Welcome to our first circular for 2016 about early childhood teacher registration. This circular contains important information about:

- The registration cycle
- Moving from provisional to (full) registration
- Mentoring provisionally registered early childhood teachers
- How to find out more

The next edition of the circular (late February) will focus on the special needs requirements for registration renewal.

The registration cycle

The registration cycle is based on the Australian Professional Standards for Teachers (APST).

An early childhood teaching qualification approved or recognised by ACECQA

Meets Graduate Teacher Standards

Provisional Registration

Meets Proficient Teacher Standards

Full Registration

Maintains Proficient Teacher Standards

Renewed regularly (annual process)
Provisionally registered teachers

If you are a new early childhood teacher, you will be provisionally registered for up to two years.

To be eligible to change your registration status to registered early childhood teacher, you must apply to VIT for (full) registration. To do this you need to:

- have taught for at least 80 days as a provisionally registered early childhood teacher in Australia or New Zealand
- have met the Australian Professional Standards for Teachers at the Proficient Teacher level. This is done through an evidence-based process undertaken in the service where you teach

The evidence-based process ensures that you have the opportunity to develop your practice to meet the standards within a supported environment. It requires you to work with more experienced colleagues and to reflect on the effectiveness of your practice in relation to your learners.

Moving from provisional to (full) registration

Free Twilight seminars for provisionally registered teachers are held across Victoria to help provisionally registered teachers understand their professional obligations and the process to meet the standards.

The seminars are from 4:30pm to 6:30pm (with registration and networking from 3:30pm) and are held in a range of locations across Victoria. They are also a great opportunity for provisionally registered early childhood teachers to share their teaching experiences with other provisionally registered teachers and to meet VIT staff who can assist them.

In the majority of circumstances, provisionally registered early childhood teachers will be mentored by experienced registered early childhood teachers who have undertaken VIT mentor training.

Mentoring provisionally registered teachers

The two day Early Childhood Teacher Effective Mentoring Program is offered to registered early childhood teachers who anticipate taking on the role of mentoring provisionally registered early childhood teachers.

The program provides the opportunity for early childhood teachers to strengthen their mentoring skills and to provide the support required to build the professional practice of beginning early childhood teachers. By completing the program, you will become a VIT mentor.

The program is provided at no cost to participants. Services will not be reimbursed for the cost of replacing their teacher on the day.
The Effective Mentoring Program

If you have already completed the DE&T one day mentor training seminar, then you will need to complete a one day refresher program to become a VIT mentor. DE&T will be writing to you with details of how to register for the refresher program.

If you have not completed the one day mentor training program, then you will need to complete the two-day Effective Mentoring Program to become a VIT mentor.

Each day will be from 9am – 4pm and the dates and locations are below:

<table>
<thead>
<tr>
<th>Day One</th>
<th>Day Two</th>
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<tbody>
<tr>
<td>Thursday 3 March – Melbourne CBD</td>
<td>Friday 6 May – Melbourne CBD</td>
</tr>
<tr>
<td>Friday 4 March – Box Hill</td>
<td>Friday 20 May – Box Hill</td>
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<tr>
<td>Thursday 10 March – Ballarat</td>
<td>Friday 27 May - Ballarat</td>
</tr>
<tr>
<td>Friday 18 March - Pakenham</td>
<td>Thursday 2 June - Pakenham</td>
</tr>
<tr>
<td>Monday 21 March – Melbourne CBD</td>
<td>Friday 3 June – Melbourne CBD</td>
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To register for the two day Effective Mentoring Program

Log in to your MyVIT to select and sign up for the session that suits you.

1. Go to your MyVIT.
2. Log in using your registration number (6 digit number on your registration card) and your password.
3. Go to 'My Events' from the left hand navigation bar.
4. Select 'EC Teachers mentor sessions'.
5. Select the seminar you wish to attend and click on 'Proceed to Register'.

Once you have registered for a session, you will receive a confirmation email and the event will appear on the Events page of your MyVIT portal. You will also be sent a reminder email one week prior to the event.

If you’d like to become a VIT mentor but can’t attend the two day Effective Mentoring program for early childhood teachers, then you can attend the two day (school) teacher mentor training program instead. Look on our website for dates and locations and email us at mentors@vit.vic.edu.au to register.

How to find out more

Further information about all aspects of early childhood teacher registration is available on our website.

If you are unable to find the information you need, email us or call and talk to us on the
ECT hotline by calling **1300 977 263**. Our call centre is open from 8am to 5pm Monday to Friday (except on public holidays).

Thank you for reading this circular.

Kind Regards

_MELANIE SABA_
_CHIEF EXECUTIVE OFFICER_
_VICTORIAN INSTITUTE OF TEACHING_

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