



**BUSINESS
MANAGERS
VICTORIA**

BUSINESS LEADERS IN STATE SCHOOLS



Department
of Education

ES RELIEF PROGRAM 2026

*Supporting Victorian Government Schools with
Trained Relief Administration & Finance Staff*

WHAT YOU WILL LEARN

- ✓ Introduction to CASES21, Finance & Student Insight
- ✓ School Administration & Finance Processes
- ✓ Managing Receipts, Creditor & Debtor Payments
- ✓ Student Administration Skills
- ✓ Tax Insights
- ✓ Student First Aid Training & Certification



ELIGIBILITY

- ✓ Individuals interested in working in Education Support administration and finance roles
- ✓ Have **not previously worked** in a school office
- ✓ Are **not currently employed** by a school
- ✓ Are **interested in casual relief work** within a school office environment. The program is specifically for individuals interested in working **casual relief roles** within a school office
- ✓ Ideally have a referral from a current Victorian school employee

MORE INFO



<https://bmv.org.au/es-relief-program/>



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EDUCATION SUPPORT FINANCE & ADMINISTRATION RELIEF PROGRAM 2026

Supporting Victorian State Schools with Qualified Relief Staff

The Education Support Finance & Administration Relief Program is an initiative run through the Department of Education and Business Managers Victoria, aimed at providing assistance and support within the education sector, particularly for office staff in administration and finance roles. This program offers opportunities for individuals to receive training and gain practical experience in educational office settings.

By the program's conclusion, participants will have the training required to provide relief support in school administrative systems, enabling them to assist at short notice in schools.

The program trains participants for school office relief roles, equipping them with essential skills to assist schools on a short-term, flexible basis.

Program Requirements

- Attend all compulsory program components, including face-to-face training, online sessions, at-home learning modules, graduation day and volunteer work experience
- Complete 60 hours of volunteer work experience within Victorian government schools
- Undergo an interview and complete a PC competency test prior to acceptance into the program
- Gain experience across various areas of school administration and finance
- Be available for short-term relief work at short notice
- Commit to 12 months of relief work following program completion

Program Details

- Program commencement:
Week beginning 27 July 2026
- Program duration:
Term 3 2026 through to Term 4 2026
- Program Orientation Session:
Week beginning 13 July 2026
- 12 hub training days delivered through a combination of face-to-face training, online sessions and at-home learning modules, plus first aid training day
- Training centres will be offered across Victoria (locations to be confirmed)
- Each training centre will accommodate a maximum of 10 participants
- Shortlisted applicants will be interviewed between 22-26 June 2026

APPLY NOW

To apply for the 2026 Education Support Finance & Administration Relief Program, please complete the online application form and upload a current resume (maximum two pages).

Applicants may nominate two preferred training centre locations. Successful applicants will be allocated (if possible) to one of their selected training centres and must ensure they are able to travel to and attend their allocated location.

[APPLICATION FORM LINK](https://bmv.org.au/es-relief-program/) - APPLICATIONS CLOSE THURSDAY 11 JUNE 2026