

Video: How to complete your annual registration tasks

To complete your annual registration tasks, you will need to log into your MyVIT.

When your annual registration tasks are ready to be completed, you will see this module which says: "complete annual registration tasks".

To start, click on this module.

The initial application page tells you what tasks you need to complete, what information you'll need to complete them and information about your registration options.

If you wish to apply for non-practising or return from non-practising you can do this via the manage registration button on the home screen of your portal.

If you want to renew as non-practising you will need to complete an application for non-practising and be approved before completing your annual registration tasks.

If you are leaving teaching and don't intend to return, you can cease your registration via the 'manage registration' menu on the previous page.

Now to proceed, click 'next'.

As you can use your registration in lieu of a WWCC, you are required to provide some information to VIT. Here you are asked if you currently undertake or intend to undertake any paid or voluntary child related work other than your teaching.

Here we will click 'no' and then click 'next'.

You will now see a series of modules that you need to complete for Annual registration. The modules with a green 'review' button already have information in them and don't need to be completed unless you wish to review the information. The modules with a blue 'update' button need to be completed before you can submit your application.

If you are due to complete your five yearly criminal record check you are required to complete additional information relating to your name and address history and provide consent.

We've just been through the renewal pathway. Hence that module has a green 'review' button.

You need to update your contact details by clicking the blue 'update' button on that module.

Here you can either update your details or click 'my details are correct'. Click 'next'.

Now you need to complete 'recency of practice'. Click 'update'.

You'll be asked if you've maintained recency of practice by engaging in at least 20 days of teaching, educational leadership or equivalent practice since 1 October the previous year.

If you click no then click 'next' you'll see a list of more detailed options.

If you click 'none of the above' it will inform you that you can either apply for non-practising registration or cease your registration.

Let's go back and click yes then click 'next'.

You need to select what context you completed your practice in. It could be more than one. If so hold down Control and select the options.

Next you have to select the time fraction. Again, press control and click to select more than one.

Next select an option which best describes your current employment, then click 'next'.

Next you need to complete the professional learning module.

Click 'update'.

Here you are asked if you have completed at least 20 hours of professional development that references the Australian Professional Standards for Teachers since 1 October the previous year.

If you click no, then click 'next', again your options will be to apply for non-practising registration or cease your registration.

Here we choose yes, then click 'next'.

Here you need to indicate the professional development activities you have undertaken in the past 12 months that have had the most impact on teaching and learning, by selecting the learning area and type.

Again hold Control and click if you want to select more than one, then click 'next'.

Here you are asked to estimate the level of positive impact your professional learning has had on your knowledge and on educational outcomes in the last 12 months. Then click 'next'.

Here you are asked if you have made changes to your teaching practice as a result of the professional learning you have undertaken in the last 12 months.

You can select more than one by holding Control and then clicking. Then click 'next'.

The final module to complete is suitability. Click 'update'

You need to answer every question here with a yes or no. If you click yes you may be asked to answer additional questions or provide further information with the option of uploading evidence to support your answer.

Now you have completed all the modules they will all display a green 'review' button. You can go back in and edit the information you have entered if required.

If the information you have provided is correct and you're ready to proceed, click 'submit'.

At this point you can click save and come back to it later.

Once you've clicked submit, you need to make a series of declarations and acknowledgements about the information you have provided.

Then click 'next'.

Here you're required to provide payment. The components of the fee are displayed here. Please note this amount is for the purpose of this example only.

You can only use Visa or Mastercard and payment must be made in order to proceed. Fill in your details then click 'make payment'.

Once payment has been made you can click to download or print a copy of this receipt, and then click 'finish'.

Your application has been submitted. You can log into your portal and view the status of your application at any time. VIT will now assess your application and may request additional

information. Please note – submission of this application does not mean that your registration has been approved.

VIT will advise you of the outcome. You are not required to do anything further at this stage.

To return to the home page of your portal, click 'home' and click 'view applications' to view the status of your application.

If you require a copy of your receipt at any time you can download one from the 'View my applications' section of your portal.