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**Subject:** Circular 9 / 2016 - ANNUAL REGISTRATION



**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:

The screenshot shows the 'Teachers' page in a school portal. On the left is a sidebar with a 'Welcome' message, 'School Number', and navigation links: 'All Teachers', 'Applications', 'Correspondence', 'Teacher Search', and 'Links'. The main content area is titled 'Teachers' and includes a 'Need help?' link. Below this is a table titled 'All Teachers' showing a list of teachers with their registration details. The table has the following columns: Teacher, Reg. No., Reg. Status, Reg. Type, Approval Expiry, Camp. Expiry Date, CRC Received Date, Renewal Due Date, Renewal Status, and Action. A red circle highlights the 'Approval Expiry' column. The table contains four rows of data, with the first row showing a teacher with an approval expiry date of 30/09/2016 and a provisional registration status.

Teacher	Reg. No.	Reg. Status	Reg. Type	Approval Expiry	Camp. Expiry Date	CRC Received Date	Renewal Due Date	Renewal Status	Action
[REDACTED]	[REDACTED]	Registered	Provisional	30/09/2016	30/09/2016	26/10/2015	30/09/2016	Pending	<a href="#">Remove</a>
[REDACTED]	[REDACTED]	Registered	Provisional	04/02/2017	30/09/2016	22/01/2015			<a href="#">Remove</a>
[REDACTED]	[REDACTED]	Registered	Full	30/09/2016	30/09/2016	21/10/2015	30/09/2016	Pending	<a href="#">Remove</a>
[REDACTED]	[REDACTED]	Registered	Discontinued - Full	30/09/2016	30/09/2016	02/11/2011	30/09/2016	Pending	<a href="#">Remove</a>

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**