

Fact sheet

Employing a graduate with pending VIT registration

Appointing pre-service teachers (PSTs) in Victorian schools and early childhood services is important to the profession. Many PSTs who are due to graduate this year have already applied for teacher registration. However, until VIT obtains evidence of course completion from initial teacher education (ITE) providers, their registration cannot be finalised.

Applications can take 4–6 weeks to assess

To ensure your PSTs are ready to teach as soon as possible, VIT will prioritise the pre-assessment of these applications while waiting for the evidence of course completion.

If the PST you are seeking to appoint has not applied to VIT, please encourage them to do so as soon as possible, as applications can take [4–6 weeks to assess](#) once all documentation has been provided.



[Legislation](#) requires that all people undertaking the [duties of a teacher](#) in Victoria must hold registration, and penalties apply for both unregistered teachers and their employers. This is to ensure that teachers are properly [qualified](#) and [suitable](#) to be in a position of responsibility for learners' care.

Advice for employers of PSTs with pending VIT registration

You should

- provide your applicant all paperwork necessary to process their appointment
- inform your applicant that if they are unable to secure their registration prior to the starting date, they will not be able to take up their position until this is complete
- once their registration has been approved, confirm your applicant appears on the [register of teachers](#) and add them to your teacher list in your [Employer portal](#)
- ensure that a person [holds the correct type of registration](#) for your setting
 - [early childhood teacher registration](#) for early childhood services, kindergartens and preschools
 - [teacher registration](#) for primary and secondary schools
 - if a person is eligible, they may hold both categories of registration
- not allow an applicant to teach – even under supervision – without confirmed VIT registration.



The responsibility for gaining and maintaining teacher registration lies with the PST. You can help them by providing our [fact sheet](#) and [tutorial videos](#) about completing an application.

You can also download a copy of the [Employer Pack](#) to assist you in understanding your obligations as an employer. More information can be found on the [Support my teachers](#) and [Employer's obligations](#) sections of VIT's website.