

## Fact sheet

# Applying for a teaching position and your VIT registration requirements

Appointing pre-service teachers (PSTs) in Victorian schools and early childhood services is important to the profession. Many PSTs who are due to graduate this year have already applied for teacher registration. However, until VIT obtains evidence of course completion from initial teacher education (ITE) providers, their registration cannot be finalised.

To ensure you are ready to teach in the new year, VIT will prioritise the pre-assessment of these applications while waiting for the evidence of course completion.

If you have not applied for registration with VIT, you are encouraged to do so as soon as possible so that VIT can [assess your application](#) prior to the start of term 1 next year.



[Legislation](#) requires that all people undertaking the [duties of a teacher](#) in Victoria must hold registration, and penalties apply for both unregistered teachers and their employers. This is to ensure that teachers are properly [qualified](#) and [suitable](#) to be in a position of responsibility for learners' care.

### Advice for PSTs on applying for VIT registration

- apply now so your application can be assessed as soon as possible
- applications can take [up to 6 weeks](#) to be assessed once all documentation is submitted – to avoid delays, include all relevant documents in your application
- ensure you apply for the [correct type of registration for the setting you intend to work in](#)
  - [early childhood teacher registration](#) for kindergarten
  - [teacher registration](#) for school settings, if you are eligible you can apply for both, to keep your employment options open
- advise VIT in your application if you have a pending teaching position
- if you obtain a teaching position after you have submitted an application, you can retrospectively add the start date (to help ensure the application is assessed before you commence work).

Amy Davis (registered teacher) with learner  
Clyde Creek Primary School



## Advice for PSTs with pending VIT registration

If you accept a position as a teacher when your registration is pending, you must

- inform your employer of your VIT pending status
- once your application is approved
  - you will receive a confirmation SMS and email welcoming you to the profession
  - your name will appear on the [register of teachers](#)
  - a [registration card](#) will be mailed (note: [you do not need a registration card](#) to prove you are registered)
- inform your employer as soon as your application is approved (you can track the progress of your application through your [MyVIT account](#))
- inform your employer of any issues with registration that may impact your ability to meet your starting date
- not undertake the [duties of a teacher](#) – even under supervision – until your application has been approved and your name can be seen on the register.

Once an application has been assigned to a case manager, that person will be the point of contact, and will request further information (if required) during the assessment process.



The responsibility for gaining and maintaining teacher registration lies with the PST. You can help them by providing our [How to register as a teacher guide](#) and [tutorial videos](#) before completing your application.



David Beardsley (registered teacher) with learner Camberwell Grammar School