

**From:** Victorian Institute Of Teaching [mailto:vit@edumail.vic.gov.au]  
**Sent:** Wednesday, 9 December 2015 10:04 AM  
**To:** DL All Schools  
**Subject:** Circular 7 / 2015 THE 2016 MENTOR PROGRAM



**VICTORIAN INSTITUTE OF TEACHING  
MESSAGE TO SCHOOL PRINCIPALS  
CIRCULAR 7 / 2015  
THE 2016 MENTOR PROGRAM & MAKING A RECOMMENDATION OF A  
PROVISIONALLY REGISTERED TEACHER**

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

Dear Principal

As the end of the school year approaches, I'd like to take this opportunity to thank you for your support in helping teachers meet their registration requirements, and to let you know about some important training commencing in the new year.

**THE MENTOR PROGRAM**

The Institute continues to provide a training program for teacher mentors who are assisting provisionally registered teachers in the transition to (full) registration. The aim of the two day program is to:

- train teachers in mentoring skills and their application
- explain the role of the mentor in the evidence based process for (full) registration
- develop proficiency in support for teachers new to the profession.

Here is some information which may assist any teacher mentors you may have on your staff.

**Mentors need to register online through their MyVIT portal.**

Teachers will gain the greatest benefit if they attend both days.

- The first day of training commences on Monday 22 February 2016.
- The second day of training commences on Tuesday 3 May 2016.

Dates and venues for each session will be published in teachers' MyVIT portal and on the Institute web site by Monday 14 December 2015.

## **CHANGES TO THE PROGRAM FOR 2016**

As part of the government [Special Needs Plan](#) teachers will be required to build their capacity to teach learners with disability.

Provisionally registered teachers applying for (full) registration in 2016 and beyond will be required to include a focus on learners with disabilities in their evidence of practice. This will be included in the VIT designed evidence-based process.

### **In other changes:**

The guide to the evidence based process for (full) registration: Supporting Provisionally Registered Teachers (PRTs) will no longer be printed and provided at mentor training workshops or PRT seminars.

Teachers will be able to download the [guide](#) from the VIT website. It will also be available to be downloaded and read as an eBook on personal devices.

There are significant changes to the guide for 2016 linked to the registration of early childhood teachers and the government special needs plan mentioned above.

## **MAKING A RECOMMENDATION OF A PROVISIONALLY REGISTERED TEACHER FOR REGISTRATION**

As you would be aware the very important recommendation process occurs within the school. As a principal you are best placed to understand the context of the teacher's practice and make a recommendation.

In preparation for the recommendation panel meeting we're asking all principals to:

1. [Download the Guide for Making a Recommendation for Full Registration](#) from the resources and support for principals section of the Institute website before the panel meeting.
2. Use this guide to record the outcomes of the meeting and to keep as a record in the teacher's file if desired.
3. Following the meeting, enter the [school portal](#), locate the teacher's application and complete the online recommendation report. Submit online.
4. The recommendation report returns to the provisionally registered teacher's MyVIT portal where they confirm agreement/disagreement with the recommendation.

Thank you for reading this circular. I wish you a safe and happy holiday period, and look forward to working with you again next year.

**MELANIE SABA**  
**CHIEF EXECUTIVE OFFICER**