

Teachers selected for audit

EVIDENCE OF PROFESSIONAL PRACTICE FOR RENEWAL OF REGISTRATION FORM

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

1.0 PERSONAL DETAILS

Registration no.							DOB	
Surname						Given name(s)		

2.0 EVIDENCE OF PROFESSIONAL PRACTICE

Describe how you will provide evidence of your professional practice

2.1 I have completed at least (tick ONE of the following options)

- 20 days teaching, educational leadership or equivalent practice within the current renewal period*
- 40 days teaching, educational leadership or equivalent practice in the last two years
- 60 days teaching, educational leadership or equivalent practice in the last three years
- 80 days teaching, educational leadership or equivalent practice in the last four years
- 100 days teaching, educational leadership or equivalent practice in the last 5 years

*The current renewal period runs from 1 October last year to 30 September this year

AND (tick ONE of the following options)

- This is confirmed by my principal / employer in section 4 of this form.

OR

- I have attached evidence of my days teaching, educational leadership or equivalent practice to this form.

A certified copy of a statement of service, a signed letter from a principal / employer on official letterhead or a payment record can provide evidence of teaching days. Multiple documents may be required for teachers who have worked in a number of contexts or school / early childhood settings during the renewal period. For more information about certification of documents please refer to www.vit.vic.edu.au.

2.2 I have completed at least 20 hours of professional development activities with reference to the Australian Professional Standards for Teachers.

You must include activities related to standard 1.6: Strategies to support full participation of learners with disability if you declared you completed this PD on your renewal of registration form.

(Tick ONE of the following options)

- I have completed the summary sheet in section 3 of this form and this is confirmed by my principal / employer in section 4 of this form.

OR

- I have completed the summary sheet in section 3 of this form and attached evidence of my professional development activities to this form.

3.0 EVIDENCE OF PROFESSIONAL PRACTICE

Please complete the following summary of professional development (PD) activities, referencing the Australian Professional Standards for Teachers at the Proficient Teacher level. If you require further space for your PD activities, please photocopy this page.

Tick if relevant:

- I give permission for the activities listed below to be reviewed by VIT in the MyVIT Portal. Please note, if you have recorded your PD activities in the MyVIT portal, you will not need to send in evidence.

SUMMARY OF PROFESSIONAL DEVELOPMENT ACTIVITIES

Date of activity	Description of PD activity and name of provider, where relevant	Related standard(s) (note 1)	Hours	Evidence attached (note 2)
12/04/16	Full day seminar: 'Current Developments in Curriculum' – VCAA	APST 1.3 APST 2.4	7.5	✓

Please complete the following section if you declared special needs PD on your renewal of registration form.

PD THAT DEVELOPED MY CAPABILITY TO TEACH LEARNERS WITH DISABILITY

This PD must address standard 1.6 and may also address standards 1.5 and 4.1

Date of activity	Description of PD activity and name of provider, where relevant	Related standard(s) (note 1)	Hours	Evidence attached (note 2)

Note 1: See the standards in section 5 of this form.

Note 2: Evidence can be confirmed by principal / employer (who should complete Section 4 of this form).

Certified copies of certificates of attendance, receipts of payment or transcripts of course results and other appropriate documentation will provide evidence of the professional development activities and hours.

4.0 PRINCIPAL / EMPLOYER DECLARATION

This section is completed by a principal or employer who is able to confirm

- the currency of practice; and / or
- the professional development hours a teacher has undertaken.

I confirm that _____ (teacher's name) has undertaken:
(please tick one of the following boxes)

- 20 days teaching, educational leadership or equivalent practice within the current renewal period*
- 40 days teaching, educational leadership or equivalent practice in the last two years
- 60 days teaching, educational leadership or equivalent practice in the last three years
- 80 days teaching, educational leadership or equivalent practice in the last four years
- 100 days teaching, educational leadership or equivalent practice in the last 5 years

*The current renewal period runs from 1 October last year to 30 September this year

AND / OR

- at least 20 hours of standards-referenced professional development activities as listed on the summary sheet in section 3 of this form.

Name		VIT reg no. (if applicable)					
School / EC service / workplace		Phone (BH)					
Email							
School / EC service / workplace address (if outside VIC)							
Signed		Date					

Evidence must be attached to this form for any currency of practice days or professional development hours that have not been confirmed by a principal / employer.

5.0 EVIDENCE RELATING TO THE STANDARDS

The professional development activities undertaken during the registration period must reference the Australian Professional Standards for Teachers (see below). By completing a written reflection on your professional learning using the prompt provided you will demonstrate that you have maintained your professional practice with reference to the standards.

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	

You must include in your PD, activities related to standard 1.6: Strategies to support full participation of learners with disability.

Prompt for written reflection

Taking account of the professional development activities you identified in Section 3, explain how they have contributed to your professional knowledge and how you have, or will, apply this knowledge to your teaching practice to support the learning of those you teach.

6.0 TEACHER'S DECLARATION

I declare that all information I have provided is true and correct.*

* VIT may cancel a teacher's registration if it is determined that the registration of the teacher was obtained by fraud or misrepresentation.

Signed		Date	
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Please ensure that evidence of at least 20 days teaching, educational leadership or equivalent practice and / or 20 hours of standards referenced professional development activities (including those developing your capability to teach learners with disability) are attached to this form if declarations have not been made by your principal or employer (or their delegate).



Please return your form via email scan to renewal@vit.vic.edu.au

OR



Please return form via post to
Victorian Institute of Teaching
PO Box 531
Collins Street West VIC 8007