

From: Victorian Institute of Teaching [<mailto:no-reply@vit.vic.edu.au>]
Sent: Monday, 9 February 2015 10:14 AM
To: Marnie Reid
Subject: Circular 3 / 2015 Supporting provisionally registered teachers

**VICTORIAN INSTITUTE OF TEACHING
MESSAGE TO SCHOOL PRINCIPALS
CIRCULAR 3 / 2015
PROGRAMS FOR SUPPORTING PROVISIONALLY REGISTERED TEACHERS 2015**

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

Dear Principal

SUPPORTING PROVISIONALLY REGISTERED TEACHERS (PRTs)

I would like to bring to your attention details of the various programs that the Institute runs to support and inform all involved in the full registration process.

PRINCIPAL BRIEFINGS

These briefings provide information about the provisional to full registration process and to also give an overview of other information relating to the profession.

In 2015, we will be replacing these briefings with a series of virtual online conferences. All school principals will have the opportunity to participate by registering for these conferences. For those principals who are unable to participate on the designated dates, recordings of the conferences will be available on the Institute website at a later time.

The dates and program are listed below:

| Topic | Date |
|---|--|
| How to support the provisionally registered teacher <ul style="list-style-type: none">• The registration process• How to support mentors• School portal and MyVIT. | Wednesday 22 April 2015 4 to 5 pm |
| Professional Conduct and Code of Ethics A representative from the Institute's Professional Conduct branch will be providing information about current issues and professional conduct in the teaching profession. | Tuesday 28 July 2015 4 to 5 pm |
| Supporting the provisionally registered teacher-The Recommendation Process <ul style="list-style-type: none">• The recommendation process• Panel meeting• Making final recommendations | Thursday 29 October 2015 4 to 5 pm |

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- General Q and A. The Institute will be seeking and responding to information from Principals about what they will need.
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To register attendance for the briefings, please fill in this online form [Principals Briefing](#).

A week prior to the conference, you will receive additional information on how to access the online forum and systems requirements.

ONLINE SUPPORT MODULE

This module contains information for principals and principals' delegates on:

- The process of teacher registration for teachers new to the profession
- How to use the school portal
- How to recommend full registration for provisionally registered teachers.

You can access the [module](#) or for those who have a QR reader application, use the following code:



The module should take about 20 minutes. Some of this information will also be discussed at the virtual conference on 22 April.

MENTOR PROGRAM TO SUPPORT PROVISIONALLY REGISTERED TEACHERS

Circular 9/2014 provided detailed information about the two-day mentor support program due to begin the week of Monday 23 February.

Mentors now need to register online through their MyVIT portal. Registrations are no longer accepted by email or fax. There is an expectation that teachers will attend both days.

DATES AND VENUES IN METROPOLITAN AND REGIONAL LOCATIONS

- Mentor session [Day one](#)
- Mentor session [Day two](#)
- [How to register for a mentor session](#)

The program is run in partnership with DET, with support and input from Catholic Education Offices and the support of Independent Schools Victoria.

PROVISIONALLY REGISTERED TEACHER INFORMATION SESSIONS

Sessions begin on Monday 13 April and will be held progressively through Term 2 and conclude in Term 3.

Provisionally registered teachers who are new to the profession are strongly encouraged to attend a session to ensure they are fully conversant with the process for full registration. Those attending receive detailed information along with resources to support and assist. Teachers register online through their MyVIT portal.

DATES AND VENUES IN METROPOLITAN AND REGIONAL LOCATIONS

- [Session dates](#) and [How to register](#)

If you have any questions about these programs please contact Dawn Colcott:

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Telephone: 8601 6175

MELANIE SABA

CHIEF EXECUTIVE OFFICER