The intent of this bulletin is to support you in what could be the final stage of your mentoring role. Many of you will have seen some amazing growth in the practice and confidence of your beginning teacher and will have no hesitation in recommending them for full registration. It is this final part of the process that is the focus for this bulletin.

PREPARING FOR THE PANEL MEETING

Your beginning teacher has now taught for more than 80 days and gathered evidence of their professional practice using the cycle of teacher inquiry. They may be ready to demonstrate their professional growth against the standards at a recommendation panel meeting. They may need encouragement to begin the final process. You may need to assist your beginning teacher to discuss arrangements for the recommendation meeting with school leadership.

Some suggestions for your beginning teacher at this point may be:

- Complete the checklist on p.25 of the Supporting Provisionally Registered Teachers Guide (PRT Guide) to ensure that they have everything they need.
• Reference their evidence against the Standards and descriptors using the document on p.36 of the PRT Guide. You can access the same document from the PRT website at www.vit.vic.edu.au/PRT in the resources section.

• Provide advice if appropriate on what is required to set up a recommendation panel. Who would they select to participate in the recommendation panel meeting?

• Provide copies of the evidence to the panel so they have time to consider it before the meeting.

• Provide a copy of the Guide to completion of recommendation report to each member of the panel. Access the guide here or go to the resources section of the PRT web site.

THE APPLICATION PROCESS

Your beginning teacher may have already submitted an application for full registration (Application for full registration - Form C). This is available through their MyVIT portal (refer to p. 57 of the PRT Guide).

Access a diagrammatic representation of the application process here.

PROVISIONAL REGISTRATION — FURTHER TIME REQUIRED

Applying for and gaining full registration may take longer than 12 months for many valid reasons. This is where your advice will be invaluable. As the process is premised on success it is important that teaching challenges are dealt with prior to formally applying for full registration. However do make contact to discuss if guidance is needed around this.

If a teacher has not applied for full registration by the end of their second year they will need to apply for another period of provisional registration using Form R. This form can be accessed online through their MyVIT portal.

Please note: it is expected that provisionally registered teachers with full time employment in a school or with regular part time work will have gathered evidence of their professional practice and applied for full registration by the expiry of their two-year registration period.

THE AUDIT PROCESS

A reminder, that the Institute selects a random sample of teachers applying for full registration each year to forward their evidence of professional practice to the Institute. This allows the Institute:

• to monitor the process for fairness and consistency across the state
to provide advice back to schools and systems.

(Refer to p.57, PRT Guide)

CONTACTING THE INSTITUTE

The following staff members from the Standards and Professional Learning Branch are available to provide assistance and support.

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