimum period of engagement on Saturdays and Sunday public holiday will be 3.25 hours.

Leave

Annual and additional leave (clause 36)

Under the 4-week leave model, employees are entitled to four weeks annual leave (152 hours or 20 days for a full-time employee). Pro-rata employees accrue annual and additional

leave on a pro-rata basis based on hours worked. Casual employees are not entitled to accrue or take annual leave.

The four weeks annual leave are taken during the Term 4 December-January break (with leave loading). Employees under the 4-weeks leave model must either work during kindergarten term breaks during Terms 1 to 3 or take leave without pay as agreed by their employer.

The 4-week leave model for educators is best utilised in an integrated long day care centre that operates for greater than 40 weeks per year.

Public holidays that occur during the annual leave period are paid but not included as leave. Employees (except casual employees) who have not worked for the full year are entitled to pro-rata leave and loading upon termination.

Cashing out of paid annual leave is not permitted under the VECTEA, as there is no specific cashing out terms as required under section 92 of the *Fair Work Act 2009* (Cth).

Annual leave loading (clause 37)

An employee who has served throughout the kindergarten year is entitled to a leave loading of 17.5% on four weeks' annual leave at the employee's ordinary rate of pay. The loading will normally be paid on the last pay day prior to the end of Term 4 or on the termination of employment by either party.

Personal/carers leave (clause 28.2)

Employees are entitled to 15 days (114 hours) of paid personal/carers' leave for each year of service. On commencement of their service with an employer, an employee shall be granted their first year's entitlement to personal/carers' leave on a notional basis.

On completion of each year's service employees shall be granted a further entitlement on a notional basis. Unused leave accumulates from year to year.

Compassionate leave (clause 28.11)

An employee is entitled to 5 days of compassionate leave for each occasion (a permissible occasion).

Paid parental leave (clause 30.3)

An eligible employee, other than a casual employee, who is the primary carer, i.e. has or will have responsibility for the care of the child and satisfies the notice and evidence requirements under the NES and/or this Agreement will be entitled to a payment of **16 weeks' paid parental leave** paid

at the employee's ordinary time rate payable on commencement of parental leave or in fortnightly instalments.

Secondary caregivers (partner leave) receive four weeks salary for the birth of a child.

Reimbursement for VECTEA paid parental leave may be available for eligible service providers via the Department of Education (Vic). For further information, refer to the Kindergarten Funding Guide at: [Kindergarten funding guide | vic.gov.au \(www.vic.gov.au\)](https://www.vic.gov.au/childcare/kindergarten-funding-guide).

Unpaid parental leave (clauses 30.1 and 30.2)

Employees eligible for parental leave are also entitled to 78 weeks of unpaid leave (inclusive of any paid parental leave period), with any extension in accordance with the National Employment Standards (NES).

Government parental leave pay

In addition to VECTEA employer-paid parental leave, eligible employees may be entitled to Australian government-funded parental leave pay (at the National Minimum Wage), which is administered via Services Australia. For further information, refer to [Parental Leave Pay - Services Australia](#).

Other leave and provisions

The VECTEA contains provisions for the following paid leave, planning days and professional development:

- Professional development days (clause 41.1)
- Organisational days (child-free days) (clause 34)
- Union training leave (clause 42)
- Approved unpaid absence (clause 38.1)
- AEU Councillors leave (clause 43)
- Family and domestic violence leave (clause 46)

Salary Increment Progression (clause 59.9)

- Certificate III qualified educators commence at level 1.1 and proceed by annual increments up to level 1.6.
- Additional Assistants or employees without a Certificate III qualification employed after the commencement of this Agreement, can only proceed up to level 1.2.

- Diploma qualified educators with 12 months or more service as of 1 July 2021 progressed to a Level 2.2.
- Level 2.2 diploma educators are now eligible to progress to a Level 2.3 with 12 months service at a Level 2.2.
- Activity Group Leaders commence at level 3.1 and proceed by annual increments up to level 3.3.

Superannuation (clause 21)

Superannuation guarantee rate

The superannuation guarantee (SG) rate has increased to 11.5% on 1 July 2024. Refer to [Super guarantee percentage | Australian Taxation Office \(ato.gov.au\)](#).

All employees (over 18 years of age) now eligible for the Superannuation Guarantee, regardless of how much they earn, **as the \$450 per month eligibility threshold has been removed.** Employees under 18 years old must work more than 30 hours per week to be entitled to super contributions. [Work out if you have to pay super | Australian Taxation Office \(ato.gov.au\)](#)

New employees and stapled funds

All new staff must be provided with a standard superannuation choice form within 28 days of commencement of employment. New employees may choose one of the four funds named in the agreement, AustralianSuper, HESTA, Vision Super, and VicSuper (or a [stapled fund](#)). Employees who have made a superannuation choice cannot alter that choice within 12 months of making a choice. If an existing employees' contributions are being paid to a different compliant fund, then this can continue.

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