

Fact sheet

Application assessment process, timeframes and consent

To provide for the safety and wellbeing of children and young people, VIT must assess all applications to ensure only [qualified](#) and [suitable](#) people are able to undertake the duties of a teacher or early childhood teacher.

Rigorous assessments are undertaken for all application types, including new teacher applications, applications for [further grants of provisional registration](#) or [permission to teach](#), and [renewal of registration](#) applications

How long does it take for an application to be assessed?

Most applications take between 4–6 weeks to assess once all documentation has been submitted. In some cases, applications may be assessed more quickly.

The length of time taken to [assess an application](#) depends on the type of application and each applicant's circumstances, and will only be fully assessed once all documentation has been provided.

Pre-service teachers who are due to graduate from a Victorian initial teacher education (ITE) program can apply for registration 4 months prior to graduation. Applications will be assessed upon receipt, and finalised once ITE providers supply VIT with evidence of completion – this is usually around December/January for end-of-year graduates and August/September for mid-year graduates.

You can view the status of any application by adding the pre-service teacher to the [teacher list](#) in your [Employer portal](#).



Pending applications

If a teacher's application is marked as 'pending VIT', this means that the teacher has submitted an application to VIT but it has not yet been granted.

There are many reasons why an application is marked as 'pending VIT.' For example, VIT may be seeking evidence of a change of name, waiting for a [Nationally Coordinated Criminal History Check \(NCCHC\)](#) to be conducted, assessing declarations made by the teacher on their application form, or assessing the results of an NCCHC.

Employers should not assume that an application is marked 'pending VIT' because there is a problem with the application or that it will ultimately be refused.

Can VIT disclose information about the assessment of an application?

Due to [VIT's privacy obligations](#), VIT is only able to disclose personal, sensitive and health information about an individual in limited circumstances.

In the case of an employer seeking information about the status of the application, the applicant's circumstances, or any matters that may be holding up the application, this information can only be provided with the applicant's specific and informed consent.

This means that if an employer wishes to enquire about an individual who has a pending application, the employer must demonstrate to VIT that the applicant consents to this information being provided to their employer.



Consent to disclose personal and health information

Employers can ask the applicant to provide VIT with a signed [Consent to disclose personal and health information form](#).

How can I check whether a teacher has conditions on their registration?

Some teachers may have [conditions](#) placed on their registration. These conditions may be placed on the registration by agreement, because it is required by law, or because VIT has concerns about the teacher's health or conduct.

The VIT works closely with all teachers who have conditions on their registration, and monitors their compliance with those conditions. Often, this includes the teacher providing regular reports to VIT to demonstrate their progress.



Disclosure of registration conditions

Due to VIT's [privacy](#) obligations, VIT can only disclose the conditions on a teacher's registration, and the reasons for those conditions, in limited circumstances.

One way in which an employer can find out about the conditions on a teacher's registration is to have a conversation with the teacher and request this information. In most circumstances, teachers can provide their employer with a copy of the conditions by showing them relevant correspondence from VIT. This may include a signed agreement between VIT and the teacher or a Notice of Conditions on Registration issued by VIT.

Change sentence to read: Alternatively, if the employer would like to make enquiries with VIT about a teacher's conditions, they should ask the applicant to provide VIT with a signed [Consent to disclose personal and health information form](#).



Checking a teacher's registration status

Employers can check a teacher's registration status by viewing their [digital registration card](#), via the [Employer portal](#) or by searching the [register of teachers](#).

If a person has a digital registration card, or appears on the register or employer portal, they are registered with VIT – even if their expiry date is in the past.