

Applying for Teacher Registration Guide

Online application modules



Anja Stanislawski (registered teacher) with learner
Fitzroy North Primary School

Last updated 28 August 2024



Clare Redenbach (registered teacher) with learner
Waratah Special Development School

Contents

Before you begin	1
Core application modules	2
Qualifications	2
Criminal record check	3
Proof of identity	3
Verification of identity	4
Option 1: Use Service Victoria to instantly verify identity	4
Option 2: Complete a VOI form	4
Proof of identity – name history	5
Proof of identity – address history	5
Suitability	6
Conditional application modules	7
English language competency	7
Overseas criminal record check	9
Mutual recognition	9
Immediate full	10

Before you begin

To submit an application for registration with VIT, applicants will be asked to complete a series of online application modules. This guide describes how to complete each module and why it might be required.

Please note, if you are currently residing outside Australia, you must apply for registration within 3 months of your intended arrival in Australia. You will be asked to provide confirmation of your itinerary and/or job offer.



Documents in a language other than English

Some application modules will ask applicants to provide supporting documentation.

Applicants providing copies of documents in a language other than English must also provide translations prepared and certified as correct by a translator accredited by the [National Accreditation Authority for Translators and Interpreters Ltd](#) (NAATI).



Siyi Chen (registered teacher) with learners
Flemington Child Care Co-operative

Core application modules

Qualifications

Legislation requires that, in order to be registered as a teacher, a person must obtain a qualification that is appropriate for entry to teaching. This qualification must be approved by the Minister or be determined by VIT to be equivalent to an approved qualification.

Read about the [approved and recognised qualifications](#) accepted by VIT for registering as a teacher or early childhood teacher.

To complete the qualifications module, you'll be required to provide details of the qualifications you hold.

Applicants for teacher registration will need to provide four years of full time (or equivalent) higher education study, including an approved initial primary and / or secondary teaching qualification of at least one year's duration. This includes undertaking a minimum of 45 days of [supervised teaching practice](#).

Applicants for early childhood teacher registration will need to provide qualifications that have been approved or recognised by the Australian Children's Education and Care Quality Authority (ACECQA) at the early childhood teacher level.

You will be asked to submit information about this qualification (and other qualification requirements accepted by VIT) such as

- qualification type and location
- qualification provider
- qualification program
- qualification start and finish date
- supervised teaching practice days and settings.

You will also be asked to upload evidence of your qualifications in most cases, which may include

- official academic transcripts
- evidence of supervised teaching practice (STP)
- evidence of completion
- evidence issued by ACECQA regarding an early childhood teaching qualification.

If your university has provided these to you as one document, you will need to upload it twice (labelling one copy 'academic transcript' and the other copy 'evidence of completion') in order to progress this module.



Benjamin Moody (Principal and registered teacher) with learners Caledonian Primary School

Criminal record check

To be registered with VIT, or to renew your registration as a teacher, you will need to have a current and satisfactory Nationally Coordinated Criminal History Check (NCCHC) conducted by VIT on your behalf.

You will be asked to consent to VIT undertaking an NCCHC on your behalf by reading and accepting the Australian Criminal Intelligence Commission (ACIC) disclaimer.

You cannot use a criminal history check conducted for another purpose to meet this requirement. This is because a check is point in time, and the police information released may differ between checks based on the specific legislation and information release policies that apply.

Proof of identity

You will be required to provide evidence that proves your identity as well as give consent so VIT can undertake an NCCHC on your behalf. The VIT may carry out other criminal record checks occasionally.

Applicants will be asked to provide four different identity documents, verify their identity via [Service Victoria](#) or a verification of identity form, and provide consent for VIT to pass their information on to [Australian Criminal Intelligence Commission](#) (ACIC) to undertake the check.

If an applicant has legally changed their name at any stage, they will also be required to provide a change of name document.

Proof of identity documents required

- 1x Commencement of identity document
- 1x Primary use document
- 1x Secondary use document

At least one (1) document of identity must include a photograph.



Jessica Mason (registered teacher) with learners
Worawa Aboriginal College

Verification of identity

The ACIC requires evidence that proof of identity documents belong to the applicant. This can be done instantly via the Service Victoria app or by submitting a valid Verification of identity (VOI) form signed by authorised third party. Both options must be completed via an applicant's MyVIT account. A [full list of accepted proof of identity documents](#) can be found on the VIT website. If you are unable to meet the proof of identity requirements you will need to contact VIT directly.

Option 1: Use Service Victoria to instantly verify identity

This process requires applicants to [use Service Victoria's app for verification](#) using the following documents.

An original primary ID document, which must be one of the following
<ul style="list-style-type: none"> • Australian passport (current or expired less than three years) • current foreign passport (with linked Australian visa) • Australian birth certificate • Australian citizenship certificate.
An original secondary ID document, which must be one of the following
<ul style="list-style-type: none"> • current Australian drivers licence • Medicare card (physical card only).
A smartphone that is
<ul style="list-style-type: none"> • with a valid Australian mobile number • less than five years old • capable of taking and uploading a photo of yourself.

At least one ID document must have a photo, and the names on your ID documents must match. If they do not match, you will be asked to provide a change of name certificate or marriage certificate issued by an Australian Births, Deaths and Marriages registry.

Option 2: Complete a VOI form

This process requires applicants to fill in the VOI form and take original identity documents to an authorised third party for verification.

You must complete the [VOI form](#) to provide evidence that links you to your documents. Please complete the form in full, including the expiry dates of documentation.

The VIT is unable to accept VOI forms that do not contain complete verification from an authorised third party. Please include your referee's professional registration number where possible. Submission of incomplete documents may delay the [assessment of an application](#).

All documents must be in the same name. If any documents appear in a different name, such as a maiden name, then official documentation must be provided as evidence of the change in name.

Commencement of identity documents
<ul style="list-style-type: none"> • Australian passport • Australian birth certificate • ImmiCard • Australian Visa.
Primary use documents
<ul style="list-style-type: none"> • Australian drivers' licence.
Secondary use documents
<ul style="list-style-type: none"> • Centrelink card • Medicare card.

When submitting your proof of identity documentation, VIT recommends you use the suggested documents above so that your evidence can be validated immediately. This will avoid delays in the assessment of your application, as other documents can only be validated by the VIT after your application has been submitted.

Proof of identity – name history

Your name is an identifier for your proof of identity that is legally required to become a registered teacher.

The name you provide when you create a MyVIT account will be checked against your proof of identity documentation.

The name history module will be completed when you create your account, however you must add further name history if you have ever been known by another name or use an alias.

You will need to upload evidence of all formal name changes, such as

- marriage certificate
- deed poll
- change of name certificate
- divorce order
- [statutory declaration](#) (when none of the above documents are available).

Informal name changes (such as anglicised names) must be included in your application, but do not require supporting evidence.

Proof of identity – address history

The VIT requires your address history for the previous five years to ensure we have accurate information to conduct your Nationally Coordinated Criminal History Check (NCCCHC).

The address history module will be populated with the address you provided when you created your MyVIT account.

If you have lived in your current address for five years or more, the module will already be completed, and this will be indicated by a green tick. If you haven't been living in your current address for five years, you will be required to input your previous address(es).

You will be required to provide at least five years of your address history without any gaps, including the day / month / year. If you have lived in two different locations within the last five years of making an application, you will need to enter the dates you started living in one location and the date you moved to a new location, without any gaps.

For example: If you started living at 123 Old Street in May 2014 and you moved to 456 New Street in June 2023 you will need to select the day you moved in and out of each house, with no gaps.

123 Old Street (01/05/2014 – 01/06/2023)

456 New Street (01/06/2023 – current)



Aaron Connolly (registered teacher) with learner
Our Lady of Fatima School

Suitability

Legislation requires VIT to ensure that a person is [suitable to teach](#) in a school and / or early childhood service. As part of your application, you are required to declare any condition(s) that will affect your ability to undertake the duties of a teacher.

Suitability to teach means determining whether a person is fit to teach and whether a person is physically or mentally able to teach. This includes assessing whether the character, reputation and conduct of a person are such that a person should be allowed to teach in a school and / or early childhood service.

You will be asked questions about the following categories

- professional history
- impairments
- criminal history
- reportable conduct
- negative and interim negative notices
- overseas residence.

An impairment may be ongoing or temporary, but conditions such as broken bones or pregnancy **do not need to be declared**. Depending on the nature of the impairment and the information you provide in your statement, VIT might require the submission of a medical report or a statutory declaration.

Read this [fact sheet](#) for more information about suitability considerations.

Please note: declaring an impairment and / or a conduct matter will not automatically result in rejection of your application. The VIT may ask you to provide further information in order to assess your suitability to teach.



Learners from Fitzroy North Primary School

Conditional application modules

Depending on your circumstances, you may also be required to complete the following modules.

English language competency

Teacher registration

An applicant for teacher registration satisfies English language competence requirements if they provide evidence that their teacher education qualifications, consisting of four full years of higher education study that includes an approved initial teacher education program (or qualifications assessed as comparable), were undertaken in English in Australia, New Zealand, the United Kingdom, United States of America, Canada or the Republic of Ireland.

If you have completed your higher education studies in any other country, you will need to provide a copy of an approved English language test. For example

- if you completed an undergraduate teacher education qualification in Singapore, you will be required to provide, evidence of your English language competence by completing an English language test
- if you completed an undergraduate degree (in a study other than teacher education) in France and then completed a postgraduate teacher education qualification in Australia, you will be required to provide evidence of your English language competence by completing an English language test
- if you completed an undergraduate teacher education qualification in Australia, your qualifications are evidence of your English language competence.

Early childhood teacher registration

An applicant for early childhood teacher registration satisfies the English language competence requirements if they provide evidence if their ECT qualification was undertaken in English in Australia, New Zealand, the United Kingdom, United States of America, Canada or the Republic of Ireland. For example

- if you completed an undergraduate ECT qualification in Singapore, you will be required to provide evidence of your English language competence by completing an English language test
- if you completed an undergraduate degree (in a study other than teacher education) in France and then completed a postgraduate ECT qualification in Australia, your qualifications are evidence of your English language competence.
- if you completed an undergraduate teacher education qualification in Australia, your qualifications are evidence of your English language competence.

Depending on your qualifications and where you studied, you may be required to provide information about your test results from either of the following accredited testing centres.

- [International English Language Testing System \(IELTS\)](#) – scores of at least 7 in reading and writing, and at least 8 in speaking and listening
- [International Second Language Proficiency Rating \(ISLPR\)](#) – scores of at least 4 in all skill areas.

You will need to provide the test, test scores and evidence of your test results dated within 2 years. Please note

- applicants must reach the required scores for each skill area regardless of their overall score
- the IELTS must be taken at a test centre (with the delivery format of 'IELTS on a computer' or 'IELTS on paper')
- the VIT **accepts** [IELTS One Skill Retake](#) results, which allow applicants to retake any one component of the test, without having to retake a full test (please note this option is only available if you book the component within 60 days of undertaking the initial test and your delivery format is 'IELTS on a computer')
- the VIT **does not accept** IELTS Online test results.

For more information, visit the [English language competency](#) page.



Bradley Arthur (registered teacher) with learners
Fitzroy North Primary School

The VIT may request a statutory declaration to cover small gaps (of up to 3 months) between an overseas criminal record check being issued and your arrival in Australia.

Overseas criminal record check

If you were over the age of 18 while continuously residing* in any country other than Australia for 12 months within the last 10 years, you will need to provide a police certificate issued by the national police service in the country you lived in. [Read more about obtaining a police certificate from a list of overseas countries.](#)

You will be asked

- dates that you resided overseas
- country(ies) that you resided in
- whether you have obtained an Australian permanent residency visa or citizenship since residing overseas (you will need to upload evidence of this)
- if an overseas CRC is required, you will need to upload a copy of this – note: VIT can only accept overseas CRCs that meet the [Department of Home Affairs](#) guidelines.

*you have resided continuously in a country if you have held a primary address in the country for a period of more than 12 months, even if you have taken holidays in a different country during this period. For example, if you

- lived in the United Kingdom between 01/02/2022 and 02/03/2023
- travelled to France for a period of 1 month
- maintained your address in the United Kingdom during this time
- you will be required to provide an overseas CRC from the United Kingdom.

An overseas CRC must cover the full period that you resided there.

If you currently reside overseas, the overseas CRC must be issued within 7 days of your application being submitted (e.g. if your application is submitted on 31 August, the CRC must be issued no earlier than 24 August).

If you have obtained an Australian permanent residency visa or citizenship since residing overseas, you will be exempt from providing an overseas CRC.

Mutual recognition

If you're currently registered interstate or in New Zealand, and want to teach in Victoria, you may be eligible to apply for registration via mutual recognition. Your eligibility will be determined at the start of the application process via a set of registration pathway questions.

If eligible, VIT will recognise your interstate and / or New Zealand teacher registration which will streamline the initial registration process for the equivalent registration type.

In addition to the regular application modules, you will be required to provide the following information

- teaching jurisdiction
- teaching jurisdiction registration type
- teaching jurisdiction registration number
- teaching jurisdiction registration expiry
- statutory declaration confirming the information you have provided.

Note: a new scheme, Automatic Mutual Recognition, has been introduced by Commonwealth and State Governments aimed at increasing occupational mobility. This scheme does not currently apply to teachers. Those currently registered interstate or in New Zealand who wish to teach in Victoria can register with VIT via the mutual recognition process.

Immediate full

If you have held full registration in Australia or New Zealand in the last five years and taught for at least 80 days during this time, you may be eligible to apply for immediate full registration. Your eligibility will be determined at the start of the application process via a set of registration pathway questions.

To hold full registration, you must demonstrate that your professional practice meets the Australian Professional Standards for Teachers (APST) at the proficient level. If you have demonstrated this to a teacher registration authority in Australia or New Zealand within the last five years, you may be eligible for immediate full registration.

In addition to the regular application modules, you will be required to provide the following information

- evidence of full registration* held in Australia or New Zealand in the last five years (e.g. copy of your registration card, statement from a teacher registration authority)
- a statement of service showing at least 80 days of teaching in Australia or New Zealand in the last five years [i.e. an official letter from your previous employer(s) detailing the role held, start and end dates of the position, and the full-time equivalence of the role].

*your registration **does not need to be current** to apply for immediate full registration



Robert Davis Jr (registered teacher) with learners
St Michael's Grammar School

Victorian Institute of Teaching

717 Bourke Street, Docklands VIC 3008
PO Box 531, Collins Street West VIC 8007

t. 1300 888 067

e. vit@vit.vic.edu.au

w. vit.vic.edu.au