

**From:** Victorian Institute of Teaching [mailto:no-reply@vit.vic.edu.au]  
**Sent:** Monday, 23 November 2015 10:00 AM  
**To:** Marnie Reid  
**Subject:** Circular 6 / 2015 Checking if your teachers are registered



**VICTORIAN INSTITUTE OF TEACHING  
MESSAGE TO SCHOOL PRINCIPALS  
CIRCULAR 6 / 2015  
CHECKING IF YOUR TEACHERS ARE REGISTERED**

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

Dear Principal

Thank you for your support in helping teachers complete their online registration tasks, which were due on 30 September. The majority of teachers understood their registration obligations and successfully completed their tasks by the due date.

A letter has been mailed to those teachers whose tasks are yet to be completed, and we have sent you a corresponding letter if any of those teachers are in your school. This letter advises you to check your school portal for more information.

**HOW TO CHECK YOUR TEACHERS' REGISTRATION STATUS IN YOUR SCHOOL PORTAL**

The school portal is a secure online repository containing information about registered teachers in each Victorian school. You can access it from the Institute website.

A quick glance in your school portal can tell you if a teacher is registered to teach. A teacher whose information is displayed completely in black is registered to teach. If you see any red text, the teacher's registration is not yet complete and there may be an issue which needs to be resolved by 31/12/2015.

**IF YOU HAVE FORGOTTEN YOUR PASSWORD**

Go to the Institute website at [www.vit.vic.edu.au](http://www.vit.vic.edu.au) and click the 'School Login' tab. If you need a reminder of your school portal password, click '[Help: Need your school portal password?](#)'

## **WHAT TO LOOK FOR**

Once you are in your school portal, click the 'All Teachers' link. You will see a list of your teachers. If there is information displayed in red, there are two possibilities:

1. The teacher has completed their registration tasks, and their National Police History Check is being processed by Crim Trac:

Crim Trac is the external agency that runs police checks. This process can take up to 20 working days. The teacher's registration will be complete and their information will be displayed in black once a satisfactory National Police History Check is obtained and their registration is approved. We have emailed these teachers informing them of this.

2. The teacher has yet to complete their registration tasks:

If this is the case, the teacher must complete their tasks and have their registration approved before 31/12/2015 or they will not be able to teach after that date. The online tasks they need to complete are displayed in their MyVIT account. If they need to update their National Police History Check, they will also need to send in supporting certified documents to the VIT.

## **SENDING IN SUPPORTING DOCUMENTS**

If a teacher needs to send documents to the VIT, this must be completed as soon as possible. These documents must be processed by the VIT before Crim Trac can run the police check. If documents are incomplete, including not certified correctly, they will need to be re-sent. To ensure that there is enough time for processing of applications, we ask that teachers submit their documents by **17 December 2015**.

For more information on what teachers need to complete, go to the Institute [website](#).

Your support in encouraging these teachers to complete their registration is appreciated.

## **REGISTRATION CARDS**

2016 registration cards are currently being issued progressively and will be mailed to teachers as soon as possible. Please be aware that a registration card is not the sole proof of a teacher's registration status. Some of your staff may not have received their registration card yet, however you can check their registration status on the School Portal, as explained above.

Ultimately it is the teacher's responsibility to ensure that they have completed their registration requirements. However, we value your support in bringing these matters to the attention of your staff and your co-operation with us to ensure Victorian teachers are registered and able to work in 2016.

**FRAN COSGROVE**  
**ACTING CHIEF EXECUTIVE OFFICER**