Frequently Asked Questions

Q. What is the Teacher Recruitment Census?

As part of the February Census, all schools are required to complete the Teacher Recruitment Census on the internet at www.eduweb.vic.gov.au/forms/school/trd

The Teacher Recruitment Census has been conducted in each February since the year 2000. Census day for 2009 is Friday, 27 February 2009.

The census asks schools whether they employed Teaching staff in the reference period for the current school year; whether they experienced difficulties recruiting teaching staff during the reference period and the subject areas that were difficult to recruit teachers for; the strategies employed to fill difficult vacancies; and any subjects schools were forced to drop for want of suitably qualified teachers.

This data will enable the Department to assess more accurately which localities and in which subject or specialist areas schools may be experiencing difficulties recruiting teachers. The Department uses the data in devising strategies to assist schools to overcome these problems.

The census takes approximately 10 minutes to complete. The census website can be accessed using either the school EduMail account or the Principal’s EduMail account.

The census is to be completed electronically and submitted by all schools by the closing date, Friday 6 March 2009.

Enquiries relating to this census can be directed to the School Census Hotline on (03) 9637 3225.

Q. I did not recruit any teachers for the year 2009. Do I need to complete the census?

Yes, all schools need to complete the census including those schools with a nil return.

Schools not recruiting any teachers will still need to answer questions 1, 2, 10, 11 and 12 and the Principal will need to endorse the census, before submitting it back to the Department of Education and Early Childhood Development.

Q. How do I access the site?

Using your internet browser, type in the web address www.eduweb.vic.gov.au/forms/school/trd

Each school will need to use either the School EduMail account or the Principal’s EduMail account to log on to the census site.

For more information on this topic, see “How to log on to the Website”.

Q. When I try to access the website, access is denied?

This may happen for a couple of reasons.
1. Some internet programs are case sensitive. Ensure that the web address is entered as www.eduweb.vic.gov.au/forms/school/trd
2. You need to log on with either the School EduMail account or the Principal’s EduMail account. Please refer to the ‘How to log on to the Website” section.
Q. What happens if I am half way through completing the Teacher Recruitment census and I need to stop?

You can save the census as a draft and re-enter the website to complete it at a later time. Your information will not be lost if you click on the 'Save as Draft' button located at the bottom of the census page. Do not exit before you do this, otherwise you will lose all the information that you have entered.

However, if you have saved the Teacher Recruitment census as a draft remember to complete and submit the census prior to the expiration of the census closing date, **Friday 6 March 2009**.

Q. What happens if I submit the Teacher Recruitment census, but realise there are mistakes?

If the closing date has not expired, then go to the website. All your data will appear as you have entered it. Make the necessary changes and resubmit. Only the latest return from your school will be used.

If the closing date has expired, then please direct these enquiries to the Workforce Analysis Unit by email to workforce.analysis@EduMail.vic.gov.au or by phone on (03) 9637 3448.

Q. I am accessing the web page, but it is taking a very long time for it load.

Please direct these enquiries to the School Census Hotline on (03) 9637 3225.

Q. What are the system requirements that the Teacher Recruitment Census web page will work successfully on?

The web page can be accessed by IBM compatible Personal Computers. Browsers and optimal screen resolutions are listed below:

Please direct these enquiries to the School Census Hotline on (03) 9637 3225.

<table>
<thead>
<tr>
<th>Internet Browser</th>
<th>Internet Explorer Version 5 and above</th>
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<tbody>
<tr>
<td>Internet Options</td>
<td>JavaScript on</td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>Use small fonts</td>
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<tr>
<td>800 X 600</td>
<td>Use small fonts</td>
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<tr>
<td>1024 X 768</td>
<td>Use small fonts</td>
</tr>
</tbody>
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| Operating System | MS Windows 95,98 NT4, 2000, XP |

**How to log on to the Website**

To log on to the website, you will need carry out the following steps.

1. Open your internet browser program (E.g. MS Internet Explorer, Netscape etc).

2. Type the web address: [www.eduweb.vic.gov.au/forms/school/trd](http://www.eduweb.vic.gov.au/forms/school/trd). Some web browsers are case sensitive. Therefore you should enter exactly as the address is above.

3. You will be prompted to log on to the website.
4. You will need to log on as either your school with your school account or with the Principal’s EduMail account. (Not with any other account) If you are logging on with your school account, then type the User Name for your school account and the school account’s password.

The User Name for the school account will take the form of:

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SXXXXYY
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where:

- XXXX = School number (e.g. Ararat Primary school number is 800 = 0800)
- YY = Admin Centre Campus Number (E.g. Admin Centre Campus is 1 = 01)

Thus the User Name for Ararat Primary School's school account would be S080001

If you are unaware of the password for the school account, both the Principal and the delegate have the permission to reset the password.

To change the password:

1. Access the EduMail Homepage through the Principal’s or the delegate’s account. The web address for the EduMail homepage is: [www.EduMail.vic.gov.au](http://www.EduMail.vic.gov.au)

2. Click on Support, then select 'EduMail Account Administration'.

3. By choosing 'Account Management', a list of all staff members registered at your school will appear.

4. Select the account for which you wish to reset the password, and click 'Reset this user's password'.