

**From:** Victorian Institute of Teaching [mailto:no-reply@vit.vic.edu.au]

**Sent:** Wednesday, 15 June 2016 12:40 PM

**Subject:** Circular 7 / 2016 CHANGES TO THE PROCESS OF MOVING TO (FULL) REGISTRATION



**VICTORIAN INSTITUTE OF TEACHING  
MESSAGE TO SCHOOL PRINCIPALS  
CIRCULAR 7 / 2016  
CHANGES TO THE PROCESS OF MOVING TO (FULL) REGISTRATION**

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

Dear Principal

In February this year we emailed teachers and principals about the updated requirements for moving to (full) registration after 30th June 2016.

This is a reminder that the cut-off date is approaching. Provisionally registered teachers (PRTs) who wish to move to (full) registration using the existing process need to be aware of two deadlines:

**24 June 2016**

24 June is the last day PRTs will be able to access the application form in their MyVIT account and start the application process.

**30 June 2016**

30 June is the deadline for online submission of the application form.

**WHAT THIS MEANS FOR YOU**

If one of your teachers starts the application process on 24 June and submits it online to you, you must complete your part of the process and send it back to the teacher **before 30 June** for them to submit the completed application by the deadline.

Naturally, we would encourage PRTs wishing to complete the existing application form to do so before 24 June.

## **MORE INFORMATION**

For more information on the process, go to our [website](#)

## **WHAT HAPPENS AFTER 30 JUNE?**

PRTs who complete the process of moving to (full) registration after 30 June 2016 will need to demonstrate all 37 descriptors of the APST when they present to a recommendation panel. More information can be found [here](#).

As part of the government [Special Needs Plan](#) teachers will be required to build their capacity to teach learners with a disability. PRTs applying for (full) registration from 30 June 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.

Thank you for supporting this important work and taking the time to read this circular. If you have any questions, please call the Principals' Hotline on 1300 650 375.

**JANIECE MEAGHER**  
**ACTING CHIEF EXECUTIVE OFFICER**

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