

Statement of Registration Status Policy



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Purpose and context

The Victorian Institute of Teaching is an independent statutory authority for the regulation of the teaching profession in Victoria.

The regulatory scope and responsibilities of VIT are outlined in the *Education Training and Reform Act 2006 (Vic)* (the Act).

In certain circumstances, teachers registered with VIT require confirmation of their professional standing, typically for reasons of employment or registration in other jurisdictions. The statement of registration status provides this formal confirmation of registration in approved circumstances. It is emphasised that the statement of registration status is a confirmation of registration status according to VIT's records at a point in time.

Scope

This policy is applicable to all teachers and early childhood teachers who hold current or previous registration with VIT. Throughout this policy, the term 'teacher' also includes 'early childhood teacher' for ease of reference. The term 'applicant' in this document refers to a person who has submitted an application for statement of registration status.

Persons who hold permission to teach (PTT) are excluded from this policy.

Relevant legislation and policy

- *Education and Training Reform Act 2006 (Vic)*
- Register of Disciplinary Action Policy (VIT)
- Suitability to Teach Policy (VIT)

1. Eligibility conditions for a statement of registration status

Only persons who currently hold, or have previously held, registration with VIT are eligible for a statement of registration status.

A person will not be eligible for a statement of registration status if

- their registration has been cancelled by VIT or a hearing panel of VIT for any reason
- their registration has been suspended by VIT or a hearing panel of VIT for any reason except non-payment of fees
- they are the subject of a formal, informal or medical hearing panel and a decision has yet not been handed down
- their details currently appear, or have appeared, on the Register of Disciplinary Action (RODA) or their registration is subject to a preliminary assessment or investigation;
- their registration has been refused by VIT on suitability grounds
- their registration is the subject of a VCAT hearing and a decision is still awaited.

In instances where a teacher is subject to an assessment or investigation by VIT, but does not meet the exclusionary criteria above, the VIT may issue a statement of registration status, however the statement of registration status may specifically state that the teacher's registration is pending assessment.

2. Applying for a statement of registration status

Applications for a statement of registration status can only be made by submitting a request through a person's [MyVIT account](#). Where VIT is unable to issue a statement of registration status based on the exclusionary criteria, this will be communicated with applicants.

A fee is payable for issue of a statement of registration status as set out in the [Schedule of Fees](#) approved by the Minister. This fee is refundable where VIT is unable to issue a statement of registration status.

The VIT will only process an application for a statement of registration status that has been completed in full, including making payment.

3. Contents of a statement of registration status

A statement of registration status will confirm the following details

- the applicant's name, date of birth, registration number and current registration status
- the type of registration held by the applicant (e.g. provisionally registered teacher, provisionally registered early childhood teacher, registered teacher, registered early childhood teacher)
- the date they were granted this registration, and where they are no longer registered, the date the registration expired
- that they were assessed as being qualified and suitable to teach under the Act or that they are deemed to be qualified and suitable to teach under the Act
- that, at the time of registration, they were eligible for employment in a Victorian school and / or early childhood service on a permanent basis
- that they have not been the subject of disciplinary action by VIT (including imposition of conditions on registration by a hearing panel, suspension, cancellation, caution, reprimand or warning)
- in cases where the applicant has conditions placed on their registration, the statement of registration status will disclose that the registration is / was held with conditions (without specifying the nature of the conditions) and the dates that the conditions were in place.

Where VIT has received a notification or complaint about the applicant, but has not yet concluded its preliminary assessment or investigation and VIT has determined that a statement of registration status can be issued, it will also state that:

“The registration is currently subject to a preliminary assessment / investigation and at the time of issuing this statement the investigation has not been resolved “.

The statement of registration status will be issued to the teacher via email. Upon their written request, a copy will be sent directly to the jurisdiction / authority based on the contact details provided by the applicant.

4. Refunds

Statement of registration status fees are non-refundable. The VIT will only consider refunds if

- the VIT charged the applicant incorrectly
- a statement of registration status has not been issued due to any reason.

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