VIT Video

HOW YOUR EMPLOYER PORTAL CAN HELP YOU

As a principal, manager or administrator, making sure your staff are registered to teach can be a time consuming process.

That's why we've created your employer portal.

You can use it to keep an up-to-date list of your teachers and check on their registration status.

When a new teacher begins you can add them to your list. And when a teacher leaves, you can remove them from your list.

If you keep your list up-to-date we can send you reminders about your teachers' registration.

And how do you check their ongoing registration status? Simple. By checking two dates.

The most important date to check is the card expiry date. The teacher will have registration matters they need to attend to by this date, such as paying their fee or updating their criminal record check.

You also need to check the 'approval expiry' date. For some teachers, such as provisionally registered teachers or teachers who hold permission to teach, the 'approval expiry' date could be different to their card expiry date. This means that they'll also have further registration matters they need to attend to by this date.

From mid-November until the end of the year, teachers with outstanding registration tasks will be displayed in red in the portal. This is to alert you that they risk losing their registration unless the tasks are completed by the due date.

You can also export your list to an Excel spread sheet, if you want to sort your teachers according to expiry dates, for instance.

At VIT, as part of our aim to streamline registration processes, we've developed a new employer portal for schools. At the moment this displays only teachers who have a registration number beginning with 6.

The new portal has extra functions, such as displaying when a teacher has a condition on their registration, plus a general explanation of what that means.

We'll be adding further functions to the new portal, and eventually we'll be adding all teachers to it.

For now you can search for and find the majority of your teachers in the existing portal.

For newer teachers who's registration number begins with a 6, you can use the new portal.

If you're working in a school, you can log into both portals via the School Login on our website.

If you work in an early childhood service, you can log in to your existing portal via the EC Service Login. The new employer portal for early childhood services will be coming soon.

Avoid surprises - use your employer portal to keep tabs on the registration status of your staff.

And remember – whenever your staff changes, make that change in your employer portal.