

# Renewal audit form

Use this form to provide evidence of the declarations made on your renewal of registration application.

## SECTION 1: PERSONAL DETAILS

Registration no.							Date of Birth		
Surname						Given name(s)			

## SECTION 2: EVIDENCE OF PROFESSIONAL PRACTICE

Please choose either Option A or Option B for this section.

### OPTION A: PRINCIPAL / EARLY CHILDHOOD DIRECTOR / EMPLOYER TO COMPLETE

Please tick one of the following boxes:

I confirm that the above named teacher has completed

- 20 days teaching, educational leadership or equivalent practice between 1 October 2017 and 30 September 2018
- 40 days teaching, educational leadership or equivalent practice between 1 October 2016 and 30 September 2018
- 60 days teaching, educational leadership or equivalent practice between 1 October 2015 and 30 September 2018
- 80 days teaching, educational leadership or equivalent practice between 1 October 2014 and 30 September 2018
- 100 days teaching, educational leadership or equivalent practice between 1 October 2013 and 30 September 2018

Employer name		Registration no. (if applicable)						
Position		Email						
Workplace name		Phone (BH)						
Workplace address (if outside VIC)								
Signed			Date					

### OPTION B: TEACHER TO COMPLETE

I am confirming my days of professional practice by attaching relevant evidence such as payslips, statements of service or letters on official letterhead outlining employment dates, my role and numbers of days worked.

**Note:** Group certificates are not accepted. Further evidence of how your role meets the Australian Professional Standards for Teachers may be requested if you are renewing using Equivalent Practice.

## SECTION 3: EVIDENCE OF PROFESSIONAL DEVELOPMENT

Evidence of your professional development must to be entered into MyPD in your MyVIT account.

1. **Log into your MyVIT account**
2. **Access MyPD from the left side menu**
3. **Use 'Add Teacher PD' to list each professional development (PD) activity you have completed between 1 October 2017 to 30 September 2018 (minimum 20 hours)**
4. **Select 'Download filtered PDs (pdf)' to create a list of the PD activities you entered.**

PD must relate to the Australian Professional Standards for Teachers (APST) and you must have some PD which can be counted towards each of Professional Knowledge, Professional Practice and Professional Engagement.

### NEED HELP?

- Please see '[How to complete the renewal audit form](#)' (page 3) for more information about the APST and how to complete the professional development reflection.
- The included 'MyPD FAQs' has detailed instructions on how to enter activities into MyPD.
- MyPD works best in Internet Explorer or Firefox.

## SECTION 4: TEACHER DECLARATION

### Education and Training Reform Act 2006

#### *Section 2.6.19: Refusal to Renew Registration*

The Institute may refuse to renew the registration of an applicant -

S. 2.6.19(a) amended by No. 27/2010 s. 25(1).

(a) if the Institute is satisfied that the applicant has not maintained an appropriate level of professional practice in the preceding period of registration having regard to the standards of professional practice approved by the Minister;

#### *Section 2.6.20 Registration obtained by fraud*

(1) If the Institute believes that the registration of the teacher has been obtained by fraud or misrepresentation or that the qualifications upon which the teacher relied for registration have been withdrawn the Institute must conduct a hearing into the matter.

All information I have provided about my professional practice is true and correct.

Signed		Date	
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## SECTION 5: SUBMITTING YOUR EVIDENCE

### Via email (preferred)

1. Complete Renewal Audit Form ([this form](#)) and Professional Development document (Section 3, Step 4)
2. Scan and attach both forms to email and send to [renewal@vit.vic.edu.au](mailto:renewal@vit.vic.edu.au)
3. Please include your name and 6 digit VIT registration number in the subject line.

### Via post

1. Complete and print Renewal Audit Form ([this form](#)) and Professional Development document (Section 3, Step 4)
2. Send via post to: Victorian Institute of Teaching, PO BOX 531, Collins Street West, 8007

# How to complete the renewal audit form

## SECTION 1: PERSONAL DETAILS

Please complete your personal details including your VIT registration number and date of birth.

## SECTION 2: EVIDENCE OF PROFESSIONAL PRACTICE

If you have completed your days of teaching, equivalent practice or educational leadership in one school, early learning centre or education setting you can choose **OPTION A** and have your principal, early childhood director or employer verify the days you worked.

If you have taught in a number of settings, for example casual relief teaching or tutoring, you can choose **OPTION B** and supply evidence of your days of teaching, equivalent practice or educational leadership yourself in the form of payslips, statements of service or letters on official letterhead outlining employment dates, your role and numbers of days worked.

### DEFINITION OF CURENCY OF PRACTICE FOR RENEWAL OF REGISTRATION

Teaching	Undertaking the duties of a teacher in an early childhood centre, primary, secondary or special school.
Equivalent practice	This is typically teaching in a TAFE, University or alternative teaching setting such as the zoo or a museum.  If you are teaching in alternative teaching settings or related fields of education but who are not teaching in a registered school or Early childhood centre. Further evidence of how your role meets the Australian Professional Standards for Teachers may be requested to approve your full registration using Equivalent Practice.
Educational leadership	This is typically the work of a principal or school leader but can also include work for DET, CEO or other educational organisations schools deal with directly.  Educational leadership roles can be both in and out of schools where the nature of their work has a relationship with the standards of professional practice. Educational leaders may not be teaching students but their work will directly influence teaching and learning in classroom situations.

## SECTION 3: EVIDENCE OF PROFESSIONAL DEVELOPMENT

Evidence of each professional development activity you have completed between 1 October last year and 30 September this year must to be entered into MyPD in your MyVIT account for the purpose of the audit (Renewal Audit Form, Section 3).

Each activity entered into MyPD must include a professional reflection. Please see page 4 for more information.

### Identifying PD activities to meet the requirements for renewal of registration

For all the professional development activities you count towards your renewal you must be able to relate what you learnt to one of the Australian Professional Standards for Teachers (see table below).

Of the 20 hours of professional development at least one activity must relate to each of the domains of Professional Knowledge, Professional Practice and Professional Engagement.

PROFESSIONAL KNOWLEDGE	PROFESSIONAL PRACTICE	PROFESSIONAL ENGAGEMENT
1. Know learners and how they learn	3. Plan for and implement effective teaching and learning	6. Engage in professional learning
2. Know the content and how to teach it	4. Create and maintain supportive and safe learning environments	7. Engage professionally with colleagues, parents / carers and community
	5. Assess, provide feedback and report on learning	

## Providing evidence of your professional development

Although a certificate or receipt may demonstrate that you attended a Professional Development activity, it is preferred that you write a brief reflection about the activity detailing your new learning and how you have or will apply this to your teaching practice.

### Some questions to answer in each reflection

1. What have you learnt from the PD activity that you can use to develop your teaching knowledge and / or practice?
2. How have you / will you apply your learnings from the professional development to your teaching practice?
3. How will you gather and analyse evidence of the impact of applying your new learnings?
4. How could these ideas be shared with colleagues?
5. What obstacles might you find to applying these ideas?

### An example of a reflection

Date of PD	Title	Description	Reflection	Duration	APST
29-04-2018	Strategies to increase engagement and participation	E Learning by John Smith. Covered how students with ASD learn. How to increase socialisation. Key strategies to decrease anxiety. What to implement into the classroom.	<p>Learning to understand the differences between Asperger's and Autism and how to set up my classroom to better facilitate the needs of learners was very insightful. I was able to discover many books to support me in helping children on the spectrum through the program. The tips on working with parents will also help me in my practice and seeking feedback from them will help me analyse whether changes to practicing are assisting my students with ASD.</p> <p>I have changed the way I set up my classroom by positioning children, using schedules and timers especially for toilet planning and having quiet zones with the benefit of sensory tools.</p> <p>I have experimented with the use of motivators for children/teens but feel I need to seek out more learning to make this more powerful. I plan to speak at an upcoming staff meeting about quiet zones and the benefits of their use.</p>	.40	<ul style="list-style-type: none"> <li>• Know students and how they learn</li> <li>• Create and maintain supportive and safe learning environments</li> <li>• Engage in professional learning</li> </ul>

## SECTION 4: TEACHER DECLARATION

Please read Section 2.6.19 and 2.6.20 of the Act then sign and date the teacher declaration.

## SECTION 5: SUBMITTING YOUR EVIDENCE

### Via email (preferred)

1. Please attach a signed copy of this form and the Professional Development PDF to an email.
  - If you chose OPTION B in Section 2 please also attach scanned copies of pay slips, statements of service or letters to provide evidence of your days of teaching.
2. Include your name and 6 digit VIT registration number in the email subject line.
3. Send to [renewal@vit.vic.edu.au](mailto:renewal@vit.vic.edu.au)

### Via post

1. Complete and print this form.
2. Download & print your Professional Development PDF from MyPD.
3. Send via post to: Victorian Institute of Teaching, PO BOX 531, Collins Street West, 8007

**Any questions? Email direct to [renewal@vit.vic.edu.au](mailto:renewal@vit.vic.edu.au) or call 1300 888 067 and advise our team you have a question about your renewal audit.**