VICTORIAN INSTITUTE OF TEACHING
MESSAGE TO SCHOOL PRINCIPALS
CIRCULAR 9 / 2016
ANNUAL REGISTRATION

This circular is being sent to principals of all schools.
Please ensure that the principal receives this email.

Dear Principal

Term 3 is the time when teachers need to complete their annual registration tasks, and because we understand it's a very busy term for teachers, we rely on your support to remind them.

REGISTRATION TASKS ARE DUE 30 SEPTEMBER
We have sent invoices to all registered teachers, and they can now complete the process through MyVIT. A late processing fee applies after 30 September. Please pass this information onto your staff, in particular any teachers who are currently on leave. You can check your teachers' registration status on the public register and in your school portal.

SCRIPT BLOCKERS MAY CAUSE ISSUES IN PORTAL
We've had a number of reports recently of school portal and MyVIT portal users experiencing issues when using their portals. The code used in our portals may be blocked by script blockers used by individuals or IT systems in schools and early childhood settings.

If you are experiencing issues in your school or early childhood setting, please talk to your IT department about enabling scripts for the VIT websites (MyVIT, MyPD and School portals). If this issue is occurring on your personal device, the reason is still the same (that is, there is a script blocker on your personal device). If you are not sure how to remove the script blocker, seek technical advice (i.e. IT support person / Google).

These scripts are essential for making the renewal form 'smart' (i.e. options appear only in response to certain selections made by a teacher).

YOUR SCHOOL PORTAL HAS BEEN UPDATED
An **approval expiry date** field has been added to your school portal, making it easier for you to monitor the registration status of your staff (in particular provisionally registered teachers and those with permission to teach). Here is a screen shot of what the portal now looks like:

Note: The approval expiry is the date that the registration has been approved through to (i.e. the end date of their grant for registration), as long as the teacher has paid their fees and kept their National Police History Check up to date.

NATIONAL POLICE HISTORY CHECKS ARE NOW EASIER
Some teachers will need to update their National Police History Check as part of their registration. This video explains how we've made the process simpler.

TRY OUR WEBSITE BEFORE CALLING US
During annual registration time, many teachers wish to contact VIT. We have doubled the customer service team during the peak period, and extended our contact hours to 8am- 6pm, Monday to Friday. In the days leading up to the due date of 30 September, we receive a high volume of calls and delays may result. The search engine on our website provides the answers to most questions.

30 SEPTEMBER IS A PUBLIC HOLIDAY
It's also worth noting that Friday 30 September is grand final eve public holiday, so we won't be able to answer calls, however the online registration process will be accessible.

Thank you for your ongoing assistance in helping teachers meet their registration requirements.

MELANIE SABA
CHIEF EXECUTIVE OFFICER