victorian institute of teaching

How-to guide

Digital registration card checkers

VIT registration is going completely digital

Digital registration cards are here – providing employers with another way to instantly verify teacher and early childhood teacher registration in Victoria.

You're already using the register of teachers and Employer portal to monitor and maintain teacher registration, now you can conveniently access the same live registration data on the go with a digital registration card.

Using the Service Victoria app, registered teachers and early childhood teachers can easily retrieve and show their registration details in real-time via their smartphone. Simply ask the teacher to log in to the Service Victoria app, click on 'Wallet' and then 'VIT registration card' to check if their registration is current.

Key benefits of digital registration cards

- **Real-time verification** - fast, secure and always up to date using live data from VIT's teacher registration system
- **Enhanced security** - QR code links to VIT's register of teachers and onetime password integration within Service Victoria's system helps prevent fraud and identity theft
- **Reduces risk to child safety** – prevents unregistered teaching practice and helps keep schools and early childhood centres safe through access to live data
- **Convenient access** – available anytime via a smartphone or tablet - no need to carry a physical card
- **Streamlined for employers** - confidently scan the QR code for instant verification that matches the register of teachers.

How to check a digital registration card

Verify the card is legitimate

There are several security features to help confirm that a digital registration card is legitimate.

Ask the teacher to pull down to refresh or click the 'Tap here to refresh' button

This automatically updates the display. Check the 'last refreshed' time stamp at the bottom of the page to confirm when the app last pulled information from VIT's register of teachers. Then check the details are accurate and up to date.

View the hologram

Check to see if there is a hologram layered over the VIT logo and card background at the top of the display. Ask the teacher to tilt their phone back and forth, you'll see the image move and shimmer.

Verify teacher registration is current

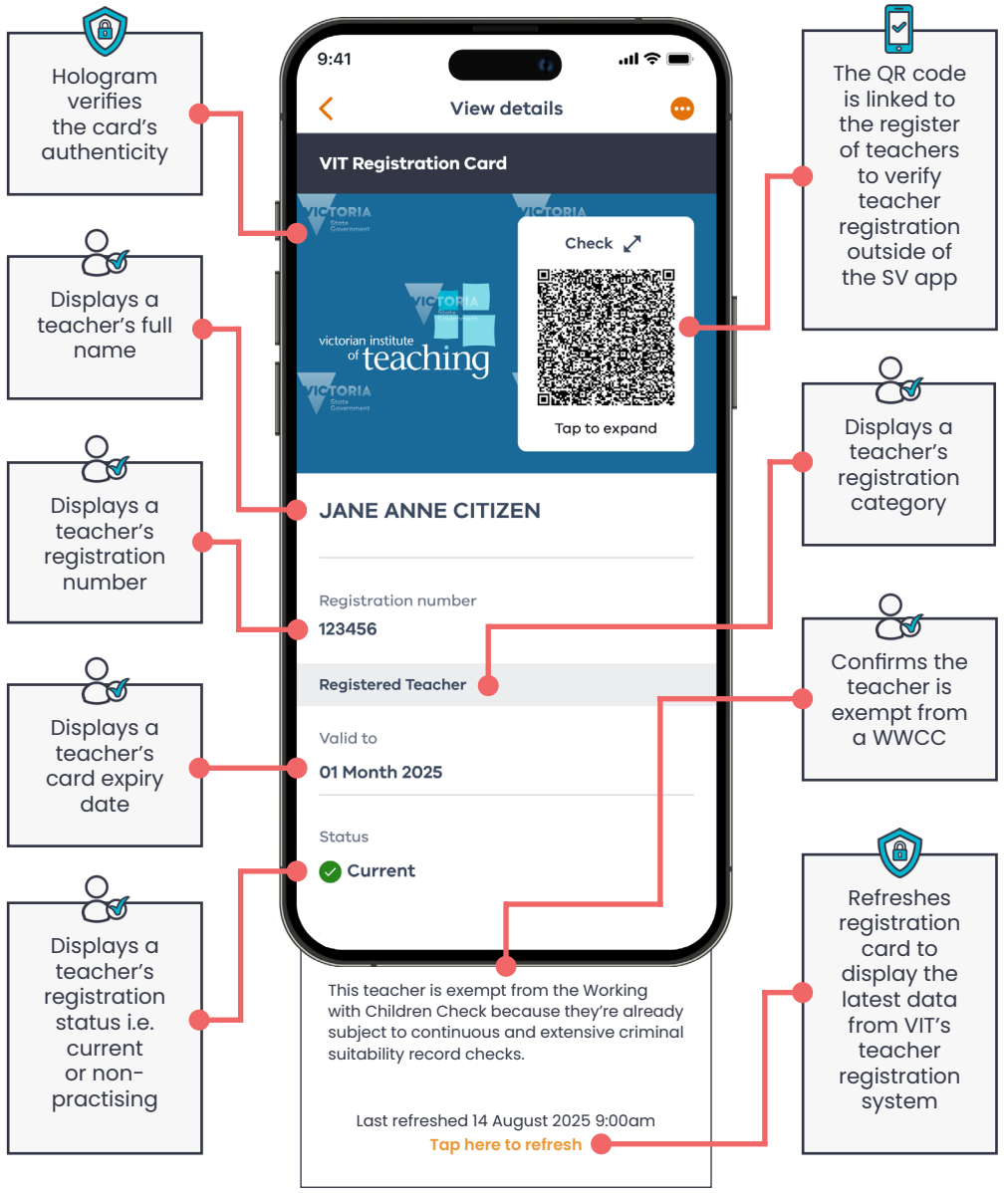
Check the following registration details to verify the teacher has current registration.

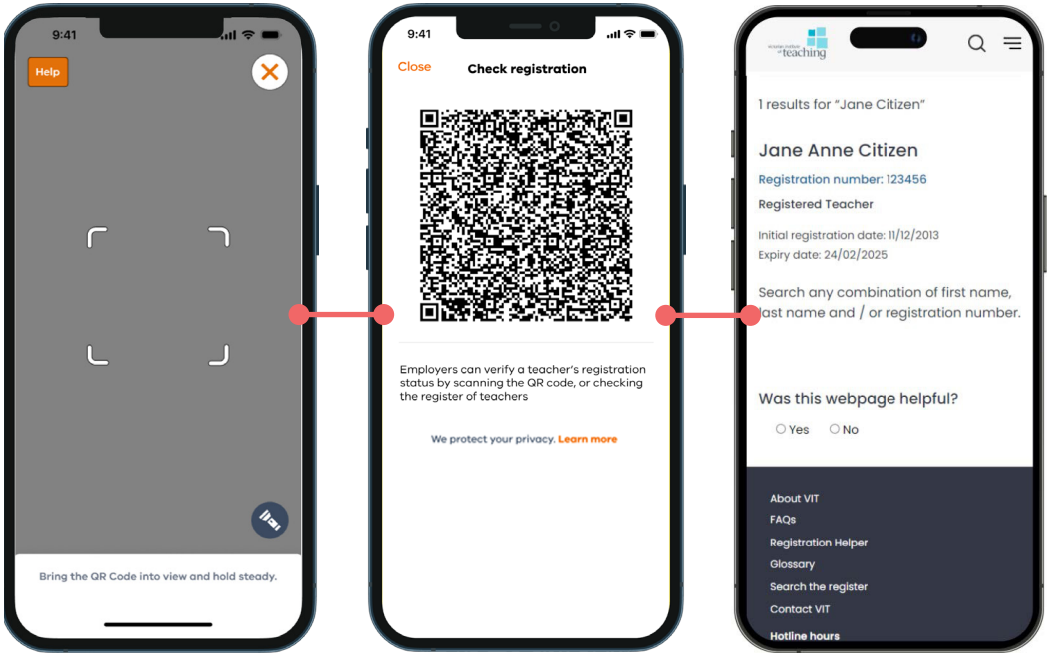
Ask the teacher to provide a form of photo ID to confirm their identity and full name

Visually check the photo ID matches that of the person in front of you and check the name on the photo ID matches the name on the display.

Check the teacher's registration number, category, status and expiry date

A teacher must have current registration to be permitted to teach and undertake the duties of a teacher. If the teacher's status is 'non-practising', they are not permitted to teach or undertake the duties of a teacher.





How to scan the QR code for verification

Scan the QR code using your own device

To complete the verification process, you'll need to scan the QR code and check the register of teachers.

Use the Service Victoria app scanner on your device

Open the app scanner and line up your device to scan the code. Don't touch the teacher's phone – just ask them to tilt their screen towards you. You can enlarge the QR code by tapping on it if needed.

Check the register of teachers

Once scanned, you'll be redirected away from the Service Victoria app to VIT's website where you can confirm their registration details via the register of teachers.

Registration details displayed in the card must match the details displayed on the register of teachers.

Always be sure to download the latest version of the Service Victoria app.

Real-time proof and peace of mind

Digital cards are always up to date – pulling live data from VIT's registration system. This means you can scan the QR code to instantly verify a teacher's registration status. Digital registration also reduces the risk to child safety and helps keep schools and early childhood centres safe.

A teacher's registration can change at any time (e.g. become expired, placed on interim suspension or cancelled), therefore physical cards are only valid on the day they are printed.

The register of teachers, Employer portal and digital registration cards are all linked to VIT's teacher registration system and updated immediately upon a change in registration, and therefore the only safe and accurate methods to prove a teacher's registration status.

Non-practising teacher registration

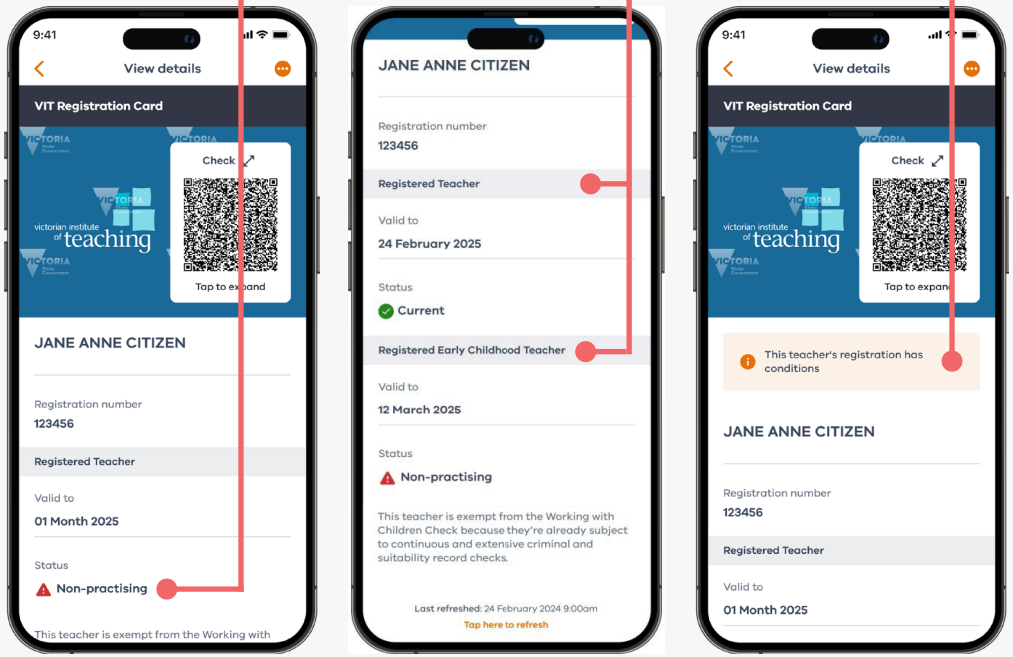
A non-practising teacher's digital registration card displays a registration status of 'non-practising' (easily identified with a red exclamation mark) to indicate they are not permitted to teach and unable to undertake the duties of a teacher.

Multiple teacher registration

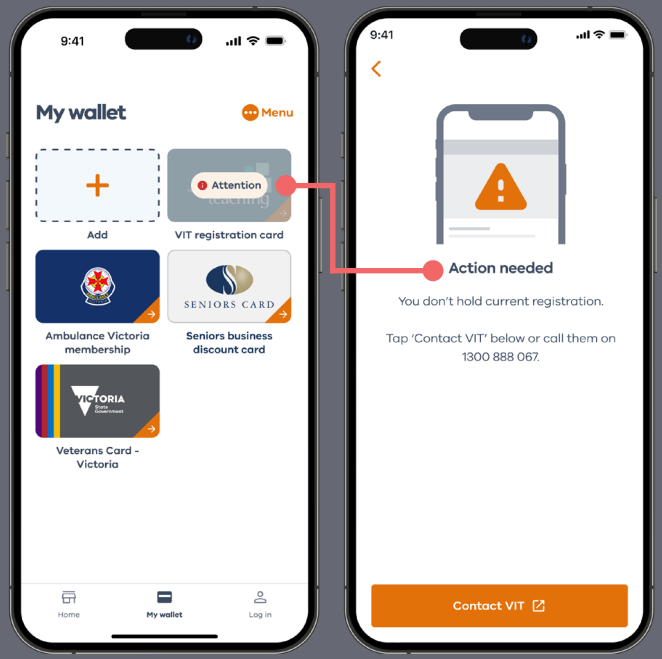
A digital registration card displays multiple registrations within one card. Teachers are issued with one digital card in the Service Victoria app, regardless of the number of registrations i.e. teacher and early childhood teacher registration displays under one digital card.

Teacher registration with conditions

A yellow banner may appear at the top of the digital card to display a message alerting an employer that the teacher's registration is subject to conditions.



Restricted access for expired or suspended teachers

Digital registration cards are not accessible to teachers whose registration has expired or become suspended. The digital card is visible in the teacher's Service Victoria app wallet, however access is restricted. An alert message will display on the digital card and when tapped, a screen will appear advising that the teacher does not hold current registration and to contact VIT for assistance.

If an employer wishes to confirm a teacher's registration via their digital registration card, they will see the teacher does not have current registration and will be unable to access the card or scan the QR code.