

# Employer pack

A guide to teacher registration



Anne Hume (registered teacher and principal) with learners  
Barwon Valley School

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# Introduction

# Purpose

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Teacher registration in Victoria is regulated by the Victorian Institute of Teaching (VIT). It is a legal requirement for all teachers to be registered with VIT in order to be employed in a school or early childhood education and care service or Victorian children's service.

**The term 'teacher' refers to both teachers and early childhood teachers registered with VIT. The term 'employer' refers to principals, school leaders, early childhood managers and other employers of teachers.**

As 'co-regulators' of the teaching profession, employers are required to ensure their teachers hold valid teacher registration. This is critical in maintaining professional status and public confidence in the profession, and providing for the safety and wellbeing of children and young people.

The Employer Pack is a comprehensive guide that will assist you in understanding the importance of teacher registration and your obligations as an employer.

It's a one-stop-shop for principals, assistant principals, school leaders, early childhood managers and authorised delegates seeking information on how to manage and monitor teacher registration as well as guide staff through the registration process.

In this pack you will find links to key terms, related information and useful resources. The pack also includes quick links to sections within the document so you can easily find what you need.

## Icon key



Resources for further education



Critical information to know



Handy information to know



Related information for further context



As the teaching and regulatory landscape continues to evolve in Victoria, the Employer Pack will be regularly updated with the latest information to keep you informed of your obligations. You can access the pack anytime in the [Employer resources](#) section of our website or by logging into your [Employer portal](#) and clicking on the 'Communications and resources' tile.

# About VIT

# Who we are

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The VIT is an independent statutory authority for the teaching profession, whose primary function is to regulate members of the teaching profession.

The VIT undertakes its functions in accordance with the [Education and Training Reform Act 2006](#) to regulate for a highly qualified, proficient and reputable teaching profession.

The VIT regulates teachers across all systems and sectors: teaching professionals in government, independent and Catholic systems across primary, secondary and early childhood sectors.

Our vision is to ensure that Victorian learners have the best teachers.



The VIT's [regulatory approach](#) sets out our strategy to regulate the teaching profession in Victoria, reflecting best practice and strengthening our risk-based approach to teacher registration. It provides the teaching profession, the government and the general public with a set of principles that outline how we perform our role and what you can expect from us.

## Our history

- **2002** - the VIT was established by the *Victorian Institute of Teaching Act 2001*
- **2006** - the *Education and Training Reform Act 2006* (the Act) amalgamated all relevant education and training Acts
- **2007** - the Act was proclaimed
- **2011** - further substantial amendments to legislation were enacted to remove professional advocacy on behalf of teachers and the profession
- **2018** - further substantial amendments to legislation were enacted to consider the wellbeing and safety of children, including by considering community expectations
- **2021** - further substantial amendments to legislation were enacted to approve pathway programs, endorse continuing education programs, and raise the quality of teaching
- **2022** - the VIT continues to operate under and subject to the Act as amended



Amanda Heggen (registered teacher) with learner Our Lady of Fatima School

# What we do

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The VIT is obligated to administer Part 2.6 of the Act and report to Parliament through the Minister for Education. Our work is completed on a cost recovery basis funded primarily through revenue from teacher registration fees – the VIT does not receive funding from the government.



## ITE approval and accreditation

To ensure aspiring teachers are well prepared for entry into the profession, VIT [accredits initial teacher education \(ITE\) programs](#), [approves pathways into ITE programs](#) and [endorses continuing education programs](#).



## Investigating conduct

To provide for the safety and wellbeing of children and young people, VIT operates a rigorous process to [investigate](#) and [take action](#) in relation to inappropriate or unprofessional conduct, incompetence or lack of fitness to teach.



## Teacher registration

To ensure that only qualified and suitable persons are able to teach, VIT registers teachers through checking the [qualifications](#) and [suitability](#) of those wishing to join the profession.



## Monitoring compliance

To regulate compliance, VIT investigates unregistered teaching, conducts [audits](#) of teachers' declarations regarding their [recency of practice](#) and professional learning, and develops the Victorian Teaching Profession's [Codes of Conduct and Ethics](#).



## Maintaining professional practice

To maintain [professional standards](#), VIT ensures all teachers undertake standards-referenced [professional development](#) to substantiate their competence at the proficient level and to progress from [provisional registration to full registration](#).

# Who governs us

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The VIT is governed by a [14-member Council](#), the majority of whom are practising teachers from government, Catholic and independent schools. Key stakeholder groups (such as parents, teacher employers and teacher educators) are also represented.

Thirteen members of the Council are appointed by the Governor in Council on the recommendation of the Minister for Education. The fourteenth member is the nominee of the Secretary of the Department of Education.

The Council is supported by a Secretariat under the leadership of the Chief Executive Officer (CEO). The CEO reports directly to the Council.



Anthony Gravener (registered teacher) with learners  
Saint Ignatius College

# Why teacher registration is important

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It is a legal requirement for all teachers to be [registered](#) with VIT in order to undertake the [duties of a teacher or early childhood teacher](#) in a Victorian school or early childhood service.

Teacher registration helps [maintain professional status, standing and public confidence](#) in the teaching profession, particularly in the suitability of teachers to work with children.

The VIT provides a wide range of statutory functions that are mandated by legislation, and these functions extend well beyond registering teachers to ensure only qualified and suitable persons are eligible to work in Victorian schools and early childhood services.



Watch our video on [why registration is so important for the teaching profession](#).



Alisha Negi (registered teacher) with learners  
McClelland College

# Misconceptions about our role

As an independent, self-funding authority, VIT regulates the teaching profession in the public interest. Although we report to the Minister for Education, we are not a Victorian Government department or part of the Department of Education.

We often receive questions about employment issues or curriculum matters, requests for professional development or services that might be expected from an industrial advocate or membership organisation.

Some common misconceptions about VIT's role are clarified in the table below.

Misconceptions	Correct information
The VIT is a government department	Although we report to the Minister for Education, VIT is not a Victorian Government department.
The VIT is funded by the government	The VIT is funded solely by teacher registration and accreditation fees and receives no funding from the Victorian Government.
The VIT is part of the Department of Education (DE)	The VIT is not part of the Department. The VIT registers and regulates members of the teaching profession and the Department employs members of the teaching profession. Employment matters are not within the jurisdiction of VIT.
The VIT advocates on behalf of teachers and the teaching profession	The <i>Education and Training Reform Act 2006</i> (Vic) was amended in 2011 to remove VIT's professional advocacy role, and we no longer have a legislative remit to advocate on behalf of teachers or the teaching profession.
Registered teachers don't get anything in return for paying registration fees	The VIT's wide range of statutory functions are completed on a cost recovery basis, with operational costs funded primarily through teacher registration fees.  While many of these functions might not apply to every teacher (e.g. investigating misconduct), this important work provides for the safety and wellbeing of children and ensures the public standing of all teachers.



Download our [poster](#) to educate your teachers and school community about what we do.

# Teacher registration

# Registration requirements

It is a [legislative requirement](#) for anyone undertaking the [duties of a teacher](#) in a Victorian school or early childhood service to be registered with VIT. This includes teaching under supervision.

Registered teachers are required to complete qualifications that meet national standards and undertake rigorous suitability assessments in order to obtain registration. The VIT ensures that regular professional learning and suitability assessment continues throughout a teacher's career.

Registered teachers include

- **early childhood teachers (ECTs)** work in early childhood education services such as childcare centres, preschools and kindergartens
- **primary and secondary teachers** work in primary or secondary, P-12 or special education school settings
- **non-school setting teachers** work in settings outside of a traditional school such as hospitals or museums
- **principals** can work as educational leaders in a large range of education services.

The type of registration a teacher requires depends on a number of factors, such as the education environment they work in, their qualifications, experience, proficiency in the [Australian Professional Standards for Teaching \(APST\)](#) and their suitability to teach.

Registration category	Approved qualification	80 days teaching in the past five (5) years	Proficiency in the APST	Suitable to teach
Full registration	✓	✓	✓	✓
Provisional registration	✓	✗	✗	✓
Non-practising registration	✓	✗	✓	✓
Permission to teach	✗	✗	✗	✓

<sup>1</sup> Proficiency in the APST only required for non-practising teachers who previously held full registration. Those who previously held provisional registration do not have this requirement.

<sup>2</sup> Permission to teach (PTT) is subject to conditions based on the teacher's employer and subject taught. Teachers who hold PTT are not allowed to teach in early childhood services.

# Registration categories

We recognise that all teachers have different specialisations and are in different stages of their teaching journeys. There are four categories of registration all with different requirements.

Under the *Education and Training Reform Act 2006*, employers must ensure an individual holds the correct form of registration for the setting they are teaching in.

Setting	Registration type required
Kindergarten program	Early childhood teacher registration*
Combined kindergarten / early primary program	Dual registration ( <b>both</b> early childhood teacher and teacher registration)*
School program (primary, secondary, special school)	Teacher registration or permission to teach (PTT)*
VET / RTO program delivered on school grounds	Teacher registration or permission to teach (PTT)*

*\*Those who hold non-practising registration cannot undertake the duties of a teacher / early childhood teacher*



Teachers are not permitted to work in settings that do not fall within the scope of their registration type.

Monique Riley (registered teacher) with learners  
McClelland College

A person with an early childhood qualification to teach learners up to 8 years of age must hold teacher registration in order to teach in primary setting. If they wish to teach in an early childhood service, they require early childhood teacher (ECT) registration.

The type of VIT registration that ECTs are required to hold is determined by the sector they work in.

Type of qualification	Type of registration
Early childhood education (learners up to 8 years)	ECT
	Teacher
	ECT and teacher
Early childhood education (learners up to 5 years)	ECT



Schools must not employ persons who only hold ECT registration to undertake the [duties of a teacher](#) in a school - this applies to all primary / secondary school settings, including Cycle One Montessori.

Early childhood services must not employ a person in a substantive role if they only hold teacher registration (i.e. they must employ persons who hold either ECT registration or both teacher and ECT registration).

## Provisional registration

Provisionally registered teachers (PRTs) can work full-time, part-time or as [casual relief teachers](#) (CRTs). Provisional registration is for teachers who fall into one of four categories

- graduate teachers** who are about to or have already graduated from an [initial teacher education](#) (ITE) or [early childhood \(EC\) program](#) and are ready to commence teaching in Victoria
- early career teachers** who have completed their studies interstate or overseas - they may have spent a limited amount of time in the classroom at an Australian or New Zealand school or early childhood service, or have yet to teach
- returning teachers** who are experienced teachers, but had ceased teaching five or more years ago and now wish to return to teaching
- experienced teachers** who have taught overseas or those who have ceased their Victorian registration and practiced as a teacher internationally (outside of Australia and New Zealand) for the last five or more years.

Provisional registration is granted for a period of two (2) years. In this time, PRTs are expected to demonstrate they

- can apply their knowledge in teaching situations where they have full professional responsibility for the learning of students
- have met the Australian Professional Standards of Teachers (APST) at the proficient teacher level
- have undertaken at least [80 days teaching experience](#) in an Australian or New Zealand school (teachers) or early childhood service (early childhood teachers).



Once a PRT can prove they have met the APST at the proficient teacher level and have met their professional practice requirements, they can [apply for full registration](#) using VIT's Inquiry process.

If a PRT is unable to apply for full registration at the end of their initial two (2) year grant, they may [apply for a further grant of provisional registration](#).

Visit the [Support PRTs moving to full registration](#) section to find out what the employer's obligations are throughout this process.

### Additional grants of provisional registration

If a [provisionally registered](#) teacher is unable to apply for full registration at the end of their initial two (2) year grant, they may apply for a further grant of provisional registration.

Approval of additional grants of provisional registration is not guaranteed; each further grant is assessed on its individual merits. Teachers will be required to submit detailed information outlining

- why they have not been able to complete VIT's Inquiry process and [apply for full registration](#)
- how they intend to do this within the next period of provisional registration (if granted)
- any other exceptional circumstances contributing to their situation.

Applicants who require a further grant of provisional registration are encouraged to apply in advance of their expiry date to enable VIT to assess their application prior to expiry. The application for a further grant of provisional registration will only become available in a PRT's MyVIT account 3 months prior to their expiry.



Legislation provides that provisional registration should only be granted for a maximum of six years (or three grants of provisional registration). However, VIT may grant further applications beyond this limit under special circumstances. Each application will be assessed upon its merits. Read our [FAQs](#) to find out more.

### Moving to full registration

Teachers who hold [provisional registration](#) have two years to move their practice from the Graduate to the Proficient teacher level of the [Australian Professional Standards for Teachers](#) (APST). This work is undertaken in collaboration with other experienced fully registered teachers who can provide the PRT with feedback and support in the development of their practice.

PRTs will be able to apply for [full registration](#) when they

- have taught for at least 80 days in one or more Australian or New Zealand schools / early childhood (EC) services
- can provide evidence that they have met the APST at the Proficient teacher level using VIT's Inquiry process.



Before a PRT begins the process, VIT recommends they attend a [free PRT Seminar](#), and read our [PRT Guide](#) and other relevant companion guides. Download a range of [resources and support materials](#) for more information on the provisional to full registration process.

## Full registration

Those who hold full registration have achieved the proficient teacher level of the Australian Professional Standards for Teachers (APST) and have demonstrated their suitability to teach through [professional practice](#) and [professional learning](#).

Fully registered teachers can work full-time, part-time or as [casual relief teachers](#) (CRTs).

There are two types of [full registration](#).

1. **Fully registered teachers** can teach in any Victorian primary or secondary school or specialist education provider
2. **Fully registered ECTs** can teach in any Victorian early childhood education and care service (e.g. preschool, long daycare or kindergarten).

## Non-practising registration

Teachers who hold either provisional or full registration can apply to become non-practising if they are not currently teaching.

Reasons for holding [non-practising registration](#) could include

- unable to meet the [professional practice](#) requirements for [maintaining](#) current registration
- unable to meet the requirements to [move to full registration](#)
- taking a break from the profession.

Teachers with non-practising registration will be required to maintain their continued [suitability and fitness to teach](#) and will continue to be [exempt](#) from requiring a [Working with Children \(WWC\) clearance](#) (previously known as a Working With Children Check or WWCC).



Teachers who hold non-practising registration **are not** permitted to teach or be employed or engaged as a registered teacher in any Victorian school or early childhood service.

**It is an offence to employ a person to teach in Victoria without registration.**

If a teacher holds full or provisional registration, they can apply to become non-practising at any time of the year or when they complete their annual registration tasks.

Teachers who hold non-practising registration can return to teaching at any time by completing an application to return to teaching via their MyVIT account.



Justine Stephen (registered teacher) with learner  
Barwon Valley School

## Permission to teach (PTT)

PTT is alternative authorisation to teach that exists primarily to address a workforce shortage within Victorian schools.. **PTT cannot be granted to teach in an early childhood service.**

Schools must always prioritise the employment of qualified, registered teachers to deliver an educational program within the school.

Schools may apply for PTT if they are unable to recruit a qualified teacher for a specific position, and they have an alternative candidate with teaching and subject matter expertise.

By applying for PTT, schools acknowledge that they will provide [targeted support and supervision](#) to the PTT holder for the duration of their grant, recognising that the PTT holder is not qualified and will require more support than a graduate teacher.

**PTT is restricted to specific subjects and schools, and therefore cannot be used to undertake casual relief teaching.** Grants are not transferrable across schools and PTT holders cannot teach additional subjects. The school and subject are listed in the [Employer portal](#) and on the PTT holder's registration card.

Unless explicitly exempt, PTT holders are expected to progress towards [teacher registration](#), and schools should consider how they can support the PTT holder to study while working.

PTT can be granted for a maximum of three years. It is not a renewable form of registration.

PTT holders are subject to the same [professional obligations](#) as teachers.



Schools must prioritise the employment of qualified, registered teachers. Read the [Permission to Teach Policy](#) to find out more.



Read our [about permission to teach fact sheet](#) and [supporting PTT holders guidance](#) for principals and school leaders.

### How do schools demonstrate workforce shortage?

- unless otherwise exempt, schools must provide evidence that they attempted to recruit a qualified teacher to the role
- schools must provide evidence that
  - the role or subjects were advertised in [state-wide media](#) or a well-known online recruitment platform
  - the role was advertised within the last three months
  - no qualified applicants applied / the applicants were not suitable\*

\*schools must provide information about why qualified and / or registered applicants were not found suitable and would be unable to fulfill the requirements of the role.



A person holding PTT is **not registered as a qualified teacher** as they do not currently meet the qualification requirements for registration.

Holders of PTT are **expected to progress towards teacher registration** unless explicitly exempt. Schools should consider how they will support PTT holders to progress toward teacher registration as part of their employment with the school.

Visit the [Applying for a permission to teach \(PTT\) position](#) section to find out what the employer's obligations are throughout this process.

When is PTT required?	When is PTT not required?
<p>PTT is required if</p> <ul style="list-style-type: none"> <li>the role is responsible for the delivery and / or assessment of student participation in an educational program</li> <li>the program is part of a curriculum that</li> <li>is authorised by the Victorian Curriculum and Assessment Authority [e.g. Victorian Curriculum F-10, Victorian Certificate of Education (VCE)];</li> <li>is authorised by the International Baccalaureate Organisation; or</li> <li>satisfies the Victorian Registration and Qualifications Authority requirements and is approved as an educational program by the school's governing body (applies to non-government schools only).</li> <li>the program is part of the required curriculum for students in that school, and the program is to be conducted at the school</li> <li>the candidate is being employed because of their skills and experience in a particular subject or discipline, and is required to deliver and / or assess student participation based on those specific skills and experience.</li> </ul>	<p>A role does not require PTT if it is</p> <ul style="list-style-type: none"> <li>an extra-curricular or co-curricular activity</li> <li>a support program outside of the required curriculum / education program</li> <li>a supplementary instructional program.</li> </ul> <p>The following roles do not require PTT</p> <ul style="list-style-type: none"> <li>special needs support officer</li> <li>chaplain or faith community leader</li> <li>guidance officer</li> <li>career counsellor</li> <li>sports coach</li> <li>instrumental music instructor</li> <li>integration aide.</li> </ul>

### How schools support PTT holders

PTT holders are not fully qualified teachers, and they will require additional support and coaching. They do not need to be supervised one-on-one.

Support could include

- access to mentoring
- regular feedback, coaching and wellbeing check-ins
- access to team teaching
- support with curriculum planning and assessment
- access to professional development and staff meetings
- access to professional conversations
- access to employee assistance programs or similar
- reduced teaching load to support study and administrative commitments.



Read the [Guidance for supporting PTT holders](#) for more information.

## PTT categories and how they can be used

School initiated PTT	Location based PTT
<p><b>PTT (General)</b></p> <p>This category of PTT is used to fill fixed term or ongoing roles made vacant through general workforce shortages. Schools must demonstrate workforce shortage, and the PTT grant is subject and school specific.</p>	<p><b>PTT (JSM)</b></p> <p>Applies only to those teachers appointed by the Japanese Government to teach the Japanese curriculum at the Japanese School of Melbourne (JSM). PTT (JSM) holders cannot be granted PTT to teach a specific subject, as the teachers are engaged as generalist teachers within the school.</p>
<p><b>PTT (Aboriginal languages)</b></p> <p>Granted to applicants delivering an Aboriginal language program in any Victorian school.</p>	<p><b>PTT (VCASS)</b></p> <p>Only applies to individuals seeking to teach dance and music at the Victorian College of the Arts Secondary School (VCASS).</p>
<p><b>PTT (VET)</b></p> <p>Allows holders to teach a Vocational Education and Training (VET) subject(s) in a school. Holders of PTT (VET) are able to teach a particular subject(s) in any Victorian school. Schools are not required to demonstrate workforce shortage, however applicants must hold a completed Certificate IV in Training and Assessment.</p>	



Demi Wood (registered teacher) with learners St Mel's Kindergarten

## PTT program / initiative based PTT

### **PTT (Internship) formerly known as PTT (Pathway)**

Applies to applicants undertaking an accredited employment-based initial teacher education (ITE) Internship program towards teacher registration, such as the Innovative ITE programs that are [employment-based degrees](#).

This category only applies to Initial Teacher Education (ITE) programs accredited by VIT as an Internship ITE program. PTT (Internship) cannot be granted to an individual for two or more schools concurrently. PTT (Internship) is granted for the duration of the ITE program (max 3 years), and applies to a particular subject(s) at a particular school.

### **PTT (Higher Education Studies) [PTT (HES)]**

Applies to applicants seeking to teach one or more higher education studies subjects to school aged learners in a Victorian school setting. PTT (HES) only applies to currently practising academic staff from Victorian higher education providers employed in an approved school setting, such as the Centre for Higher Education Studies (CHES).

### **PTT (Exchange)**

Applies to the Victorian International Teaching Fellowship (VITF) coordinated by the Department of Education. PTT (Exchange) holders cannot be granted PTT to teach a specific subject, as the teachers engaged through the VITF have exchanged roles with Victorian registered teachers.

PTT (Exchange) is granted only for a maximum period of 12 months. Those who wish to continue to teach beyond the 12-month grant are required to make an application for registration or PTT.

### **PTT (Teacher Tutor)**

Is granted to individuals to support students in catching up with any learning they may have missed due to the coronavirus (COVID-19) pandemic. Holders of PTT (Teacher Tutor) are able to tutor in one or more subject areas / key learning areas in any Victorian school, under the Victorian Government's Tutor Learning Initiative.

### **PTT (COVID-19 pre-service teacher workforce shortage) [PTT (COVID-19)]**

Enables students in their final year of a Victorian initial teacher education program to fill short-term vacancies in schools due to teacher absences caused by COVID-19 illness or isolation requirements. This grant is available for the 2022 and 2023 school years only. Read our [PTT \(COVID-19\) FAQs](#) for more information.

# Employer obligations

# Understanding your obligations

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As 'co-regulators' of the teaching profession, employers are required to ensure their teachers hold valid [teacher registration](#). This includes

- checking current and prospective teachers' registration status via the [Employer portal](#)
- maintaining the school's [teacher list](#)
- assisting provisionally registered teachers (PRTs) and casual relief PRTs to undertake [VIT's Inquiry process](#) and completing recommendations for their [provisionally registered](#) teachers' applications to [move to full registration](#)
- initiating the application process to grant [permission to teach \(PTT\)](#) for prospective teachers who do not hold the relevant qualifications for registration
- [reporting teacher conduct](#) matters
- responding to requests for information.

It is also essential that employers understand the [conduct and suitability](#) requirements that teachers must adhere to, as well as their role in ensuring their teachers adhere with these standards. This includes understanding

- employers' obligation to [report teacher conduct matters to VIT](#) and how to do so
- VIT's process for investigating [notifications](#) or [complaints](#) against a teacher.



Alyssa McKenna (registered teacher) with learner Beaconhills College

# Confirm your teacher's registration status

All teachers who are [registered to teach](#) in Victoria can be searched for in your [Employer portal](#) and will appear on the [Register of teachers](#).



Registered teachers [don't need a card](#) to prove their registration. Employers can be satisfied that if the teacher's name is searchable in the Employer portal and appears on the Register of teachers, then they hold valid VIT registration.

The most accurate way to confirm the details of a teacher's permission to teach (PTT) grant is via the Employer portal. The Register of teachers does not display the school(s) or subject(s) the PTT grant is valid for.

Where the registration status is '**Current**' in the Employer portal or '**Registered teacher**' on the Register of teachers, this means the teacher is registered with VIT and **can teach** in a Victorian school or early childhood service, even if their expiry date is in the past.

Where the registration status is '**Non Practising**' in both the Employer portal and on the Register of teachers, this means the teacher is registered with VIT but is unable to meet the professional practice requirements for renewal of registration and therefore **cannot teach** in a Victorian school or early childhood service. Non-practising teachers must first make an application to [return to teaching](#), and their record will show as 'Current' only once their application has been successful.



Dan Koole (registered teacher) with learners  
Our Lady of Fatima School

# Maintain and monitor your teacher list

Employers must maintain and monitor a current teacher list via the [Employer portal](#). The teacher list provides important registration information, including their registration number, [registration category](#) and expiry date.

Employers are required to make sure this list is accurate at all times, including adding new teachers and removing those who are no longer employed at their school or early childhood service.

This list enables employers to monitor the registrations of all registered teachers linked to their account. For example

- checking for the pending expiry date of a teacher who has not yet completed their [requirements to remain registered](#)
- checking whether a teacher has conditions or returning requirements
- checking a teacher's registration type to ensure it is [valid for the employer's education setting](#).



If an employer maintains their teacher list, they will receive emails advising them of the impending expiry or removal of teachers. Employers must ensure their contact details are up to date in the Employer portal in order to receive these important communications and comply with their regulatory obligations.

In the event that an administration support officer is monitoring the school / early childhood service email address, all communications from VIT are expected to be passed on to the principal / early childhood manager and other relevant leadership.



Download our [Employer portal guide](#) for instructions on how to access and use the Employer portal.

## Unregistered teaching practice

Under Section 2.6.56 of the *Education and Training Reform Act 2006*, it is an offence for a school to employ a person to teach in a school unless the person is registered. Likewise, under 2.6.56A it is an offence for an early childhood service to employ a person to teach unless the person is registered.

In order to undertake the [duties of a teacher](#) in a Victorian school, a person must hold teacher registration with VIT. This is displayed on the [Register of teachers](#), and when added to the Employer portal their **'division'** needs to show as **'teacher'**.

In order to undertake the [duties of an early childhood teacher](#) in an early childhood setting, a person must hold early childhood teacher registration with VIT. This is displayed on the Register of teachers and when added to the [Employer portal](#), their **'division'** needs to show as **'ECT'**.



Teachers are unable to work in settings that do not fall within the scope of their registration type. A person with an early childhood qualification to teach learners up to 8 years of age must hold teacher registration in order to teach in a primary setting. If they wish to teach in an early childhood service, they require ECT registration.

Type of qualification	Type of registration	Permission teaching setting
Early childhood education (learners up to 8 years)	ECT	Early childhood service, kindergarten and pre-school
	Teacher	School
	ECT and teacher	Early childhood service, kindergarten, pre-school and school
Early childhood education (learners up to 5 years)	ECT	Early childhood service, kindergarten and pre-school



A person who teaches without registration with VIT is open to prosecution in the Magistrates' Court.

Schools and early childhood services that employ unregistered teachers are also open to prosecution.

It is the employer's obligation to ensure an unregistered teacher, including existing teaching staff that may have had their registration expired or suspended, **does not undertake the duties of a teacher - even under the supervision of a registered teacher.**



Visit the [Your obligations across the calendar year](#) section to find out when and how to avoid unregistered teaching practice in your school or early childhood service.

# Report teacher conduct matters and respond to requests for information

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Employers play an important role in ensuring teachers remain suitable to teach in order to maintain their registration. This includes

- understanding their [obligation to report teacher conduct matters](#) to VIT
- [what happens if a notification or complaint is made](#) about one of their teachers.

## What do employers need to report to VIT?

Under the *Education and Training Reform Act 2006* (Vic), an employer of a registered teacher must notify VIT

1. if the employer has taken any action against the registered teacher in response to allegations
  - b. of serious incompetence of the registered teacher
  - c. of serious misconduct of the registered teacher
  - d. that the registered teacher is unfit to be a teacher
  - e. that the registered teacher's ability to practise as a teacher is seriously detrimentally affected or likely to be seriously detrimentally affected because of an impairment
3. of any other actions against the registered teacher that may be relevant to the teacher's fitness to teach
4. if the employer becomes aware that the registered teacher
  - a. is currently charged with, or convicted or found guilty of, a Category A offence or a Category B offence, or
  - b. has been given a Working with Children (WWC) exclusion (previously known as a negative notice).

The employer of a teacher must [provide VIT](#) with any information VIT may reasonably require to conduct an investigation.

## What should I do if one of my teachers is being assessed or investigated by VIT?

The VIT may receive [complaints](#) about a teacher from members of the community, including parents, students, a registered teacher's colleagues and other members of the public.

The VIT may also receive information about a teacher's [suitability](#) from other sources such as [Victoria Police](#), [The Commission for Children and Young People](#) (CCYP), [Working with Children Victoria](#) (WWCV), the teacher's employer or a member of the public.

The VIT must conduct a [preliminary assessment](#) of all complaints and notifications it receives about registered teachers.

The VIT may also [investigate](#) complaints and notifications it receives if they relate to allegations against a teacher

- of misconduct or serious [misconduct](#)
- of serious incompetence
- of lack of fitness
- that their ability to teach is seriously detrimentally affected, or likely to be seriously detrimentally affected, by an [impairment](#).

During a preliminary assessment or investigation, VIT may request a current or former employer of the teacher to provide relevant information and documentation that will help VIT make an informed [decision](#). It is important that employers comply with these requests and assist in maintaining the standards and reputation of the teaching profession.

# Remind teachers to complete annual registration tasks

All teachers, regardless of their registration category, are required to complete a series of [annual registration](#) tasks and pay their [annual registration fee](#) by 30 September each year in order to [maintain their registration](#).

The VIT issues a range of notifications and reminders about the annual registration process in the lead up to 30 September.

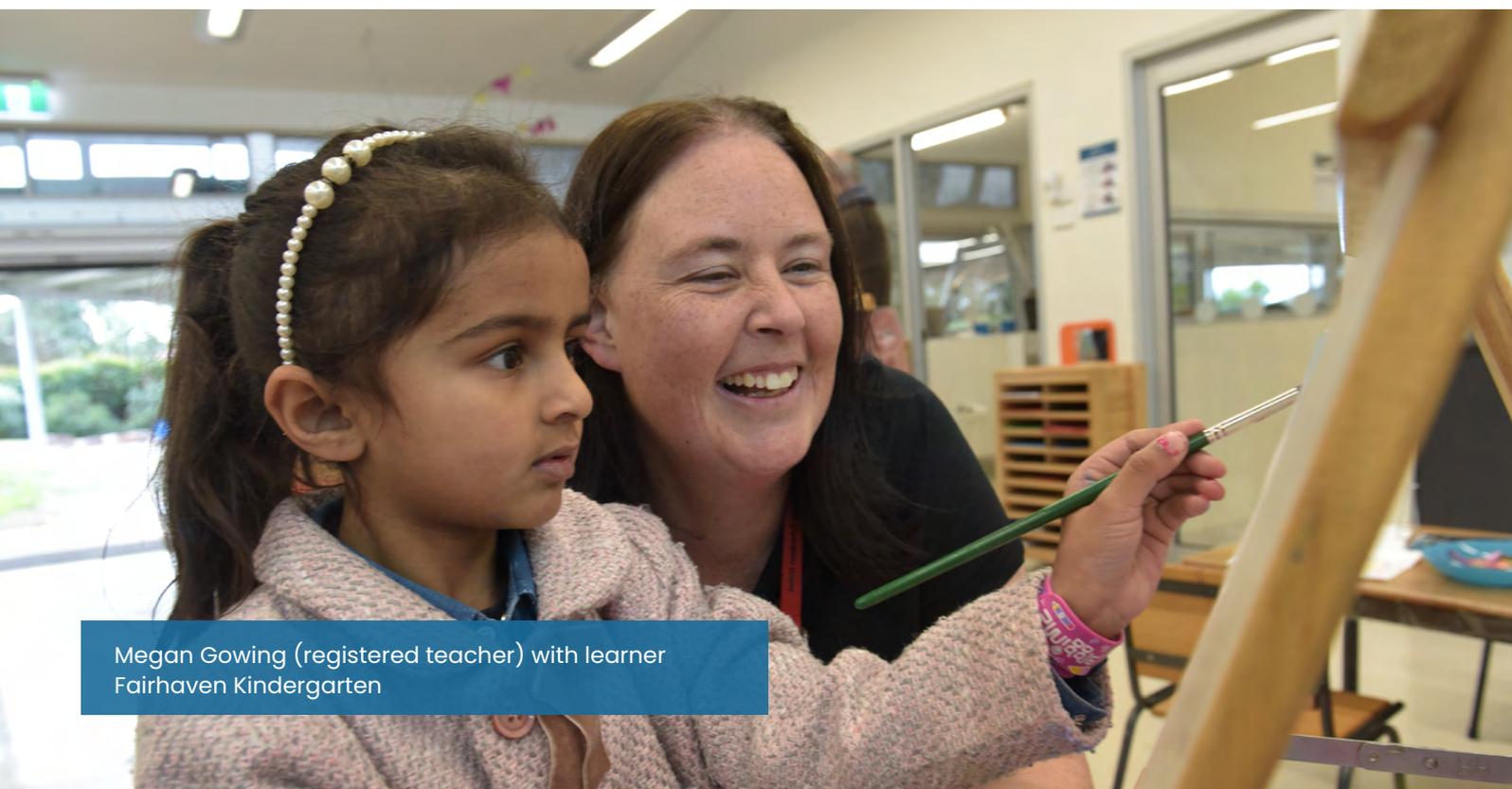
**Employers can help ensure their teachers remain registered (and avoid a late fee) by reminding them to complete annual registration tasks by the due date.**

Teachers who have not completed their annual registration tasks are highlighted in yellow in the Employer portal teacher list from 1 October.



If a teacher does not complete their annual registration tasks and make payment by 30 September each year, a late fee is applied and they are given a three-month grace period until 31 December.

If they do not complete their annual registration tasks by 31 December, their registration may be expired or suspended and they will be removed from the [Register of teachers](#).



Megan Gowing (registered teacher) with learner Fairhaven Kindergarten

# Support PRTs moving to full registration

Graduate teachers, overseas trained teachers and those re-entering the profession after an extended period away are granted [provisional registration](#) for a period of two (2) years. This includes casual relief teachers (CRTs) who work in a casual, relief or emergency basis. During this time, it is expected that PRTs will [move to full registration](#).



PRTs have approval expiry dates that differ from the annual registration due date (30 September), and so their registration can be expired and they can be removed from the [Register of teachers](#) at any stage throughout the year. As such, it is important that employers monitor their teachers' expiry dates throughout the year via their 'teacher list'.

While practices may vary across workplaces, it is expected that employers will

- provide PRTs with an [experienced mentor](#) to
  - help them develop proficiency of practice against the [APST](#)
  - guide them through [VIT's Inquiry process](#)
- support PRTs by forming a Workplace Recommendation Panel – a group of experienced teachers within the workplace who can assess whether the PRT has met the APST
- provide a recommendation report via the [Employer portal](#) once the PRT has completed VIT's Inquiry process and submitted their application for full registration.



PRTs can work full-time, part-time or as casual relief teachers (CRTs). PRTs who choose to work as a CRT require the same support as those working full-time or part-time.

Employers rely on the CRT workforce to cover staff illness, personal leave, professional development and extracurricular programs, and are encouraged to support them in the moving to full registration process to provide continuity and stability of learning for Victorian children and young people.

## The Inquiry process

The VIT's Inquiry process is used to demonstrate the development of their knowledge and practice and gather evidence to demonstrate they have met the APST at the Proficient teacher level.

There is no set amount of time that the Inquiry should take and PRTs should be guided by their own context. Generally, if a teacher is seeing their learners regularly (at least twice per week) then the Inquiry would take about 4-6 weeks. A PRT would need to allow themselves longer if they are working in a different context (e.g. CRT, specialist subject teacher). The teaching time for the Inquiry needs to allow you to plan, teach and assess the Inquiry, and gather enough evidence to demonstrate the standards.



Download our [PRT Guide](#) to find out more about the requirements for VIT's Inquiry process.

## Initiate an application for full registration

When a PRT has undertaken the Inquiry process, it's time to initiate an application for full registration in their MyVIT account. This should be done once VIT's Inquiry process is complete, but no more than 30 days prior to meeting with the recommendation panel.

This is done via the 'Apply for full registration' tile in the applicant's MyVIT account. The applicant will be asked to verify their contact details, make declarations and provide their employer's details.

## Workplace recommendation panel

Once a PRT has gathered their evidence, they are required to present this evidence to a workplace recommendation panel.

The workplace recommendation panel is a group of experienced teachers within the PRT's workplace. In a school setting, the VIT expects the principal (or their delegate) to assume the role of panel chair if they hold full registration. In an early childhood service, the panel chair must be a fully registered early childhood teacher. It is recommended that workplaces ensure a trained VIT mentor sits on the workplace recommendation panel.

The recommendation panel will assess the PRT's documented evidence of practice and make a determination whether they have met the requirements to obtain full registration.



Download our [Workplace Panel Guide](#) for more information about how to form a Workplace Panel to support PRTs moving to full registration.



If the PRT's panel chair does not work at the same workplace, the PRT should tick the allocated box acknowledging this in the online application for full registration. The PRT must download the form and ask the panel chair to complete the form to provide VIT with more information.

## Finalise an application for full registration

Following the panel meeting, the panel chair will complete a recommendation report through the [Employer portal](#).

The VIT will assess the PRT's application along with the panel recommendation. When all requirements have been met, the PRT will be granted full registration.

Once the PRT's full registration is approved, they will be emailed notification of the approval, the [Register of teachers](#) and Employer portal will be updated with their new registration status, and a new [registration card](#) will be issued.

A PRT will need to retain a copy of their evidence for at least two years in case they are selected for audit by VIT.



If a PRT requires more help understanding the process of moving to full registration, employers can encourage them to attend a [free PRT seminar](#) to make the process easier.

# Assist with audits

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## Teacher audits

When a teacher undertakes the [annual registration process](#), they make legally binding self-declarations about the maintenance of their [professional practice](#) as well as their continuing [suitability and fitness to teach](#).

To ensure compliance with [legislation](#), VIT conducts [audits](#) which require teachers to verify declarations made in their annual registration application.

A teacher may ask their employer to provide a signed letter or statement of service on official letterhead to assist them to validate their claims in respect to days teaching, equivalent practice or educational leadership.

Teachers who obtain casual relief teaching positions through a teaching agency may also request a signed letter or statement of service on official letterhead from the agency.

## School audits

Employers are also required to comply with the annual school audit process. The Independent schools census, and the Department of Education and Catholic Education data exchanges occur annually.

The census and data exchange identifies the school(s) at which a registered teacher is employed and confirms that each teacher holds the correct registration.



Danit Rosengarten (registered teacher) with learners  
Richmond West Primary School

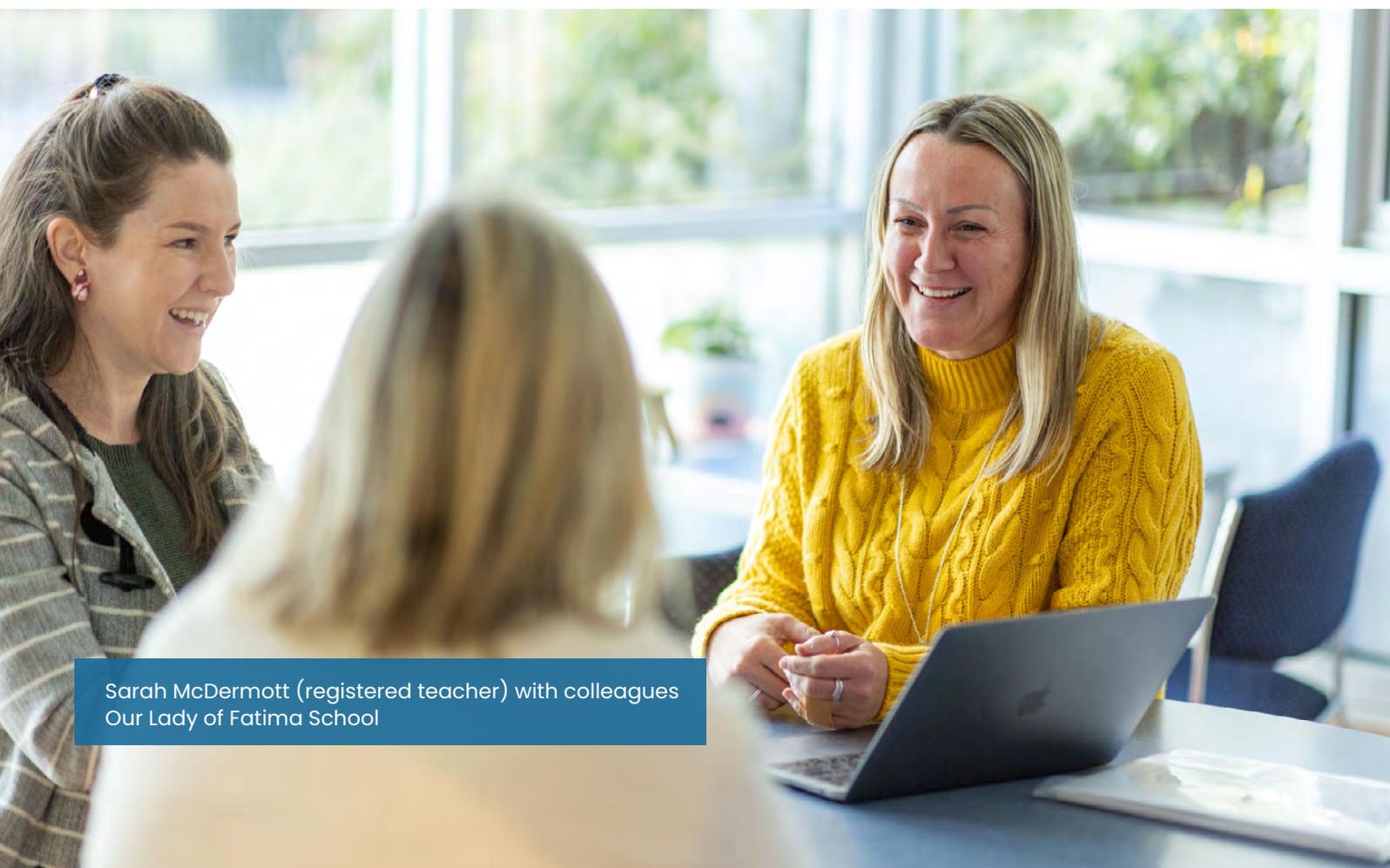
# Your obligations across the calendar year

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To ensure you are always meeting your obligations as an employer, there are a number of simple ways to manage and monitor teacher registration. The following steps should form part of your administrative processes each quarter.



Download the [Employer registration checklist](#) to manage and monitor teacher registration each term or across the calendar year.



Sarah McDermott (registered teacher) with colleagues  
Our Lady of Fatima School

## Term one / first quarter

Term one can be a busy time for employers as they prepare for the year ahead. Many employers spend their time dealing with graduate teachers in the process of finalising their application for teacher registration and new teaching staff who require induction into the workplace. The following key areas include important things to check before and during the term.

### Confirming your teacher's registration status (new staff)

In order to undertake the [duties of a teacher](#) in a Victorian school or early childhood service, a person must hold current registration with VIT. It is an offence for a school or early childhood service to employ a person to undertake the duties of a teacher unless the person is registered.

Using the [Employer portal](#), or the [Register of teachers](#), employers are required to confirm their teachers hold valid [teacher registration](#) before they commence teaching. Failure to do so could lead to unregistered teaching practice and the risk of prosecution.



Persons who have made an application for registration with VIT and are waiting for their application to be approved cannot undertake the duties of a teacher, even under the supervision of a registered teacher.

### Your staff are listed as 'registered' in the Employer portal and the Register of teachers

A person listed in the Employer portal and the Register of teachers is registered and permitted to teach. Registered teachers, ECTs and PRTs with the registration type '**registered teacher**', '**registered early childhood teacher**' and '**provisionally registered teacher**' are able to undertake the duties of a teacher in a Victorian school or early childhood service.

A person listed in the Employer portal and the Register of teachers whose details are **displayed in red** is '**non-practising**' and unable to undertake the duties of a teacher in a Victorian school or early childhood service (until they return to teaching from non-practising registration).

A person listed in the Employer portal and the Register of teachers with the registration type '**permission to teach**' is able to undertake the duties of a teacher in a Victorian school, however PTT is only valid for the school(s) and subject(s) listed on the teacher's registration card or teacher list in the Employer portal.

A teacher who **holds an early childhood qualification to teach learners up to 8 years of age** must hold the relevant registration for the sector they work in. Registered early childhood teachers with the registration type '**registered teacher**' are able to undertake the duties of a teacher in a Victorian primary school.

PRTs and PTT holders may have registration **expiry dates earlier than 30 September**.

A teacher not listed in the Employer portal or the Register of teachers is either not registered or suspended, and therefore unable to undertake the duties of a teacher in a Victorian school or early childhood service.

### Maintaining and monitoring your teacher list (new and existing staff)

Employers should maintain and monitor a current teacher list via the [Employer portal](#). Employers are required to make sure this list is accurate at all times, including adding new teachers, removing those who are no longer employed by their school or early childhood service and confirming the registration status of existing teaching staff.

Failure to do so could lead to unregistered teaching practice and the risk of prosecution.



Schools that have an early childhood setting will have a separate Employer portal account to manage their early childhood teachers.



The teacher list can be exported to an Excel file and checked against a staff list, such as the payroll list. The filter and sort functions in an Excel file are useful here.

<b>Your teacher list in the Employer portal is accurate</b>	<p>All teachers employed by the school or early childhood service are added to the teacher list and their start date should represent their first day of active teaching.</p>
	<p>All teachers no longer employed by the school or early childhood service are removed from the teacher list and their end date should represent their last day of active teaching.</p>
	<p>A fully registered teacher has a payment expiry date of 30 September and removal date of 1 January. A fully registered teacher who failed to complete their annual registration requirements by 31 December will be removed from the Register of teachers, unable to undertake the duties of a teacher and required to reapply for registration (meeting all requirements that apply).</p>
	<p>A PRT's or PTT holder's expiry date reflects when they were initially registered and is different to a fully registered teacher's expiry date (30 September). A PRT's or PTT holder's expiry and removal from the Register of teachers can occur at any stage of the year. Monitoring a PRT's and PTT holder's expiry date should occur each term.</p>
	<p>A PRT or PTT holder who failed to complete their annual registration requirements will be suspended and unable to undertake the duties of a teacher. A PRT or PTT holder can apply to have the suspension revoked and will need to complete the outstanding requirements, including providing a satisfactory written explanation for failing to do so.</p>
	<p>A teacher's registration may have conditions or returning requirements.</p>
	<p>A teacher's registration is valid for the required education setting.</p>

### Reminding your teachers of their obligations

All teachers must be registered with VIT in order to work in a Victorian school or early childhood service. This means they must [comply with all requirements](#) for registering and maintaining teacher registration.



The first staff meeting of the year is a good opportunity to remind all teaching staff of their obligations.

<b>Your teachers are aware of their obligations</b>	A teacher must maintain their details with VIT, including changes to their name, address, phone number(s) or email address(es), and where they have commenced / ceased employment as a teacher in a school or early childhood service.
	A teacher must notify VIT of any conduct and/or suitability matters, such as current or previous criminal charges.
	A teacher must complete the annual registration process by 30 September each year and pay their annual registration fee.
	A teacher must undertake criminal history checks, including consenting to VIT running a Nationally Coordinated Criminal History Check (NCCHC) every five (5) years.
	A teacher must cooperate with registration audits.
	A teacher must submit all relevant identification documentation and (where required) proof of qualifications and/or prerequisites, professional practice and professional learning.

### Supporting PRTs moving to full registration

Teachers who hold provisional registration have two years to move their practice from the graduate to the proficient teacher level of the APST. This work is undertaken in collaboration with other experienced fully registered teachers who can provide the PRT with feedback and support in the development of their practice.

Providing evidence of the APST intersects with the induction of PRTs as they begin their first years of teaching. It is expected that employers will support PRTs throughout this process.

<b>Your PRTs are supported in moving to full registration</b>	A PRT requires an experienced mentor to help them develop their proficiency of practice against the APST.
	A PRT requires an experienced mentor to guide them through VIT's Inquiry process.
	A PRT can attend a PRT Seminar hosted by VIT to assist their understanding of the provisional to full registration process.

## Term two / second quarter

While term two is a quiet period for registration requirements, employers are still required to comply with their obligations. The following key areas include important things to check throughout the term.

Prior to the start of term, review your teacher list in the [Employer portal](#) to avoid unregistered teaching practice

- check that the list is up-to-date and accurately reflects your current teaching staff
- check the expiry dates of PRTs and PTT holders and note any who are due throughout the term.

### Supporting PRTs moving to full registration

The majority of PRTs apply for registration soon after they graduate, and are initially granted provisional registration in December and January, and have two years, plus a possible three-month grace period, to move to full registration. Some PRTs come to the end of their provisional registration in early term two. This means it's likely you will have PRTs whose registration is due to expire in early term two.



If a PRT is nearing the expiry of their registration, they will need to complete the Inquiry process and move to full registration or apply for a further grant of provisional registration.

<b>Your PRTs are supported in moving to full registration</b>	A PRT requires an experienced mentor to help them develop their proficiency of practice against the APST.
	A PRT requires an experienced mentor to guide them through VIT's Inquiry process.
	A PRT can attend a PRT Seminar hosted by VIT to assist their understanding of the provisional to full registration process.
	A PRT is supported by their mentor to commence the process of moving to full registration.
	A PRT requires their employer to form a Workplace Recommendation Panel to assess whether they have met the APST at the Proficient teacher level.
	A PRT requires their employer to provide a recommendation report once they have completed VIT's Inquiry process and submitted their application for full registration.

## Term three / third quarter

This time of year is an important period for employers in meeting their regulatory obligations by ensuring their teachers complete their annual registration requirements. The following key areas include important things to check throughout the term.

Prior to the start of term, review your teacher list in the [Employer portal](#) to avoid unregistered teaching practice

- check that the list is up-to-date and accurately reflects your current teaching staff
- check the expiry dates of PRTs and PTT holders and note any who are due throughout the term.

### Reminding teachers to complete annual registration tasks

Each year in August, registered teachers are notified of the annual registration period and are required to complete their annual registration tasks by 30 September to maintain their teacher registration.

Employers can help ensure their teachers remain registered by reminding them to complete their annual registration tasks by the due date and assisting with teacher audits.



The last few weeks of August is a good time to encourage your teachers to complete their annual registration tasks.



Emily Paternoster (registered teacher) with learners  
Carrington Primary School



For the majority of teachers, the annual registration process requires more than just payment of the annual registration fee.

For example, a teacher may need to provide additional evidence for audit. Sighting a teacher's receipt of payment is not proof that a teacher has completed their annual registration tasks. The completion of annual registration tasks can be confirmed in your teacher list in the Employer portal or on the Register of teachers.

<b>Your teachers have completed the annual registration process by 30 September</b>	A fully registered teacher is required to make declarations about their continuing suitability to teach, recency of practice and professional learning, complete a five-yearly NCCHC (as required) and pay an annual registration fee.
	A PRT or PTT holder is required to complete a five-yearly NCCHC (as required) and pay an annual registration fee.
	A non-practising teacher is required to make declarations about their continuing suitability to teach, complete a five-yearly NCCHC (as required) and pay an annual registration fee.
	A dual registered teacher is required to complete the annual registration process once each year – successfully renewing one registration category will mean that both have been renewed.
	A non-practising teacher on extended leave (e.g. parental leave) may need to be contacted by phone to ensure they complete their annual registration tasks by the due date (as they may not check their work email while on leave).

### Assisting with audits

Registered teachers are required to verify declarations made in their annual registration application and employers may be required to assist with this process.

<b>Your teachers have completed the audit process</b>	A registered teacher may request a signed letter or statement of service on official letterhead from their employer to assist them to validate claims made in their annual registration application in respect to days teaching, equivalent practice or educational leadership.
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## Term four / fourth quarter

The final term of the year is crucial for employers to monitor teacher registration and ensure their teachers are maintaining their registration requirements. The following key areas include important things to check throughout the term and before the end of the year.

Prior to the start of term, review your teacher list in the [Employer portal](#) to avoid unregistered teaching practice

- check that the list is up-to-date and accurately reflects your current teaching staff
- check the expiry dates of PRTs and PTT holders and note any who are due throughout the term.

### Reminding teachers to complete annual registration tasks

With the 30 September deadline passed and the annual registration period over, registered teachers who have not completed their annual registration tasks may face expiry or suspension.

Employers can help ensure their teachers remain registered by urging them to complete their annual registration tasks by 31 December.

<b>Your teachers have completed the annual registration process by 31 December</b>	<b>A fully registered or non-practising teacher</b> who fails to complete their annual registration tasks will have their <b>registration expired</b> and will be removed from the Register of teachers.
	If this occurs, they will no longer be able to undertake the duties of a teacher and will have to submit a new application for registration. They will have to fulfill all current registration requirements and will not be able to undertake the duties of a teacher until their application has been assessed and approved by VIT.
	<b>A PRT or PTT holder</b> who fails to complete their annual registration tasks will have their <b>registration suspended</b> and will be removed from the Register of teachers. If this occurs, they will no longer be able to undertake the duties of a teacher until they have made payment and successfully revoked their suspension.

# General registration matters

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# Nationally Coordinated Criminal History Check

All teachers, regardless of their registration category, are required to undertake a [Nationally Coordinated Criminal History Check](#) (NCCHC) once every five years from the date they registered with VIT as part of the [annual registration](#) process.

The VIT may also elect to conduct an NCCHC at any other time if it reasonably suspects there are circumstances that warrant the check being conducted at that time.

The information provided by teachers for the NCCHC is used by the [Australian Criminal Intelligence Commission](#) (ACIC) and police agencies in all Australian States and Territories to check actions and update records held about the applicant by these agencies.



All applicants and registered teachers must provide [consent](#) for Nationally Coordinated Criminal History Checks (NCCHC) and state police checks to be conducted on their behalf as part of their application and ongoing registration with VIT.

The VIT does not have access to any records held by ACIC or police agencies. Rather, a Police History Information (PHI) report is provided to VIT once these agencies have assessed the information provided from the NCCHC.



The VIT is **unable to provide teachers with an NCCHC certificate** for external purposes. This is because VIT does not receive a copy of the certificate from the national police checking agency, rather it receives a data file that is compatible with VIT's teacher registration system. Those seeking a current NCCHC for non-registration related matters will be required to apply for a separate NCCHC.

The PHI may include information from the applicant's records held by ACIC and police agencies pertaining to

- outstanding charges
- criminal convictions
- findings of guilt
- charges that have been struck out or withdrawn
- charges where the person has been found not guilty
- findings of guilt that have been set aside on appeal.

The PHI will also include information that may come within the spent conviction scheme in the relevant state or territory.

**A finding in the NCCHC will not automatically preclude a teacher from teacher registration.** Where a matter is returned on an NCCHC, VIT is required to assess a teacher's suitability to teach. The VIT considers each case on its merits.



Read more about [NCCHCs and overseas criminal record checks](#).

# Registration cards

Registration cards contain information about a teacher's current registration. This includes the registration category, expiry and [conditions](#) they may have on their registration.

Registered teachers [don't need a card to prove their registration](#). Employers can be satisfied that if their name is searchable in the [Employer portal](#) and appears on the [Register of teachers](#), then they hold valid VIT registration.

The expiry date listed on most registration cards is the deadline for the next [annual registration period](#), which occurs on 30 September each year.

**The VIT is currently exploring a digital card option to be stored in a teacher's smartphone wallet. More information to come.**



The initial registration fee paid by PRTs and PTT holders is pro-rated, covering their registration from the commencement date of their provisional registration until the next 30 September annual registration deadline.

The expiry date listed on their registration card will also reflect this date or 30 September (whichever is sooner). A PRT or PTT holder is expected to complete the annual registration tasks and pay the [annual fee](#) applicable to their registration category by 30 September each year, at which time a new registration card will be issued.



Leonie Stephenson (registered teacher) with learners Saint Ignatius College

# Conditions

Some teachers may have [conditions](#) placed on their registration. Conditions may be noted on their registration card, and may also appear in the [Employer portal](#) and the [Register of teachers](#).

Conditions are usually placed on a teacher's registration for a period of 6-12 months, with documentation required to meet the condition.

When a registration card states 'This registration has conditions', it can relate to conditions imposed on a teacher's registration, or imposed through a voluntary agreement with the teacher, which may relate to concerns about health or conduct.



The VIT is unable to provide specific details of any condition(s) on any individual's registration.

All queries relating to any condition(s) should be directed to that individual. In most circumstances, teachers can provide their employer with a copy of the conditions by showing them relevant correspondence from VIT. This may include a registration card letter, a signed agreement between VIT and the teacher, or a Notice of Conditions on Registration issued by VIT.

Alternatively, employers can ask the teacher to provide VIT with a signed [Consent to release personal information form](#).



Elise Meehan (registered teacher) with learners  
Saint Ignatius College

# Audits

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When a registered teacher undertakes the annual registration process, they will make legally binding self-declarations about their [recency of practice](#), maintenance of their [professional learning](#), and continuing [suitability and fitness to teach](#).

To ensure consistency and compliance with legislation, VIT selects a number of teachers to verify their self-declarations each year.

Teachers randomly selected for audit will receive an email with instructions. They will be asked to provide information to support their declarations about days teaching, equivalent practice or educational leadership and professional learning.

If a teacher fails to comply with these requirements, their registration will expire and they will be removed from the [Register of teachers](#) and unable to teach.



Visit the [Assist with audits](#) section to find out what employers' obligations are throughout this process.



James Sutherland (registered teacher) with learner Siena Catholic Primary School

# Teachers' obligations

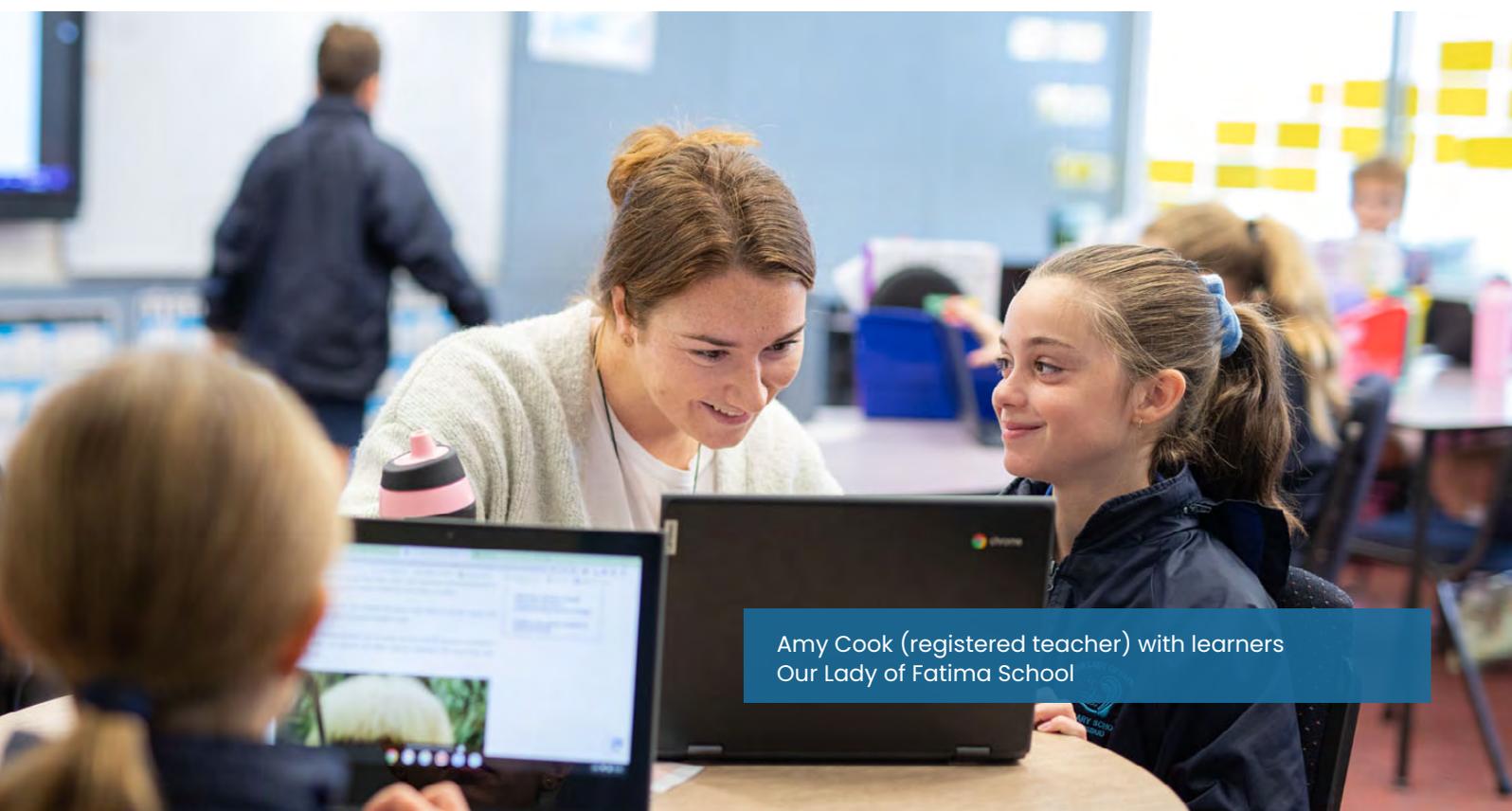
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All teachers, regardless of their registration category, are required to [maintain](#) their registration by

- undertaking [criminal history checks](#), including a five-yearly Nationally Coordinated Criminal History Check (NCCHC) – this is undertaken by VIT as part of the [annual registration process](#)
- [maintaining their details with VIT](#), including changes to their name, address, phone number or email address, and where they have commenced / ceased employment as a teacher in a school or early childhood service
- completing the annual registration process by 30 September each year and paying their annual registration fee
- cooperating with registration audits
- notifying VIT of any [conduct and/or suitability matters](#) such as current or previous criminal charges.

This includes teachers with non-practising registration.

Teachers are also required to provide certain information to [Working with Children Check Victoria](#), such as where they are undertaking child-related work outside of teaching or where they are registered with an agency as being available to do so.



Amy Cook (registered teacher) with learners  
Our Lady of Fatima School

# **Employing new teachers, pre- service teachers and PTT holders**

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# The application assessment process

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As 'co-regulators' of the teaching profession, employers are required to ensure their teachers hold valid [teacher registration](#).

All teachers who are [registered to teach](#) in Victoria will appear on the Register of teachers and can be searched for in your [Employer portal](#).

**A person listed on the [Register of teachers](#) is registered and permitted to teach, unless their registration status is displayed in red.** Teachers whose registration status are displayed in red are [non-practising](#) and are unable to undertake the [duties of a teacher](#).

To provide for the safety and wellbeing of children and young people, VIT must assess all applications to ensure only qualified and suitable people are able to undertake the duties of a teacher or early childhood teacher.

Rigorous assessments are undertaken for all application types, including new teacher applications, applications for further grants of provisional registration or permission to teach, and renewal of registration applications.



Gabi Fisher (registered teacher) with learner  
Our Lady of Fatima School

**Most applications take between 4–6 weeks to assess once all documentation has been submitted.** In some cases, applications may be assessed more quickly.

The length of time taken to [assess an application](#) depends on the type of application and each applicant's circumstances, and will only be fully assessed once all documentation has been provided.

You can view the status of an application through the teacher list in your Employer portal – you may first need to add the teacher to your list.

If a teacher's application is marked as 'pending VIT', this means the teacher has submitted an application to VIT but it has not yet been granted.

There are many reasons why an application is marked as 'pending VIT.' For example, VIT may be seeking evidence of a change of name, waiting for a Nationally Coordinated Criminal History Check (NCCHC) to be conducted, assessing declarations made by the teacher on their application form, or assessing the results of an NCCHC.

Employers should not assume that an application is marked 'pending VIT' because there is a problem with the application or that it will ultimately be refused.



Under the *Education and Training Reform Act 2006*, it is an offence to employ a person to undertake the duties of a teacher (even under supervision) unless they hold current registration or permission to teach.

## Disclosing information within an application

The VIT is only able to disclose personal, sensitive and health information about an individual in limited circumstances. In the case of an employer seeking information about the status of the application, the applicant's circumstances, or any matters that may be holding up the application, this information can only be provided with the applicant's specific and informed consent.



Employers who wish to enquire about an individual who has a pending application, should ask the applicant to provide VIT with a signed [Consent to release personal information form](#).

# Employing a pre-service teacher

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Appointing pre-services teachers (PSTs) within Victorian schools and early childhood services is important to the profession. Many PSTs apply for registration before they are due to graduate. Until VIT obtains evidence of course completion from the ITE providers, their registration cannot be finalised.

If you are considering hiring a PST with pending VIT registration, you should

- provide your applicant all paperwork necessary to process their appointment
- inform your applicant that if they are unable to secure their registration prior to the starting date, they will not be able to take up their position until this is complete
- confirm your applicant appears on the [public register](#) and add them to your teacher list in your [Employer portal](#) (once their registration has been approved)
- not allow an applicant to teach, even under supervision, without confirmed VIT registration.



Noah Kim (registered teacher) with learner Featherbrook College

# Applying for a permission to teach (PTT) position

Schools wishing to employ a PTT holder must provide evidence of a workforce shortage for the position in which the PTT is being sought. Workforce shortage evidence must be provided, along with a declaration stating that the workforce shortage exists and that no qualified registered teacher can fill the position.

Before an individual can apply for a grant of PTT, the employer wishing to fill a position through a grant of PTT must first initiate a PTT application. Applying for school initiated or location based PTT is a [two-step process](#).

## 1. The school endorsement

The school must start the process by submitting an application through their [Employer portal](#) endorsing a candidate for the available teaching role. This will be assessed by VIT to ensure the application meets the criteria for a PTT grant.

To reduce delays and streamline the assessment, it is **important that schools select the correct PTT category and provide detailed information in the application**. The VIT will contact the nominated school contact if further information is required.

Schools must provide the following

- reasons for the workforce shortage
- the means by which the school sought to fill the position with a registered teacher (e.g. [state-wide advertising](#))
- that no registered teachers applied for the position or the registered teachers who applied did not have skills and experience relevant for the position
- reasons why registered teachers who applied for the position were not considered to be appropriate
- details of preferred candidate
- details of the subject(s) to be taught
- details of school contact (usually the principal or assistant principal).



Watch our [how to apply for PTT video](#) and download our [applying for PTT fact sheet](#).



Tianjiao Lin (registered teacher) with learner Richmond West Primary School

## 2. The applicant's submission

Once approved, the endorsed candidate will be able to commence an application for a grant of PTT through their [MyVIT account](#).

In most cases, candidates must provide

- proof of identity and name history
- evidence of qualifications and / or industrial / teaching experience
- information about how they will progress toward teacher registration
- information about their suitability and fitness to teach.

In some cases, applicants may be required to provide evidence of their English language competency and overseas criminal history. The VIT encourages candidates to apply early for these documents (where required) as they may take some time to procure.

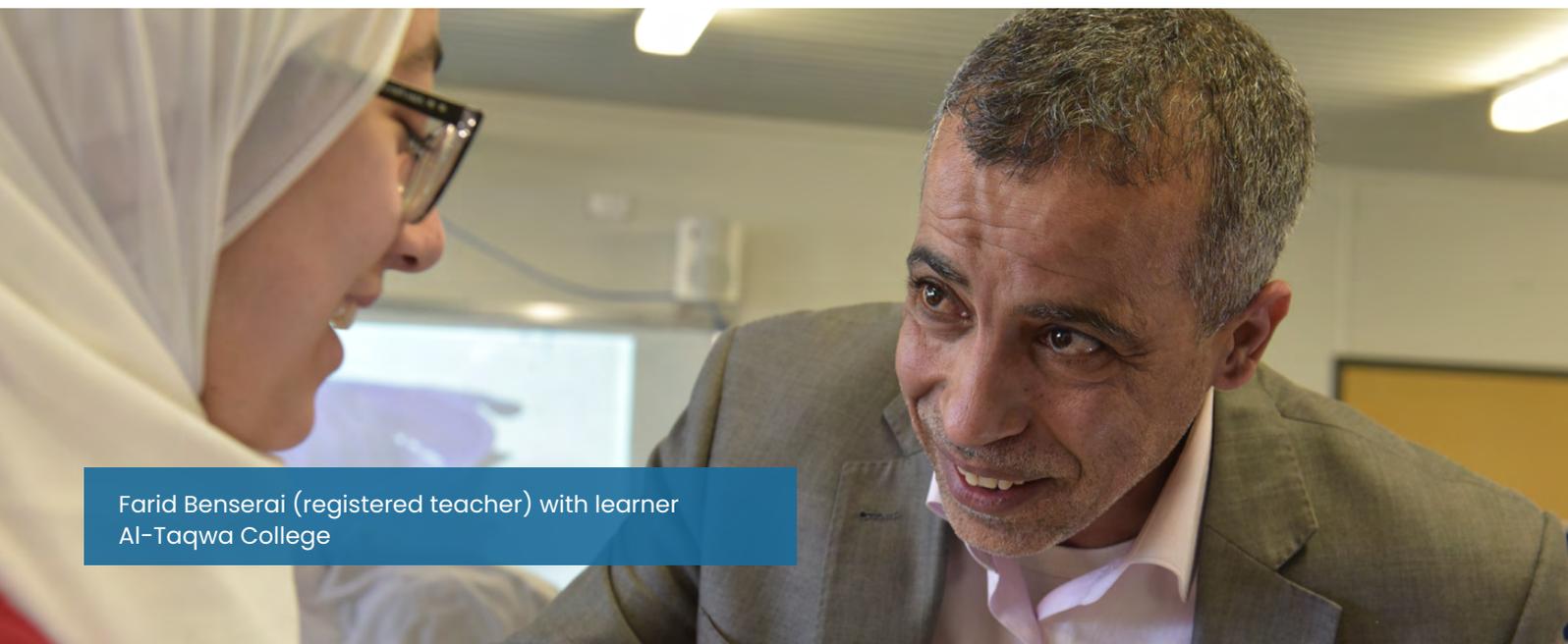
Schools wishing to fill a vacancy must be aware that those granted PTT are **not registered as qualified teachers** as they have not yet completed an approved [initial teacher education](#) (ITE) qualification.



A teacher cannot apply for PTT until the VIT has approved an employer's application for PTT.

Submission of an application does not automatically mean that the applicant will be granted PTT and the **applicant is not approved to teach until VIT notifies them that their registration has been approved.**

Employers must notify VIT once a position for PTT is no longer required at the school so the PTT grant can be closed.



Farid Benserai (registered teacher) with learner Al-Taqwa College

# Annual registration

# Annual registration requirements

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All teachers are required to complete the [annual registration](#) process by 30 September each year in order to maintain their registration. The annual registration process applies to all [registration categories](#).



If a teacher does not complete their annual registration tasks and make payment by 30 September each year, a late fee is applied and they are given a three-month grace period until 31 December. During this time, they will remain registered and (if they hold a practising registration) will be able to work as a teacher in a Victorian school or early childhood service while they hold registration.

If they do not complete the annual registration requirements by 31 December, the following applies

- those who hold **full registration** or **non-practising registration** will have their registration **expired** and will be removed from the [Register of teachers](#). If this occurs, they will no longer be able to undertake the [duties of a teacher](#). Those who wish to teach will be required to submit a new application for registration. They will have to fulfill all [current registration requirements](#) and will not be able to undertake the duties of a teacher until their application has been assessed and approved by VIT.
- those who hold **provisional registration** or **PTT** will have their registration **suspended** and will be removed from the [Register of teachers](#). If this occurs, they will no longer be able to undertake the duties of a teacher until they have made payment and successfully revoked their suspension.



Sally Davies (registered teacher) with learners  
Our Lady of Fatima School

The annual registration process must be completed via the teacher's MyVIT account. The types of tasks required to complete the annual registration process differ depending on the type of registration they hold.

Registration category	Annual registration fee	Suitability declarations	20 days professional practice	20 hours professional learning	Five-yearly NCCHC
Full registration	✓	✓	✓	✓	✓
Provisional registration	✓	✗	✗	✗	✓
Non-practising registration	✓	✓	✗	✗	✓
Permission to teach	✓	✗	✗	✗	✓

<sup>1</sup> Some exceptions may apply. See the [Professional practice and learning requirements](#) page for more information.

<sup>2</sup> There is an additional fee included for teachers required to update their [Nationally Coordinated Criminal History Check \(NCCHC\)](#).



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

## Teachers who hold full registration

Teachers who hold [full registration](#) are required to do the following within the current registration period (1 October to 30 September)

- make declarations
  - about their continuing [suitability to teach](#)
  - that they have [practiced](#) for at least 20 days as a teacher or educational leader (or undertaken equivalent practice)
  - that they completed at least 20 hours of [professional learning](#) that references the [Australian Professional Standards for Teachers](#) (APST)
- complete a five-yearly [Nationally Coordinated Criminal History Check](#) (NCCHC) as required
- pay an [annual registration fee](#).

## Teachers who hold provisional registration or PTT

Teachers who hold [provisional registration](#) or [PTT](#) are required to

- complete a five-yearly [Nationally Coordinated Criminal History Check](#) (NCCHC) as required
- pay an [annual registration fee](#).



It is expected that provisionally registered teachers are meeting the recency of practice and professional learning requirements as part of the [moving to full registration process](#) and are, therefore, not required to demonstrate these requirements during the annual registration process.

## Teachers who hold non-practising registration

Teachers who hold non-practising registration are required to

- make declarations about their continuing [suitability to teach](#)
- complete a five-yearly [Nationally Coordinated Criminal History Check](#) (NCCHC) as required
- pay an [annual registration fee](#).

## Teachers who have returned from non-practising

[Returning teachers](#) are required to meet the same requirements as the registration category they are returning to. Fully registered teachers returning from non-practising will also need to supply evidence of the [practice](#) and [professional learning](#) they have completed since they returned from non-practising.

## Teachers who hold dual registration

Those who hold **two types of registration** (both teacher and early childhood teacher registration) are only required to complete the annual registration process once each year – successfully renewing one registration category will mean that both have been renewed.

# Annual registration fees

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All teachers (including those with non-practising registration) are required to pay an annual fee to keep their registration status active.

In accordance with the *Education and Training Reform Act 2006*, the fees concerning teacher registration are fixed every year by the Minister for Education.



Teacher registration fees in Victoria remain among the lowest in Australia and New Zealand, and may be tax-deductible. View the current [annual registration fees](#).



Sarah Rose (registered teacher) with learner Furlong Park School for Deaf Children

# Conduct and suitability

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# Suitability to teach

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To provide for the safety and wellbeing of children and young people, VIT is responsible for ensuring only suitable persons are registered to teach in a Victorian school or early childhood service.

To become registered with VIT, all new applicants are assessed for their suitability to teach. Once registered, teachers must continue to be suitable to teach in order to maintain their registration.

A teacher is [suitable to teach](#) if

- their character, reputation and [conduct](#) are such that they should be allowed to teach in a school or early childhood service
- their [physical or mental impairment](#) (if any) does not seriously detrimentally affect, or is unlikely to seriously detrimentally affect, their ability to practise as a teacher.

## Information that may impact a teachers' suitability to teach

Teachers are required to disclose any matters that may impact on their suitability to teach when they make an [application for registration](#) and as part of the [annual registration](#) process.

Examples of circumstances that may impact on a teacher's suitability include, where

- they have been charged with a criminal offence
- they are subject to a disciplinary investigation
- there has been disciplinary action taken against the person (such as receiving a written warning from their employer)
- they have been the subject of a finding of reportable conduct by [The Commission for Children and Young People](#) (CCYP)
- they have received a Working with Children (WWC) interim exclusion or WWC exclusion (formerly known as an interim negative notice or negative notice) from [Working with Children Check Victoria](#) (WWCCV)
- they are suffering from a [physical or mental impairment](#) that seriously detrimentally affects their ability to practise as a teacher.

The VIT may also receive information about a teacher's suitability from other sources such as their current or former employer, regulators (including [Victoria Police](#), CCYP and WWCCV) or a member of the public.



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

## Assessing a teachers' suitability to teach

### At the time of an application

The VIT will assess the suitability of a person when they make an application for registration and when they apply to renew their registration as a teacher.

During this process, VIT may

- conduct a [Nationally Coordinated Criminal History Check](#) (NCCHC)
- request that the person provide additional information and documentation about
  - their criminal history
  - their current or previous right to teach in another jurisdiction
  - any refusal or cancellation or their right to teach in another jurisdiction, and the reasons that were given for this decision
  - any previous refusal to register the person, and the reasons that were given for this decision, and/or
  - any previous or current work involving children (including as a volunteer)
- request that the person submit to any tests
- request that the person provide any references or reports to help determine whether they are suitable to teach, and/or
- submit to any medical or psychiatric examination and provide VIT with the results or reports from this examination.

### While the person is a registered teacher

The VIT will also assess whether a registered teacher remains suitable to teach, whenever it receives a [complaint, notification](#) or other information about a registered teacher.

In order to assess a registered teacher's ongoing suitability to teach, VIT may

- request information and documentation from the registered teacher
- request information and documentation from other sources such as the person's current or former employer, WWCCV, CCYP or Victoria Police
- conduct a [preliminary assessment](#)
- conduct an [investigation](#) into the conduct, competence and fitness to teach.

Depending on the nature of the matter, VIT may also choose to take [immediate action](#) against a teacher, such as suspending their registration on an interim basis.



Read our [grounds of refusal of registration fact sheet](#) and [suspension of registration fact sheet](#) for more information.

## Codes of Conduct and Ethics

Under s2.6.3 of the *Education and Training Reform Act 2006*, VIT must develop, maintain and promote a Code of Conduct and Code of Ethics for the teaching profession.

The Victorian Teaching Profession's Codes of Conduct and Ethics are public statements developed for and by the teaching profession to

- reflect shared principles about practice, conduct and ethics to be applied to promote the highest standards of professional practice
- enable registered teachers to reflect on their ethical decisions
- establish the quality of behaviour that reflects the expectations of the profession and the community
- provide a clear statement to the community about these expectations.

The Codes apply to everyone currently registered with VIT, regardless of whether they are currently working as a teacher.

The Code of Conduct supports all teachers to understand the expectations of the teaching profession and the community in relation to their professional [conduct](#), personal conduct and professional competence.

The VIT has an overarching function of providing for child safety and wellbeing, and this underpins the principles set out in the Code of Conduct.

As part of a registered profession and a profession of high public trust and accountability, teachers must be aware of and reflect the expectations and standards expected of them – the Code of Conduct can assist teachers to guide their professional and personal conduct.



Download the [Victorian Teaching Profession's Code of Conduct](#) and the [Victorian Teaching Profession's Code of Ethics](#).



The Victorian Teaching Profession's Codes of Conduct and Ethics were last updated in May 2021.

### Related resources

The VIT has developed a range of resources to support both employers and their teachers in understanding the Codes, including

- a [series of webinars](#)
- an [educational leader support pack](#)
- [case study videos](#)
- [podcasts](#)
- a [teacher guidance pack](#).



Read our [FAQs](#) to find answers to some of the most frequently asked questions about the Codes.

# Suitability matters

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In performing its [regulatory functions](#), VIT must consider the safety and wellbeing of children, including by taking into account community expectations.

If a suitability matter needing [further examination](#) is identified, VIT will write to the teacher outlining the [suitability matter](#) that has been identified.

## Can a teacher make a submission to support their case?

The VIT will provide the teacher with an opportunity to respond to the suitability matter.

The teacher will be notified if the VIT Council, CEO or PCC intends to

- refuse their application for registration or renewal of registration
- impose conditions, limitations or restrictions on their registration.

The teacher will have a further opportunity to make written submissions in support of their application. The VIT will consider any written submissions provided prior to making a final [decision](#).

Teachers are not obliged to provide any information. However, VIT may refuse to grant an application for registration or renewal of registration to those who fail to produce satisfactory evidence of their [suitability to teach](#).



Alex Collett (registered teacher) with learners  
Richmond West Primary School

# Immediate action

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There may be some circumstances in which VIT will immediately [suspend the registration of a teacher on an interim basis](#) or must suspend a teacher's registration on an ongoing basis.

## Interim suspension

There may be some circumstances in which VIT will suspend the registration of a teacher on an interim basis. This is in circumstances where VIT has formed a reasonable belief that

- the teacher poses an unacceptable risk of harm to children
- the suspension of the teacher's registration is necessary to protect children.

If VIT decides to suspend a teacher's registration on an interim basis, the following process is undertaken

1. a notice of interim suspension is served on the teacher. This notice notifies the teacher
  - a. that their registration has been suspended on an interim basis
  - b. the reasons for this decision
  - c. that VIT must review the basis of the suspension at least every 30 days
  - d. that they have a right to make written submissions to VIT about the continuation of the interim suspension.
5. the VIT updates the [Register of teachers](#)
6. the VIT publishes the interim suspension on the [Register of Disciplinary Action \(RODA\)](#).
7. the teacher's employer is notified of the interim suspension once employment is verified.
8. [Working with Children Check Victoria \(WWCCV\)](#) is notified of the interim suspension once employment is verified
9. the interim suspension of a teacher's registration is reviewed every 30 days.

When VIT conducts a review of the interim suspension, it will take into account any written submissions made by the teacher.

The VIT may revoke the interim suspension of a teacher's registration if it no longer reasonably believes the teacher poses an unacceptable risk of harm to children and the interim suspension of their registration is necessary to protect children.

## Ongoing suspension

There are some circumstances where VIT must [suspend a teacher's registration on an ongoing basis](#).

### Suspension due to interim exclusion or Category A offence

The VIT **must** suspend a teacher's registration if the teacher has been

- given a [Working with Children \(WWC\) interim exclusion](#) (previously called an interim negative notice) by WWCCV, or
- charged with a [Category A offence](#).

This decision is **not discretionary**.

In this circumstance, the teacher will be given notice that VIT intends to suspend their registration. A copy of this notice is also given to the teacher's employer once employment is verified.

The teacher will then have 14 days from the date of receiving this notice to provide VIT with submissions.

### Suspension due to Category B offence

The VIT may suspend the registration of a person if they have been charged with a [Category B offence](#).

This decision is **discretionary**.

In this circumstance, the teacher will be given notice that VIT intends to suspend their registration. A copy of this notice is also provided to the teacher's employer.

The teacher will then have 28 days from the date of receiving this notice to provide VIT with submissions.

Once the 28 days has passed, VIT will consider any submissions it has received from the teacher, and make a decision about whether to suspend the registration of the teacher.

If a decision is made to suspend a teacher's registration for any of these reasons, the VIT will follow this process.

1. provide a notice of suspension of registration to the teacher outlining the reasons for the suspension of their registration and the information that VIT has relied upon to make the decision
2. update the Register of teachers
3. publish the suspension on the Register of Disciplinary Action (RODA)
4. notify the teacher's employer of the suspension once employment is verified
5. notify WWCCV of the suspension.



Samantha Whiting (registered teacher) with learner  
Barwon Valley School

# Preliminary assessments

The VIT must conduct a preliminary assessment of all [notifications](#) and [complaints](#) that it receives. This process may include requesting information from the teacher, their current or former employer and other sources.

## Where does VIT get its information from?

The VIT receives **notifications** about registered teachers from Victoria Police, The Commission for Children and Young People (CCYP) and employers.

Victoria Police notifies VIT if a teacher has been charged with, convicted, or found guilty of a [Category A offence](#) or a [Category B offence](#).

The CCYP must notify VIT if a registered teacher is the subject of a reportable allegation or a finding of reportable conduct under the *Child Wellbeing and Safety Act 2005*.

Employers must notify VIT if they have taken

- disciplinary action against a registered teacher in response to allegations of serious incompetence, serious [misconduct](#), or where the teacher may be unfit to be a registered teacher
- action against a registered teacher because their ability to practise as a registered teacher is seriously detrimentally affected, or likely to be seriously detrimentally affected by an [impairment](#)
- any other action that may be relevant to the registered teacher's fitness to teach.



Check out our [glossary](#) to find definitions for commonly used terms.

The VIT also receives [complaints](#) about registered teachers. These may be allegations about

- misconduct or [serious misconduct](#)
- being unfit to be a registered teacher
- [serious incompetence](#)
- impairments that seriously detrimentally affect the registered teacher's ability to practise
- charges, convictions or findings of guilt for category A offences or category B offences
- [Category C conduct](#)
- Working with Children (WWC) [interim exclusion](#) or WWC [exclusion](#) (previously known as an interim negative notice or negative notice) from Working with Children Check Victoria (WWCCV)
- disciplinary action taken by a person or body for whom the registered teacher undertakes work (including as a volunteer).

## What does VIT do when it receives a notification or complaint?

If VIT receives a notification or complaint about a registered teacher, it must conduct a preliminary assessment.

During the preliminary assessment, VIT may require further information from

- the registered teacher who is the subject of the notification or complaint
- the person or body who made the notification or complaint
- any person who may have information relevant to the notification or complaint.

This additional information will help VIT understand the notification and complaint, and determine what further action may be required.

## What happens at the end of a preliminary assessment?

At the end of a preliminary assessment, VIT may decide to conduct an [investigation](#).

It may also decide to take [other action](#). This may include

- suspending the registration of the teacher
- cancelling the registration of the teacher
- using the information to help assess a pending application for registration.

The VIT may also decide not to take any further action. This may occur if the

- notification or complaint is frivolous, misconceived or lacking in substance
- person or body who made the notification or complaint has not provided the further information that has been requested
- employer or another person has dealt adequately with the subject matter of the notification or complaint.



Michael Burrows (registered teacher) with learner  
McClelland College

# Investigations

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The VIT **must** conduct an investigation when it has completed a [preliminary assessment](#) of a [notification](#) or [complaint](#), and has decided to conduct an investigation. The VIT must also conduct an [investigation](#) when it has decided to [suspend the registration](#) of a teacher on an interim basis.

The investigations process differs depending on the matter.

## Investigations into fitness to teach

The VIT may conduct an investigation into the conduct, competence and [fitness to teach](#) of a [registered teacher](#) or a person who has [permission to teach](#).

### What conduct does VIT investigate?

The VIT may investigate the behaviour, conduct and relationships that a teacher may have with learners inside and outside the education setting. This may include, but is not limited to

- physical contact with a learner including pushing, hitting, dragging, slapping, and restraining learners
- sexual conduct towards a learner including any physical contact or communications with learners that are of a sexual nature
- written, electronic and online communications with learners that are beyond the professional relationship
- conduct that intimidates, humiliates or embarrasses a learner.

The VIT may also investigate the conduct of a teacher towards parents, carers or their colleagues. This may include, but is not limited to

- communications or conduct with parents or carers of children outside the education setting which may compromise the professional relationship
- failing to be collegial and treat colleagues with courtesy and respect.



David Michalowsky (registered teacher) with colleague  
Carrington Primary School

The VIT may also investigate whether a teacher is competent. This may include, but is not limited to

- knowing their learners and how they learn, and using this information to cater for individual abilities
- communicating effectively and appropriately with learners using verbal and non-verbal communication strategies to support learner's understanding, participation, engagement and achievement
- maintaining the wellbeing and safety of children in the learning environment
- managing challenging behaviour by establishing and negotiating clear expectations with learners and address discipline issues promptly, fairly and respectfully
- consulting with parents and carers about their learner's needs
- sharing information with colleagues to support the teaching, wellbeing and safety of learners.

The VIT may also investigate other professional or personal conduct of a teacher that may affect their fitness to teach. This may include, but is not limited to

- conduct in any setting that may compromise the safety and wellbeing of children
- conduct that is discriminatory, culturally insensitive or otherwise shows intolerance
- family violence and other violence that may occur outside the education setting
- exploiting their position for personal and financial benefit
- theft, fraud or other deceptive conduct.

### **What happens during an investigation into a teacher's fitness to teach?**

During an investigation, VIT will gather information and documentation that may assist in determining

- whether the conduct occurred
- the impact that the conduct had on children and others
- the risk that the person may pose to the safety and wellbeing of children
- whether the person is fit to teach
- whether the person is physically and mentally able to teach
- what is the most reasonable and proportionate outcome may be to address the conduct.

This means that VIT may contact third parties to obtain relevant information and documentation. This may include individual such as witnesses, alleged victims and employers or former employers.

It may also include contacting other organisations who may have relevant information, such as [Victoria Police](#), the relevant court or tribunal, other teacher regulatory authorities in Australia, and [The Commission for Children and Young People \(CCYP\)](#).

The VIT may conduct interviews and take statements from relevant witnesses.

The VIT may provide the teacher with an opportunity to participate in a recorded record of interview, and/or respond to the allegations in writing.

## Assessment of impairments

The VIT may assess whether a person's physical and/or mental impairments seriously detrimentally affect, or are likely to seriously detrimentally affect their ability to practise as a teacher.

### What types of impairments does VIT look at?

An impairment is a physical or mental health condition, disability, or disorder.

Physical conditions and disabilities may include

- brain or spinal cord injuries
- multiple sclerosis
- cerebral palsy
- respiratory disorders
- hearing and visual impairments.

Mental health conditions may include

- schizophrenia
- anxiety disorders such as post-traumatic stress disorder, generalised anxiety, panic disorders and obsessive compulsive disorders
- mood disorders such as depression and bipolar affective disorder
- behavioural disorders such as oppositional defiance disorder and attention deficit hyperactivity disorder.

An impairment may include eating disorders, including anorexia and bulimia nervosa, as well as alcohol and / or drug dependence.

The VIT may conduct a preliminary assessment into an impairment so that it can determine whether it seriously detrimentally affects a person's ability to practise as a teacher.

When determining whether an impairment seriously detrimentally affects a teacher's ability to teach, VIT will consider factors such as

- whether the person can comply with the [Australian Professional Standards for Teachers](#) (APST)
- whether the person can comply with the [Victorian Teaching Profession's Code of Conduct and Code of Ethics](#)
- whether the person may present a risk to the safety and wellbeing of children under their care, supervision and authority
- the current symptoms or characteristics of the teacher's impairment, and the impact these may have on the person's ability to practise as a teacher
- whether the teacher is currently receiving treatment, and if so, the impact this treatment may have on the person's ability to practise as a teacher
- the professional opinion of the teacher's treating medical professionals
- whether there are any reasonable adjustments, modifications or assistance that can be provided to the teacher to aid their ability to practise as a teacher
- whether there are any conditions, limitations or restrictions that may be placed on the teacher's registration to address any impact on their ability to teach.



A person's physical and/or mental impairment may not necessarily seriously detrimentally affect their ability to practice as a teacher. The VIT will carefully and respectfully consider the matter in order to determine fitness to teach.

### **What happens during an investigation into impairments?**

Where VIT receives information that indicates a teacher may have an impairment that impacts their ability to teach, VIT will attempt to contact the teacher to obtain more information.

Where the information provided is not sufficient to enable VIT to make an assessment of the impact, we may seek information from other sources. For example, VIT may ask the teacher to obtain a report from their treating doctor or psychologist.

In some circumstances, VIT will work with the teacher to arrange for an independent health assessment from a suitable medical professional. This may include a psychologist or psychiatrist.

Where there is sufficient information that shows a teacher's ability to practise is seriously affected, VIT will try to work with the teacher to identify the best way to support them during this time. We will continue to work with the teacher as required, and to assist them to return to teaching once their impairment no longer seriously affects their ability to practise.

The VIT must also consider the safety and wellbeing of children, and so will take steps to ensure that appropriate action is taken to address any concerns in this regard.



Thom Irwin (registered teacher) with learner Concord School

# Outcomes

It is important to remember that **not all conduct matters or impairments will impact a teacher's registration**. The outcome of an application for registration or investigation will depend on the individual facts of each case.

Outcomes can occur via **a decision** made by VIT or by **an agreement** with the teacher.

## Conditions, restrictions or limitations placed on registration

The VIT has the power to impose any conditions, restrictions or limitations on a teacher's registration if it deems appropriate to do so. This can be done at any time, including when making a decision on an application for registration or while the teacher is registered with VIT.

This power will generally be exercised where a teacher's conduct does not warrant [suspension of registration](#), but where further action is required to address concerns regarding their [suitability to teach](#). For example, VIT may deem the teacher suitable to teach but impose a condition that a teacher undergo targeted professional or personal development, to have a greater understanding of their professional obligations.

Where a teacher has an impairment that has the potential to (but does not currently) impact on their ability to practise as a teacher, VIT may impose a condition that they establish and maintain therapeutic relationships with medical professionals as required, and provide regular reports to VIT.



A teacher's [registration card](#) may reflect if they have conditions placed on their registration. Employers should ask teachers with conditions to provide a copy of the conditions by showing them relevant correspondence from VIT. This may include a registration card letter, a signed Agreement between VIT and the teacher or a Notice of Conditions on Registration issued by VIT.

Alternatively, employers can ask the teacher to provide VIT with a signed [Consent to release personal information form](#).

## Decision in relation to a pending application for registration

The VIT may also use the information and documentation gathered during a preliminary assessment or investigation to make an informed decision about a pending application for registration. The decisions may

- 1. Grant registration.** The VIT may decide the conduct or impairment does not impact on the person's suitability to teach, and may determine to grant the application for registration or renewal of registration.
- 2. Refuse registration.** The VIT may refuse an application for registration or renewal of registration.
- 3. Impose conditions on registration.** The VIT may decide to grant the application for registration / renewal of registration, but to impose a condition, limitation or restriction on the registration of the teacher.

## Suspension of registration

There may be some circumstances in which VIT will suspend the registration of a teacher on an interim basis. This is in circumstances where VIT has formed a reasonable belief that

- the teacher poses an unacceptable risk of harm to children
- the suspension of the teacher's registration is necessary to protect children.

There are also some circumstances where VIT must suspend a teacher's registration on an ongoing basis.

## Cancellation of registration

The VIT **must** cancel the registration of a teacher if the teacher

- has been found guilty or convicted of a [Category A offence](#) in Victoria, or an equivalent offence in another jurisdiction
- has been given a Working with Children (WWC) [exclusion](#) (previously known as a negative notice) by Working with Children Check Victoria (WWCCV).

### Disqualification

A teacher whose registration is cancelled is also disqualified from teaching and is not entitled to re-apply for registration in the following circumstances

1. If the teacher's registration has been cancelled because they have been convicted or found guilty of a Category A offence, they will be disqualified from reapplying for registration **indefinitely**.
2. If the teacher's registration was cancelled because they were given a WWC exclusion, they will be disqualified from reapplying for registration **for a period of five (5) years from the date the exclusion is given** or until a subsequent decision has been made, unless the WWC exclusion has been set aside.

## Outcomes by agreement

A teacher may request at any time that VIT enter into an agreement with them. The agreement may be that VIT

- impose conditions on the registration of the teacher
- suspend the teacher's registration for a period of time, or until certain events occur, or circumstances change
- suspend the teacher's registration, and impose conditions on registration
- cancel the teacher's registration.

The VIT will consider any of these requests and will determine whether this is an appropriate response to any alleged conduct or concerns that have been raised.

## Referral to an informal hearing, medical panel hearing or formal hearing

The VIT may decide to refer the teacher to an **informal hearing**. The informal hearing panel can make findings about whether or not the teacher has by act or omission engaged in misconduct.

The VIT may decide to refer the teacher to a medical panel hearing. The medical panel hearing can make findings about whether or not the ability of the teacher to practise as a teacher is seriously detrimentally affected or likely to be seriously detrimentally affected because of an impairment.

In order to assist it to make a decision, the medical panel may direct the teacher to undergo a health assessment.

The VIT may decide to refer the teacher to a formal hearing. The formal hearing panel may make findings about whether or not

- the teacher has, whether by act or omission, engaged in misconduct or serious misconduct
- the teacher has, whether by act or omission, been seriously incompetent
- the teacher is, whether by act or omission, not fit to teach
- the registration of the teacher has been obtained by fraud or misrepresentation or concealment of facts.

# Complaints about a teacher

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The VIT may receive complaints about a teacher from parents, students, a registered teacher's colleagues or other members of the public.

The complaints may consist of any of the following allegations about the teacher

- misconduct or serious [misconduct](#)
- being [unfit](#) to be a registered teacher
- [serious incompetence](#)
- [impairments](#) that seriously detrimentally affect the registered teacher's ability to practise
- charges, convictions or findings of guilt for [Category A offences](#) or [Category B offences](#)
- [Category C conduct](#)
- Working with Children (WWC) interim exclusion or WWC exclusion (previously known as an interim negative notice or negative notice) by [Working with Children Check Victoria](#) (WWCCV)
- disciplinary action taken by a person or body for whom the registered teacher undertakes work (including as a volunteer).

## How are complaints handled by VIT?

If VIT receives a complaint about a registered teacher, it must conduct a [preliminary assessment](#).

During the preliminary assessment, VIT may require further information from

- the registered teacher who is the subject of the complaint
- the person or body who made the complaint
- any person who may have information relevant to the complaint.

This additional information will help VIT understand the complaint and determine what further action may be required.

At the end of a preliminary assessment, VIT may decide to conduct an [investigation](#). It may also decide to take other [action](#). This may include

- suspending the registration of the teacher
- cancelling the registration of the teacher
- using the information to help assess a pending application for registration.

The VIT may also decide not to take any further action. This may occur if the

- complaint is frivolous, misconceived or lacking in substance
- person or body who made the complaint has not provided the further information that has been requested
- employer or another person has dealt adequately with the subject matter of the complaint.

## How are complaints made about a teacher?

In many cases, concerns about a teacher can be resolved appropriately by first discussing them with their employer.

Before lodging a complaint with VIT, we encourage the person submitting the complaint to contact and speak with the

- principal or person in charge of the education setting
- governing body of the education setting
- authority that employs the teacher (for example, the [Department of Education](#) or the relevant [Diocesan Director of Catholic Education](#)).

If a complaint cannot be resolved or the person does not want to discuss their complaint with the teacher's employer, they can lodge a complaint with VIT via our [online form](#).

## Other types of complaints

The VIT is unable to consider complaints in every circumstance.

Issues VIT cannot consider complaints about	Where to find assistance
Administrative matters such as concerns regarding class allocations or academic grading, or issues about the application of school policies	Contact the school or early childhood service directly
Concerns about the management of a school that are not specific to a teacher	Contact the <a href="#">Victorian Registration and Qualifications Authority</a> (VRQA)
Complaints that a school has not complied with the Child Safe Standards	Contact the <a href="#">Victorian Registration and Qualifications Authority</a> (VRQA)
Concerns that a teacher may have committed a criminal offence	Contact the <a href="#">Victoria Police</a>



Louise Johnson (registered teacher) with learners Featherbrook College

## Conduct Reporting Guide

The VIT, the Commission for Children and Young People, the Victorian Registration and Qualifications Authority and the Quality Assessment and Regulation Division of the Victorian Department of Education work with each other as co-regulators who are committed to child safety.

These organisations regularly receive reports regarding the conduct of a registered teacher\*, school or early childhood service.

- [Victorian Institute of Teaching \(VIT\)](#) – regulatory authority for the teaching profession
- [Commission for Children and Young People \(CCYP\)](#)
- [Victorian Registration and Qualifications Authority \(VRQA\)](#) – regulatory authority for schools
- [Quality and Regulation Division \(QARD\)](#) – regulatory authority for early childhood services

In consultation with these organisations, VIT has developed a [conduct reporting guide](#) to help teachers to understand and act on child safety matters.

The guide assists parents, learners, the general public, schools and early childhood services in reporting concerns about the conduct of any person employed in a Victorian education setting.

The guide is also a useful tool for employers to assist them in understanding their reporting obligations to VIT and other co-regulators.

Please note the reporting guide refers to matters of conduct only. For a general overview of how these organisations deal with complaints, please visit the above links.

## Conduct reporting scenarios

[Conduct reporting](#) obligations can vary for members of the community (parents, students/learners), registered teachers\*, schools and early childhood (EC) services.

A range of scenarios have been developed to assist the above cohorts in understanding who to report to regarding the conduct of a registered teacher\*, school or EC service, and which organisations are involved following a report.

- for [members of the community](#)
- for [registered teachers](#)
- for [schools](#)
- for [early childhood services](#)



Download our full [Conduct reporting guide for schools](#) or [Conduct reporting guide for early childhood services](#) on reporting conduct concerns about registered teachers.

There may be circumstances where a complaint lodged with one organisation discloses an issue that also falls within the remit of another organisation. In cases such as this, the original recipient may contact the complainant as required to seek consent to forward their complaint to the related organisation for its independent consideration.

It is also noted that through established information sharing provisions and memorandums of understanding, co-regulators are able (and in some circumstances, required) to notify each other of certain conduct issues.

# **Employer resources**

# Employer portal

The [Employer portal](#) allows schools and early childhood services to maintain and monitor their teacher list, recommend PRTs for full registration, apply for PTT grants, confirm contact details and access important communications and resources.

You can login to the [Employer portal](#) with your username (the email address VIT has on file) and password – use a Chrome browser for best results. Select 'Forgot my password' to set a new password.

Principals and early childhood managers may wish to give access and authorisation to delegates to use the portal (e.g. assistant / deputy principal, HR manager, business manager). The VIT is not able to issue delegates with separate login details – they will be required to share the principal / early childhood manager's login details.



Download our [Employer portal guide](#) for instructions on how to access and use the Employer portal and watch a range of [videos](#) on how to manage an application in the Employer portal.



The VIT uses email to communicate important information about legislative amendments, employer obligations and teacher registration matters. We regularly send circulars with general information to assist employers manage their teacher registration needs.

More importantly, **we use email to advise employers when a teacher's registration is due to expire or has been suspended or cancelled.**

It's important that the email address listed in the Employer portal is regularly accessed by school / early childhood leadership. Those who choose to use a general email address should instruct staff to pass on all VIT communications to leadership.

**We often hear from principals and early childhood managers that they were unaware of critical registration matters because they had not read / not been forwarded our communications.**

# Register of teachers

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All teachers who are registered to teach in Victoria will appear on the [Register of teachers](#).

**A person listed on the register of teachers is registered and permitted to teach, unless their registration status is displayed in red.** A teacher whose details are displayed in red are [non-practising](#) and unable to undertake the [duties of a teacher](#).

A teacher who shows on the register with an expiry date in the past is registered and permitted to teach.



All registered teachers, including non-practising teachers, are [exempt from the Working with Children Check](#) because they are already subject to continuous and extensive criminal record checks.



Teachers [don't need a card](#) to prove they are a registered teacher.

Employers can be satisfied that if the teacher's name appears on the register of teachers (and are therefore searchable in the Employer portal), then they hold valid VIT registration.



Raminderdeep Bangar (registered teacher) with learner Fairhaven Kindergarten

# Latest news and communications

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The VIT distributes a range of regular stakeholder communications, including

- [Professional Practice e-newsletter](#) (issued to all registered teachers)
- [Principal Circular](#) (issued to all schools)
- [Early Childhood Circular](#) (issued to all early childhood services)
- [PRT Circular](#) (issued to all PRTs)
- [CRT Circular](#) (issued to teachers who have identified as CRTs)
- [ITE Circular](#) (issued to Victorian ITE providers and passed on to ITE students)
- [PTT Circular](#) (issued to PTT holders)



The Principal and Early Childhood Circulars are designed to keep principals and early childhood managers informed about the registration and policy matters that affect their teachers. To ensure employers comply with their regulatory obligations, it's important to keep the school's and early childhood service's contact details up to date in the Employer portal. **The Principal Circular / Early Childhood Circular and all other emails issued by VIT must be shared with all authorised delegates by whoever manages the primary email address.**

The VIT also publishes [videos and podcasts](#) that showcase good teacher practice, explore professional conduct boundaries, provide helpful information on registration processes and address some of our most frequently asked questions.



Mikaila Colla (registered teacher) with learners  
Carrington Primary School

# Guides, forms and templates

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Employers can access a range of resources including

- [Provisional to full registration: The workplace recommendation panel](#)
- [Supporting Provisionally registered teachers: A guide to the full registration process](#)
- [Provisionally registered casual relief teachers and teachers in non-school settings: A companion guide to gaining full registration](#)
- [Guide to applying for Permission to Teach \(PTT\)](#)
- [Consent to disclose personal and health information form](#)



Use our handy [Registration Helper](#) tool to quickly and easily find information about what registration category your employees may be eligible to apply for, how they can maintain or change their current registration, or how to apply for a new registration.



Vinoth Kannan (registered teacher) with learners  
McClelland College

# Case studies and fact sheets

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The VIT's range of regulatory decisions and conduct [case studies](#) provide an insight into recent matters in which the VIT was required to take disciplinary action against a registered teacher.

They are designed to stimulate discussion and debate about what is considered appropriate professional and personal conduct for teachers, as well as appropriate strategies to prevent inappropriate conduct. The case studies are a great resource for employers to use in staff training and professional learning.

Our [fact sheets](#) have been developed to provide a range of information relating to teacher registration for the teaching profession and broader community.



Shayne Robson (registered teacher) with learners  
Westbourne Grammar School

# Professional practice support

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The VIT's [Professional Practice \(PP\) team](#) provides for quality teaching and the best educational outcomes for learners, and builds strong relationships with all stakeholders in the education space. The team consists of members with recent experience working in the sector and is responsible for bridging the gap between the profession and its regulator.

The PP team works with initial teacher education (ITE) providers to ensure readiness for new graduates entering the teaching profession, and to support their development in demonstrating proficiency against the [APST](#) as they move from [provisional to full registration](#).

In support of this process, the PP team is a vital link for mentors across the State, working with them to [develop strong mentoring skills](#) that will benefit all education sectors.

Some of the team's functions include

- [training mentors](#) in the workplace to help guide PRTs through the Inquiry process
- delivering [seminars to PRTs](#) to help understand the Inquiry process
- delivering seminars to pre-service teachers about registration requirements.

The PP team is a wealth of knowledge on the provisional to full registration process, and offers support to all newly registered teachers and their employers seeking assistance in this area.

You can reach the team by emailing [pirt@vit.vic.edu.au](mailto:pirt@vit.vic.edu.au).



Val Landewee (registered teacher) with learners  
Richmond West Primary School

# Frequently asked questions

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The answers to most questions relating to teacher registration can be found in our [employer FAQs](#). More helpful FAQs available to employers include

- [renewal of registration](#)
- [provisional registration](#)
- [non-practising registration](#)
- [technical support](#)
- [mentoring and the Effective Mentoring Program \(EMP\)](#)
- [working with children](#)
- [casual relief teachers \(CRTs\)](#)
- [codes of conduct and ethics](#)
- [literacy and numeracy test for initial teacher education \(LANTITE\)](#).

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