

From: Victorian Institute of Teaching
Sent: Wednesday, 19 August 2015 10:00 AM
Subject: Circular 4 / 2015 Annual registration

**VICTORIAN INSTITUTE OF TEACHING
MESSAGE TO SCHOOL PRINCIPALS
CIRCULAR 4 / 2015
ANNUAL REGISTRATION**

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

This circular contains information about:

- registration tasks due on 30 September
- our new website
- our service.

REGISTRATION TASKS DUE ON 30 SEPTEMBER

Term 3 is a busy time for everyone in schools, and because it is also annual registration time, we rely on your support to keep teachers reminded of their requirements. Annual invoices have been distributed by mail to all registered teachers who have provided us with an up-to-date mailing address.

The process is the same as last year. Teachers need to click on 'MyVIT Login' on the Institute website, log in with their MyVIT account number (the same as their registration number printed on their registration card and on their invoice) and their password (if they have forgotten their password, they can re-set it). Teachers can then commence their registration tasks immediately.

Each teacher will be required to complete one or more of the following registration tasks:

- pay their fees
- complete their online renewal of registration
- update their criminal record check.

The registration expiry date is 30 September 2015 and although there is a grace period until 31 December, we recommend that all teachers complete their registration tasks prior to 30 September, after which date new fees apply. Please pass this information onto your staff and in particular any teachers who may be currently on leave. You can check your teachers' registration status on the [public register](#) and in your school portal.

OUR NEW WEBSITE

We recently launched a newly designed website at www.vit.vic.edu.au. Based on a comprehensive analysis of user preferences and feedback from teachers, principals and other key stakeholders, we've designed a simpler, more intuitive website which is easily accessible on any mobile device.

We've retained our usual features such as the MyVIT and school portals and you can still search the register. What we focused on was improving the quality and accessibility of the information we provide, with simplified text, easy-to-understand headings, a comprehensive search function and an uncluttered design.

Please encourage your teachers to make this website their first port of call whenever they need information about registration or the Institute.

OUR SERVICE

During annual registration time, many teachers wish to contact the Institute. We have redesigned the website specifically to cater for teachers who need information quickly and easily during this busy time.

We have also once again doubled the customer service team for the peak period, and extended the Teacher and Principal Hotline hours. You can now contact the Institute between 8am and 6pm Monday to Friday.

When teachers complete their registration tasks, guidelines about their specific type of registration will be accessible in their MyVIT account.

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

MELANIE SABA
CHIEF EXECUTIVE OFFICER