

Fact sheet

How to apply for registration for MGSE students

The registration process for pre-service teachers of the **Melbourne Graduate School of Education (MGSE) Master of Teaching (Secondary) internship program** is different to those who have already completed their initial teacher education (ITE) program. The internship allows pre-service teachers to apply for full registration in Victoria before they graduate.

The Inquiry process

The VIT's [Inquiry process](#) is used to demonstrate the development of knowledge and practice, and gather evidence to demonstrate meeting the [Australian Professional Standards for Teachers](#) (APST) at the Proficient teacher level.

As part of your internship program, you may be eligible to undertake the Inquiry process to gain full registration **before** completing your studies.



Check out the [PRT Guide](#) to find out more about the requirements for VIT's Inquiry process.

Workplace recommendation panel

If your mentor confirms you are ready to complete the Inquiry process, you are required to gather your evidence and present it to a [workplace recommendation panel](#).

The workplace recommendation panel is a group of experienced teachers within your workplace, and along with your mentor, will support you by forming a workplace panel to present your evidence to.

Once your workplace panel is complete and you have been successfully recommended for [full registration](#), your workplace is required to keep a copy of the panel outcome.



Submitting your application

The VIT's teacher registration system requires you to first apply for [provisional registration](#) by

1. creating a [MyVIT account](#)
2. selecting a registration type
3. completing the application modules
4. submitting the application and making payment

For more information and resources on how to apply, visit our [website](#).

Once you have completed your internship and your ITE provider has supplied VIT with your evidence of completion, VIT will assess your application and confirm if you have been granted provisional registration.

Moving to full registration

Your internship program allows you to apply for full registration almost immediately.

Once you have received confirmation you are provisionally registered, you are required to login to your MyVIT account and initiate an application for full registration.

Please note: you must select the name of the workplace where you completed your panel discussion.

Upon submitting your application, you are required to contact your workplace to notify them you have initiated the application

The panel chair must complete the recommendation report through the Employer portal and submit it to VIT.

The VIT will assess the application along with the panel recommendation.

When all requirements have been met, you will be granted full registration, the [Register of teachers](#) will be updated with your new registration status and a new [registration card](#) will be issued.



Useful resources

The following resources may assist you in completing the Inquiry process and applying for teacher registration

- [PRT fact sheets](#)
- [evidence of professional practice checklist](#)
- [evidence of professional practice template](#)
- [APST evidence checklist](#)
- [action plan template](#)
- [moving to full registration videos](#)
- [moving to full registration podcasts](#)
- [application modules explained fact sheet](#)
- [registration evidence checklist](#)
- [applying for registration videos](#)



Thomas Irwin (registered teacher) with learners Concord School