

## Fact sheet

# Employing a graduate with pending VIT registration

Appointing graduates or pre-service teachers (PSTs) in Victorian schools and early childhood services is important for the profession. Many PSTs apply for registration before they graduate. Their application cannot be finalised until their evidence of completion has been received, but we work to support timely registration wherever possible.

### Advice for providing evidence of course completion

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

The VIT has an agreement with a number of [institutions](#) providing initial teacher education (ITE) and early childhood (EC) programs providers to receive this information directly.

We recommend that PSTs check with their ITE or EC program provider to confirm whether evidence of completion will be provided directly to us.

If a PST completed their studies with an ITE or EC program provider outside of this agreement, they must submit

- an official academic transcript; and
- evidence of completion for the qualification.

If the PST you intend to appoint has not yet applied for registration, please encourage them to apply as soon as possible. Once all documents are received, applications generally take 4-6 weeks to assess



By law, anyone undertaking the duties of a teacher in Victoria must hold current VIT registration. This requirement applies in both school and early childhood settings and helps ensure teachers are appropriately qualified and suitable to work with children. Penalties may apply to both unregistered teachers and employers if registration requirements are not met.



## Advice for employing PSTs with pending VIT registration

As an employer, you should

- provide your applicant with all paperwork needed to progress their appointment
- explain that they cannot start teaching until their VIT registration is approved
- once their registration is been approved,
  - check your applicant appears on the [register of teachers](#)
  - add them to your teacher list in your [Employer portal](#)
- confirm their registration status via the register of teachers, your Employer portal or by citing a [digital registration card](#)
- check they hold 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
  - some individuals may be eligible to hold both categories of registration
- not allow your applicant to teach – even under supervision – until their registration is confirmed.



To best support a PST in gaining and maintaining their registration, you should understand your obligations as an employer. Download the [Employer Pack](#) for everything you need to know about monitoring and managing teacher registration.

More information can be found on the [Support my teachers](#) and [Employer's obligations](#) sections of VIT's website.

