

From: Victorian Institute of Teaching [mailto:no-reply@vit.vic.edu.au]

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Subject: Circular 1 / 2016 TEACHERS WHO HAVE NOT COMPLETED REGISTRATION TASKS



VICTORIAN INSTITUTE OF TEACHING

MESSAGE TO SCHOOL PRINCIPALS

CIRCULAR 1 / 2016

TEACHERS WHO HAVE NOT COMPLETED REGISTRATION TASKS

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

Dear Principal

Welcome back for 2016. I appreciate this will be a busy time for you as you prepare for the commencement of the new school year. This circular provides information in case you have any teachers on your staff who have registration matters they need to clear up prior to resuming teaching.

TEACHERS WHO HAVE NOT COMPLETED REGISTRATION TASKS

Although the vast majority of teachers completed all their registration tasks promptly during 2015, some teachers did not complete their tasks prior to the 31 December 2015 cut-off date.

All teachers who had not completed registration tasks were notified by letter that they needed to attend to these matters before 31 December 2015.

TEACHERS WHO HAVE BEEN REMOVED FROM THE REGISTER

As required by legislation, those teachers who were due to renew their registration and did not complete all their registration tasks have been removed from the register.

These teachers have been sent a letter from the Institute informing them that their name has been removed from the register. To resume teaching, they will need to re-apply for registration, by submitting an online application for registration. This will involve the following:

- if not previously provided, evidence of qualifications which meet current requirements
- a new National Police History Check (NPHC)
- upfront payment.

We will do everything we can to expedite teachers' application for registration; however, there can be no guarantees as the NPHC is undertaken by an external organisation and can take up to 20 days. To minimise potential delays, teachers should ensure that all documents are provided and correctly certified to assist in processing their registration. You can watch a video [here](#) explaining how to send supporting documents to the VIT.

TEACHERS WHO HAVE BEEN SUSPENDED

The majority of teachers have moved from five yearly renewal of registration to annual renewal. A small number of teachers are finishing their five year renewal cycle and were not required to complete their renewal of registration in 2015. They would have been required to complete their other registration tasks, such as paying their fee and updating their NPHC. Any of these teachers who did not complete these tasks by 31 December 2015 will have been sent a letter informing them that their registration has been suspended and advising how they can apply to have their suspension revoked. These teachers can only resume teaching once this has been completed.

Your School Portal can help you confirm whether a teacher is registered to teach this year. Go to the Institute website at www.vit.vic.edu.au and click the 'School Login' tab.

I appreciate your assistance ensuring that these teachers are registered and I look forward to working with you further in 2016.

MELANIE SABA
CHIEF EXECUTIVE OFFICER

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