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Subject: Circular 5 / 2016 VET IN SCHOOLS



**VICTORIAN INSTITUTE OF TEACHING
MESSAGE TO SCHOOL PRINCIPALS
CIRCULAR 5 / 2016
VET IN SCHOOLS**

*This circular is being sent to principals of all schools.
Please ensure that the principal receives this email.*

Dear Principal

Many schools offer VET subjects as part of their curriculum, and may utilise a VET teacher from outside the school to teach the subject. I understand there may be some uncertainty about the registration requirements for these teachers, so I'd like to explain the circumstances where VET teachers do need to be registered with the VIT.

The key aspect is where the teaching takes place. If the teaching occurs outside of the school – e.g. the students attend an RTO for that subject – the teacher does not need to be registered with the VIT.

If the teaching takes place on the grounds of your school, you need to ensure the teacher is registered, even if they are employed by an RTO who may also be providing curriculum and materials.

What do you need to do?

You need to ensure that a person who is teaching VET in your school holds registration or permission to teach. You can read about permission to teach [here](#).

What if I have a registered teacher present in the classroom alongside the VET teacher?

Even with a registered teacher in the classroom, the VET teacher must be registered.

I hope I have cleared up any uncertainty you may have had over this issue. Thank you for reading this circular and if you have any questions, please call the Principals' Hotline on 1300 650 375.

**MELANIE SABA
CHIEF EXECUTIVE OFFICER**