victorian institute
of **teaching**

Support pack

Digital registration cards

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Introduction

A digital transition

The [Victorian Institute of Teaching](#) (VIT) is a statutory authority responsible for the regulation of the teaching profession in Victoria. Like other professions occupying positions of trust and responsibility, teachers and early childhood teachers are required to be registered in order to practise their profession.

Currently, registered teachers and early childhood teachers in Victoria can prove their registration status via the [register of teachers](#), [Employer portal](#), or by showing their employer a physical [registration card](#) that is issued upon initial registration and after undertaking the annual registration process.

In some instances, physical registration cards contribute to a range of regulatory and operational issues that impact VIT's functions to deliver an efficient and effective registration process and provide for the safety and wellbeing of children and young people.

These include the creation of fake registration cards, employers not using the register of teachers or Employer portal for proof of registration, and the increased risk of [unregistered teaching practice](#).

In addition, the cost of printing and posting cards is high, the time and resources spent managing card issues is significant and there is a growing desire to reduce our impact on the environment.

A digital solution will not only address these issues, but also improve the registration experience and deliver a range of benefits for teachers, employers and the wider teaching profession.

The VIT has engaged [Service Victoria](#) to develop and host the digital registration card solution on the Service Victoria mobile app.

Digital VIT registration cards will be gradually rolled out to all registered teachers and early childhood teachers over 12 months and will be issued alongside physical cards to allow for a smooth transition period.

The transition to a digital-only solution is expected to be complete in late 2025.

Physical registration cards

Background

The VIT issues over 150,000 physical registration cards each year for the Victorian teaching profession.

Once an application for teacher registration or annual registration has been approved, VIT's teacher registration system generates a card case and sends a consolidated card file to the Mailhouse twice a week. The Mailhouse prints the physical card, along with a letter, and posts it to the registered teacher or early childhood teacher.

Physical registration cards provide basic information about a teacher's registration including
- first, middle and last name
- registration type
- registration expiry date
- registration number
- permission to teach (PTT) category, school and subjects (if applicable)
- conditions (if applicable)
- Working with Children Check (WWCC) exemption.

The information printed on a physical registration card reflects the same registration details displayed on the register of teachers and Employer portal. The only exception to this is while a teacher's condition (if applicable) and a PTT holder's PTT category, school and subjects are printed on the card, they are not published publicly on the register of teachers or Employer portal.

Physical registration cards are made from a thin plastic material and each card is colour coded based on the teacher's or early childhood teacher's registration type.

Considerations

Employers

There is a common misunderstanding among employers that physical registration cards are required to verify teacher registration.

The VIT regularly reminds employers that registered teachers don't need a card to prove their registration. Employers can be satisfied that if a teacher's name appears on the register of teachers and can be searched for in the Employer portal, then the teacher holds valid VIT registration.

There are no legislative obligations for VIT to provide teachers and early childhood teachers with a registration card, however there are many reasons why VIT has chosen to continue offering a card solution such as

- some schools are bound by policies that require teachers to present their card as proof of registration, with a photocopy of the physical card saved against a teacher's record
- some casual relief teacher (CRT) agencies are bound by insurance policies that stipulate the agency must sight a copy of a VIT registration card to employ the CRT
- some schools are bound by policies that require registered teachers to carry their physical registration cards on premise, particularly CRTs who are required to show their card to gain entry and teach at the school
- registered teachers and early childhood teachers often use their card to prove their Working with Children Check (WWCC) exemption.

Teachers

Historically registered teachers in Victoria have placed great value on physical registration cards. Over the years, teachers have protested they don't get much for paying their registration fee except for a plastic card, and because of this, believe it is a vital part of their registration and identity as a teacher.

This is the result from a lack of understanding VIT's role in regulating members of the teaching profession to ensure quality teaching and provide for the safety and wellbeing of children.

In more recent years, there has been a shift amongst teachers who place greater value on sustainability and reducing impact on the environment. With the increased digitisation of identification and registration documents, there is a growing push from stakeholders for VIT to offer a digital registration card solution.

Associated risks

The printing, distribution and use of physical registration cards contribute to a range of regulatory and operational issues, causing reputational damage and resulting in a negative experience for members of the Victorian teaching profession.

Unregistered teaching practice

A teacher's registration can change at any time (e.g. become expired, placed on interim suspension or cancelled), therefore physical cards are point-intime verification and only valid on the day they are printed.

Employers and teachers who rely solely on physical cards to verify teacher registration are at serious risk of contributing to a range of regulatory issues, including child safety concerns and instances of unregistered teaching practice.

The register of teachers and Employer portal are updated immediately upon a change in registration and are therefore the only real-time methods to prove a teacher's registration status.

Fraud or stolen identity

There is no watermark, security feature or photo identification on physical registration cards. This is a security risk that could lead to someone manipulating the registration details on the card to claim they hold current teacher registration, or falsely occupying a teacher's registration card as their own if they are not registered themselves.

Wasted resources

The VIT currently spends a large amount of time dealing with card issues such as lost, stolen or replacement cards, incorrect card details and 'where's my card?' queries.

In addition, teachers and early childhood teachers who are granted interim registration and registration extensions are not issued with a registration card until their application has been assessed and approved. This causes teachers anxiety and a large volume of card-related enquiries.

Financial

The cost of printing and distributing physical registration cards is extremely high and one of the largest financial burdens in VIT's operations. It is important to note that VIT is funded solely from teacher registration and initial teacher education (ITE) program accreditation fees and does not receive any direct government funding.

Phasing out physical cards

Considering the critical issues and risks associated with physical cards, VIT has decided to phase out physical registration cards in favour of a digital solution for a safer and more convenient way to verify teacher registration in Victoria.

From November 2024, initial teacher education (ITE) graduates who are granted teacher registration with VIT will be issued with both a physical and digital registration card.

From February 2025, VIT will stop producing physical registration cards and all newly registered teachers and early childhood teachers will be issued with a digital card only. The transition to a digital-only solution is expected to be complete in late 2025.

Digital registration cards

Service Victoria

[Service Victoria](#) is a government service provider offering a centralised digital platform for Victorians to manage their transactions and documents all in one place.
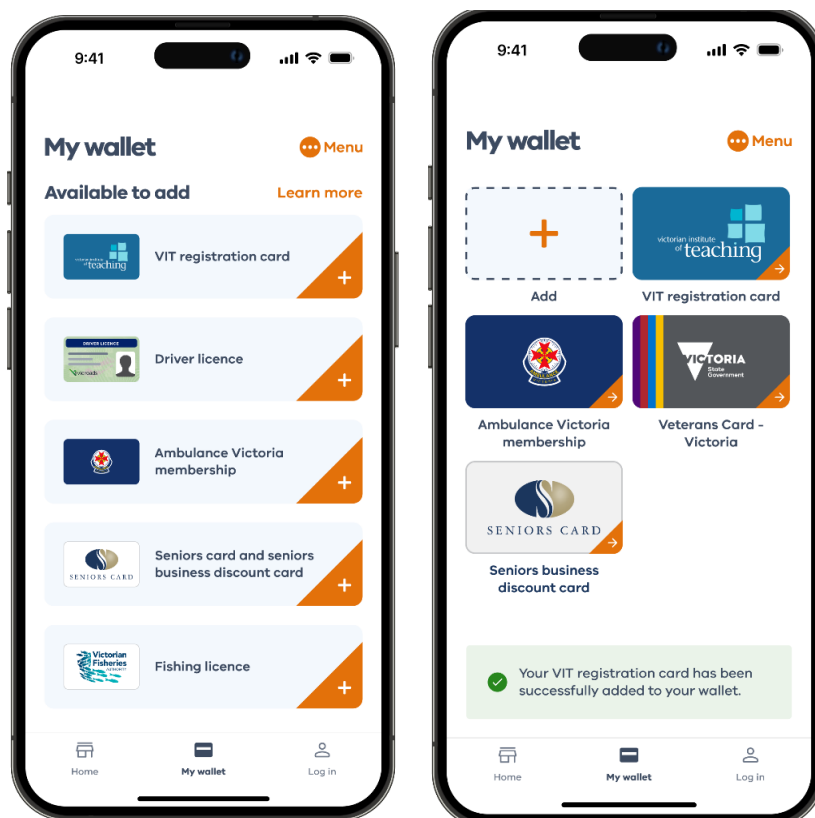
Through the Service Victoria app, users can now access more than 100 government digital transactions across transport and driving, housing and property, work and volunteering and more.

Users can complete a range of transactions including apply for, or renew, their
- Ambulance Victoria membership
- Victorian Seniors card
- Victorian Fisheries Authority (VFA) fishing license
- Victorian Building Authority (VBA) registered building practitioner card
- Veterans Card - Victoria
- Working with Children Check (WWCC) card.

In May 2024, Service Victoria introduced [digital Victorian driver licences](#) for full licence holders to use for licence, identity and proof of age checks.

The Australian Government has also announced plans for a Digital ID pilot from early 2025, suggesting that the digitisation of proof of identity and registration documents will continue to be regularised.
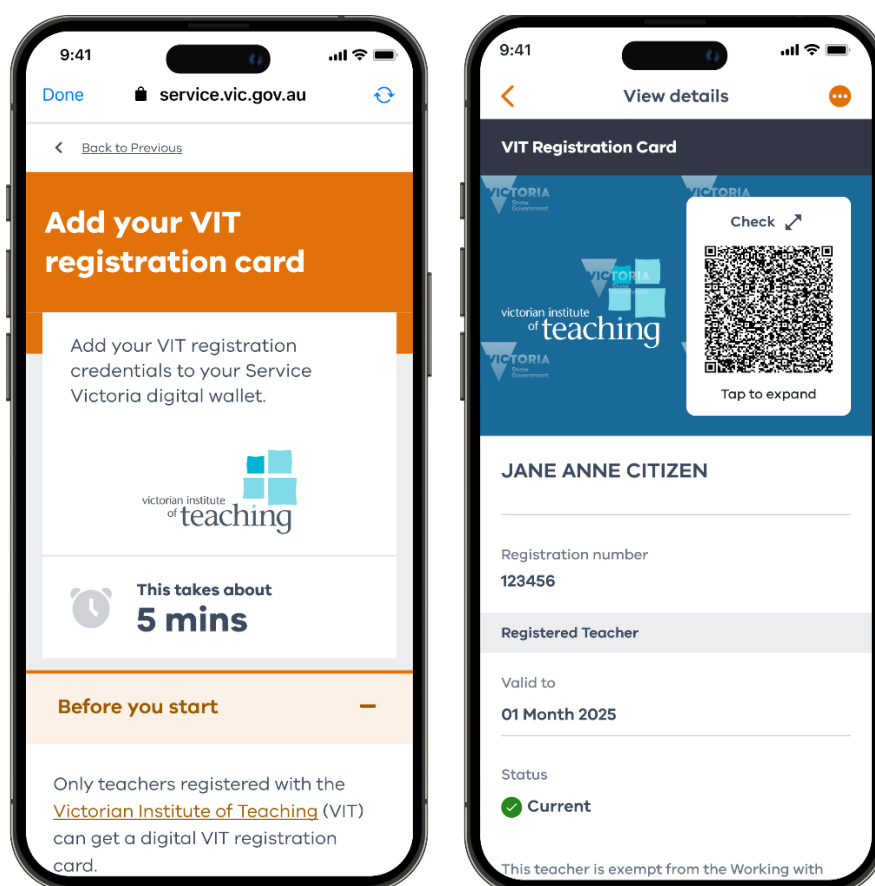
Introducing digital cards

The new digital VIT registration card provides Victorian registered teachers and early childhood teachers with convenient access to real-time proof of registration.

It's stored in the digital wallet of the Service Victoria app on a smart phone or tablet device and uses information from VIT's teacher registration system, the same system that updates the register of teachers and Employer portal.

Any teacher who holds current registration with VIT is eligible for a digital card.

A digital VIT registration card contains a teacher's
- first, middle and last name
- registration number
- registration status
- registration type
- registration expiry date
- permission to teach (PTT) category, school and subjects (if applicable)
- conditions (if applicable)
- Working with Children Check (WWCC) exemption.

Physical and digital comparison

To make the transition easier, digital VIT registration cards display the same registration details as physical registration cards.

The benefit of a digital card is the improved teacher registration verification process, which requires the use of a QR code that links to the [register of teachers](#).

Registration data	Physical registration cards	Digital registration cards
First, middle and last name	✔	✔
Registration number	✔	✔
Registration type (registered, provisionally registered)	✔	✔
Registration category (teacher, early childhood teacher, permission to teach)	✔	✔
Valid to date (card expiry date - approval or payment expiry whichever comes first)	✔	✔
Working with Children Check exemption	✔	✔
PTT category	✔	✔
PTT school	✔	✔
PTT subjects	✔	✔
Conditions	✔	✔
Registration status (current, non-practising)	✘	✔
QR code (added security feature to verify digital card authenticity - links to register of teachers)	✘	✔

The only significant changes to impact teachers include
- non-practising teachers will display a non-practising status rather than a non-practising registration type
- teachers with multiple registrations will be issued with one card instead of multiple cards for each registration
- when a teacher's registration becomes expired or suspended, they will not have access to a registration card at all.

Registration details displayed for PTT holders and teachers with a condition will remain the same.

Non-practising teachers

Currently [non-practising teachers](#) are issued with a red physical registration card and displayed in red on the [register of teachers](#).
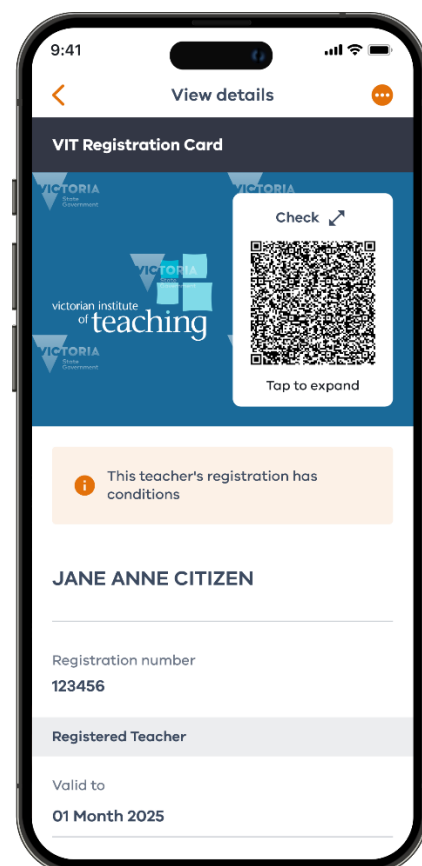
Digital VIT registration cards will not be colour coded, however a non-practising teacher's digital card will display a registration status of 'non-practising' (easily identified with a red exclamation mark) to indicate they are not permitted to teach and unable to undertake the [duties of a teacher](#).

Teachers with a condition

Currently teachers with a [condition](#) are issued with a physical registration card that identifies them as having a condition.

The new digital registration cards will display a message in a yellow banner at the top of the digital card, alerting an employer that the teacher's registration is subject to those conditions.

Teachers with multiple registrations

Currently teachers with multiple registrations are issued with multiple physical registration cards for each different registration.
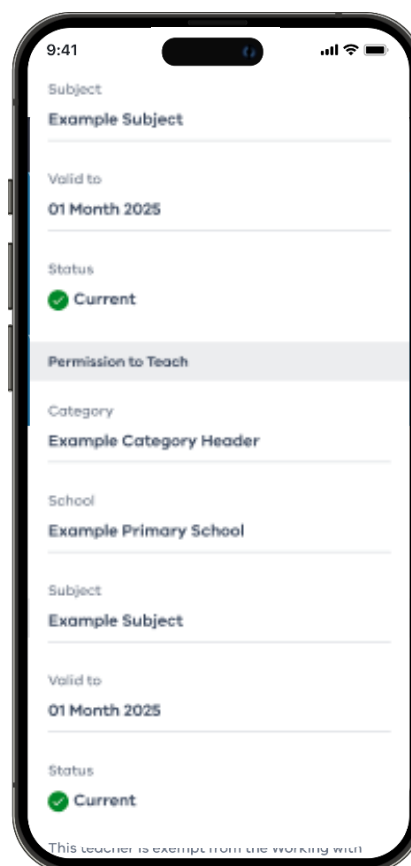
Digital VIT registration cards display multiple registrations within one card. This means teachers will only be issued with one digital card in the Service Victoria app, regardless of the number of registrations i.e. registered teacher and provisionally registered early childhood teacher will display under one digital card.

Permission to teach (PTT)

Currently permission to teach (PTT) holders are issued with a yellow physical registration card.

The new digital registration cards will not be colour coded, however will display the same PTT registration details as the physical cards i.e. PTT category, school and subjects.
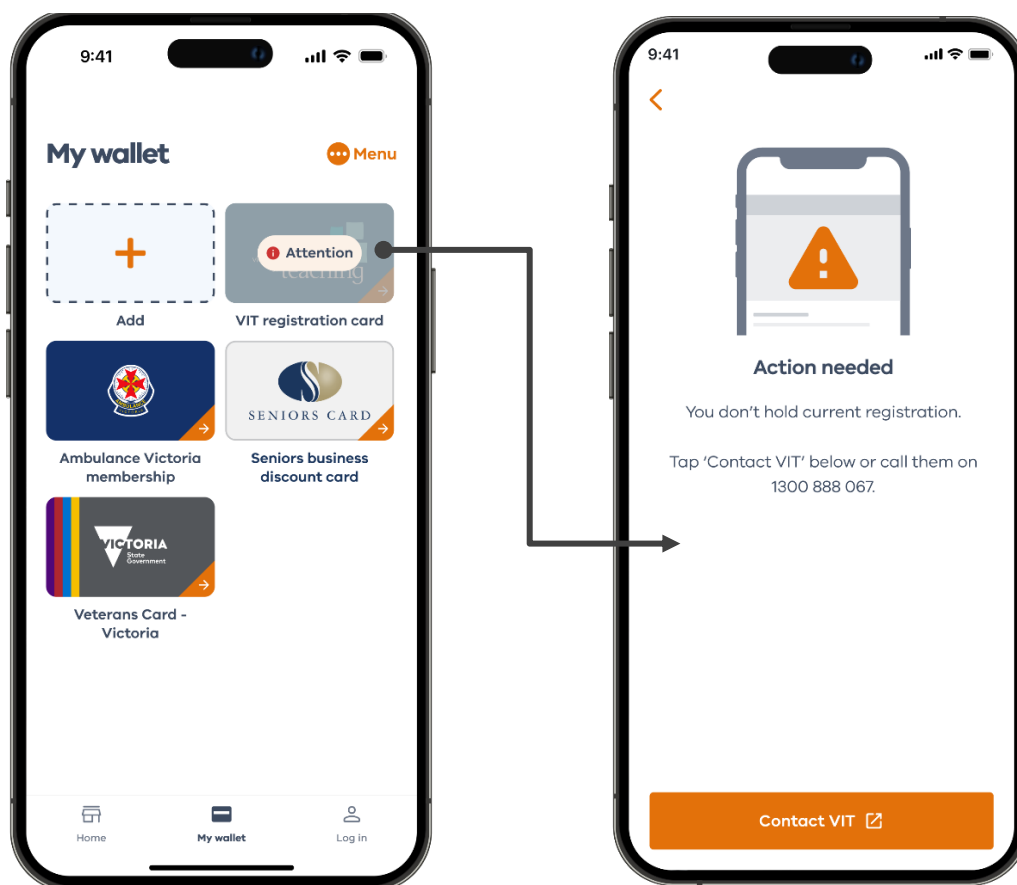
Expired and suspended teachers

Currently a teacher whose registration has expired or suspended is removed from the register of teachers and not able to undertake the duties of a teacher.

If an employer fails to check the register of teachers or Employer portal to confirm registration, a teacher could use their 'point in time' physical card to claim they have current registration and continue teaching.

The new digital registration cards will not be accessible to teachers whose registration has expired or become suspended. The digital card will be visible in the teacher's Service Victoria app wallet, however access will be restricted. An alert message will display on the digital card and when tapped, a screen will appear advising the teacher does not hold current registration and to contact VIT for assistance.

If an employer wishes to confirm a teacher's registration via their digital VIT registration card, they will see the teacher does not have current registration and will be unable to access the card or scan the QR code.
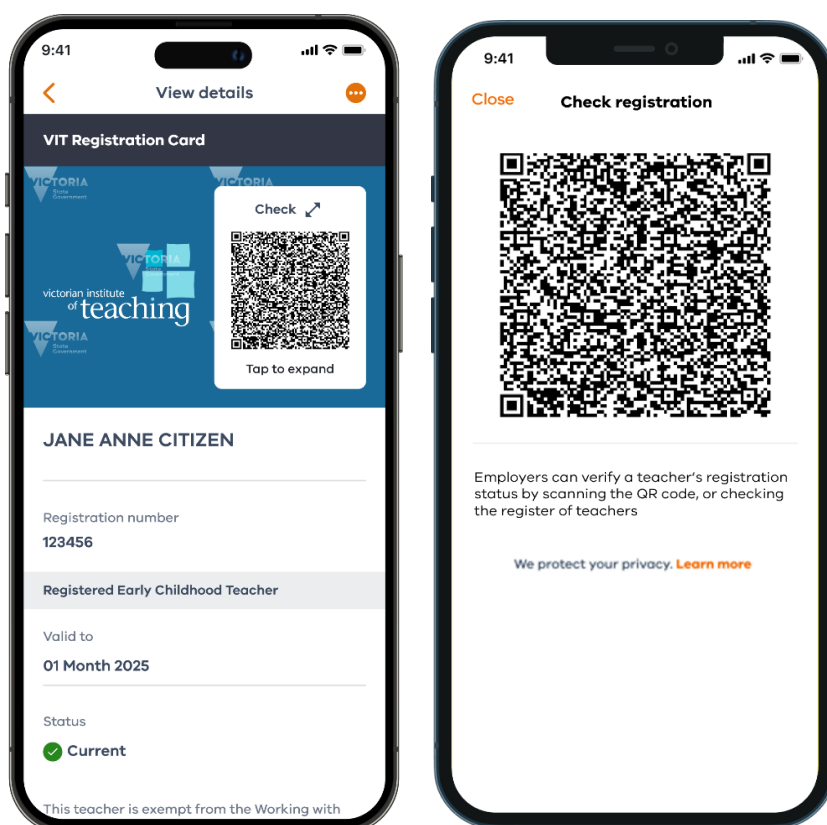
How it works

While there is little difference in the information displayed between physical and digital cards, it's important to understand how a digital VIT registration card is used to verify teacher registration.

Using the Service Victoria app, registered teachers and early childhood teachers can easily retrieve and show their registration status in real-time via their smart phone or tablet device. Employers are required to use the QR code to complete the verification process.

Using the QR code

To verify a teacher's registration status

1. login to the Service Victoria app
2. click on the 'Wallet' section and tap on the 'VIT registration card'
3. pull down to refresh or click the 'Tap here to refresh' button on the bottom of the card
4. view the teacher's registration details
5. scan the QR code using the Service Victoria app scanner on the employer's smart phone or tablet device
6. confirm the teacher's registration status via the register of teachers.

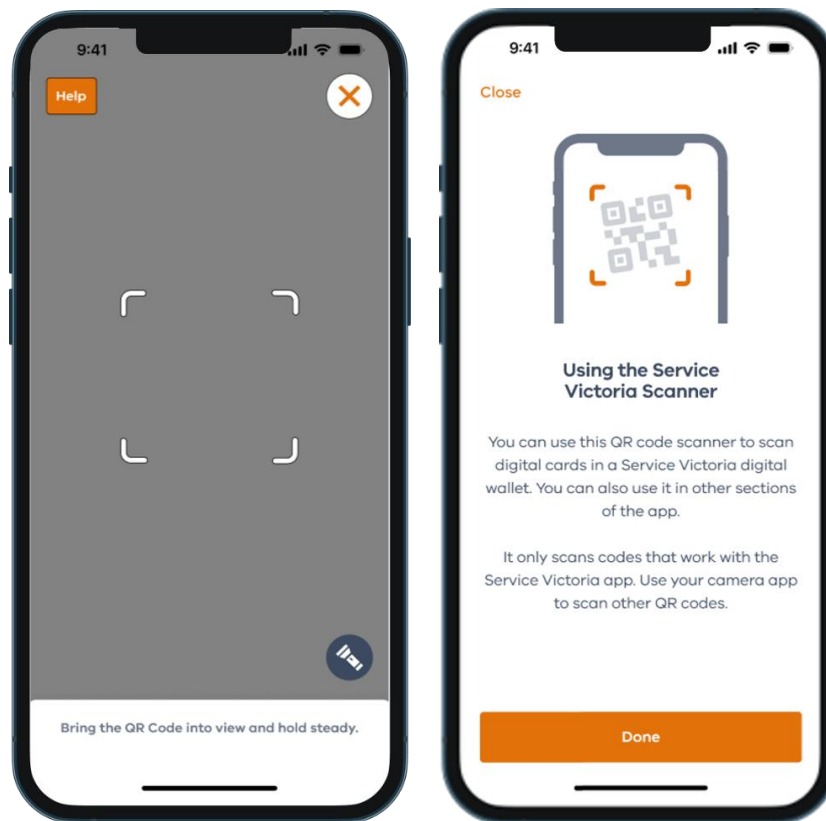The following applies to each registration type, category and status

- If a teacher is fully or provisionally registered, they are **permitted to teach** and undertake the [duties of a teacher](#)
- If a teacher holds permission to teach (PTT), they are **permitted to teach** and undertake the [duties of a teacher](#) in line with their PTT grant
- If a teacher is non-practising, they are **not permitted to teach** or undertake the [duties of a teacher](#) until they successfully apply to return to teach.

Using the scanner

The QR code can only be scanned using the QR code scanner within the Service Victoria app. If a user attempts to scan the QR code using the camera app on a smartphone or tablet, the user will be prompted to download the Service Victoria app.

Once the QR code has been scanned, the user will be taken to the register of teachers to view the teacher's registration details which will reflect the same details listed in the digital registration card.

⚠ All registered teachers, including non-practising teachers, are exempt from the Working with Children clearance 🔗 because they are already subject to continuous and extensive criminal record checks.

Register of teachers

First name	Last name	Registration number	
Claire	Govan	Registration number	search

1 results for "Claire Govan"

Jane Anne Citizen

Registration number: 132456

Registered Early Childhood Teacher

Initial registration date: 23/01/2007
Expiry date: 30/09/2024

Stakeholder benefits

The digital registration card solution will improve the registration experience and deliver a range of benefits for teachers, employers and the wider teaching profession.

Reduces the risk of fraud or stolen identity	Provides real-time registration status
In the past, teachers have created fake registration cards or attempted to use another teacher's card to gain employment or status as a registered teacher. With the use of a QR code as an added security measure, digital cards eliminate the occurrence of fraudulent activity.	Physical cards provide 'point in time' proof of registration and are only valid on the day they are printed, however digital registration cards provide 'real time' confirmation of registration using live data from VIT's teacher registration system.
Provides easy access to registration details via a smart phone	**Reduces the risk of unregistered teaching practice**
Teachers have the convenience of accessing their digital card any time of day via the digital wallet in the Service Victoria mobile / tablet app. Teachers will be able to easily retrieve and show their registration status in real time via their smart phone.	A teacher's registration can become suspended or expired at any time. If an employer fails to check the register of teachers or Employer portal to confirm registration, a teacher could use their physical card to claim they have current registration.
Reinforces the public register as the source of truth	**Eliminates the wait on cards arriving in the post**
Stakeholders are encouraged to use the register of teachers as the highest level of verification and as digital registration cards use the same live data as the register of teachers, this ensures teachers and employers are relying on the most accurate source of information.	Once a teacher's application for initial registration or renewal of registration is approved, their new digital registration card will be available for quick access via their smart phone. This means teachers can commence teaching immediately once approved (including PRTs and PTT holders).
Reduces future print and postage costs	**Eliminates physical card issues**
The budget for printing and posting physical registration cards is high, with VIT spending approximately $250,000 per year in this area. Note: The VIT is funded exclusively from teacher registration and initial teacher education program accreditation fees (i.e. VIT does not receive any direct government funding).	The use of digital registration cards will eliminate issues associated with the production and distribution of physical cards such as delivery delays, replacement cards, incorrect cards and certain registration types that are not issued a card until their application has been properly assessed (e.g. interim registration).
Enables teachers with an extension or interim registration to hold a registration card	**Provides a sustainable solution for VIT's stakeholders**
Once a teacher's application has been assessed and approved, their new digital registration card will be available for quick access via their smart phone. This means teachers can commence teaching immediately once approved.	Stakeholder feedback indicates a preference for a more environmentally friendly registration card and VIT is proud to offer teachers, employers and the wider teaching profession a sustainable solution that reduces impact on the environment.

Launch timeline

Digital VIT registration cards will be gradually rolled out over 12 months to allow for a smooth transition. This timeline includes a pilot program and phased go-to-market approach, providing employers with an opportunity to undergo a change management process before physical cards are completely phased out in 2025 in favour of the digital card solution.

Date	Activity
July 2024	Digital registration cards go live Pilot program commences
August 2024	Pilot program concludes
September 2024	Physical registration cards issued to teachers during 2024–25 annual registration period
November 2024	Digital registration cards launched to end-of-year ITE graduates
February 2025	Physical registration card production stops
May 2025	Digital registration cards launched to mid-year ITE graduates
September 2025	Digital registration cards issued to all teachers during 2025–26 annual registration period

Communications

The VIT's transition from physical registration cards to the digital-only solution will include a phased approach over a 12-month period.

Following a successful pilot program and 2024-25 annual registration period, digital VIT registration cards will be launched over three phases to the following teacher cohorts

1. end-of-year ITE graduates - November 2024
2. mid-year ITE graduates - May 2025
3. all existing registered teachers and early childhood teachers - September 2025.

	Pilot program	Phase 1	Phase 2	Phase 3
Commences	July 2024	November 2024	May 2025	September 2025
Target audience	2 schools and 1 early childhood service	~10,000 end-of-year ITE graduates	~10,000 mid-year ITE graduates	~140,000 registered teachers
Private or public access	Private access - VIT to send email with URL to the 'Add card' page on the SV website and instructions to download and sign-in to the SV app	Private access - VIT to send email with URL to the 'Add card' page on the SV website and instructions to download and sign-in to the SV app	Private access - VIT to send email with URL to the 'Add card' page on the SV website and instructions to download and sign-in to the SV app	Public access - SV to deploy public weblinks and app updates for easy navigation to the 'Add card' section on SV website and app
Physical cards	Physical cards issued alongside digital cards	Physical cards issued alongside digital cards	Physical cards phased out; digital card only available	Physical cards phased out; digital card only available

Pilot program

In July 2024, the digital registration card solution was trialled during a six-week pilot program to understand the range of challenges employers may face with the implementation of digital VIT registration cards in schools and early childhood services across Victoria.

The pilot program consisted of teachers, early childhood teachers, principals, early childhood managers and office support staff across a sample of schools and early childhood services.

During the pilot, the only way participants could access their digital card was via a private URL sent via email on the day the pilot commenced. The private URL took participants to the 'Add your VIT registration card' page on the Service Victoria website. After submitting their registration details via the website, participants were required to download and log in to the Service Victoria app to view their new digital card in the digital wallet.

Between September to December 2024, physical registration cards continued to be issued to teachers and early childhood teachers who completed the annual registration process.

Phase 1: end-of-year ITE graduates

The VIT aims to launch digital registration cards around November 2024, in time for the registration of end-of-year ITE graduates. These new registrants will be issued both a physical and digital registration card during the transition period.

During phase one, teachers and early childhood teachers will continue to access their digital card via a private URL. This will be sent via a confirmation email once the end-of-year ITE graduate's application for teacher registration has been approved.

There will be no public access to digital cards on the Service Victoria app or website during this time.

Phase 2: mid-year graduates

Pending the successful launch and smooth end-of-year ITE graduate application period, physical card production will stop around February 2025 and new applicants will receive a digital registration card only. By May 2025, mid-year ITE graduates will be introduced to digital registration cards.

During phase two, teachers and early childhood teachers will continue to access their digital card via a private URL. This will be sent via a confirmation email once the mid-year ITE graduate's application for teacher registration has been approved.

Phase 3: all existing registered teachers

All existing registered teachers who complete their annual registration tasks from September to December 2025 will be issued with a digital registration card only, completing the 12-month transition from physical to digital registration cards.

During phase three, teachers and early childhood teachers will be instructed to access their digital card publicly via the Service Victoria app.

Privacy

In the conduct of its regulatory functions, VIT is bound by the *Victorian Privacy and Data Protection Act 2014* (PDP Act) and the *Health Records Act 2001* (HR Act) and therefore must comply with the Information Privacy Principles (IPPs) and the Health Privacy Principles (HPPs).

These govern the collection, use, handling and disclosure of personal and sensitive information and health information. Personal information is information that relates to an identifiable living person. Personal information may take many forms including images.

Personal information

Service Victoria will request a teacher's or early childhood teacher's information (full name, date of birth and VIT registration number) to link their registration details to their digital VIT registration card.

Service Victoria will not keep the information during this transaction. Registration details on a teacher's or early childhood teacher's digital VIT registration card will be securely transferred from VIT and stored on the local device (smart phone of tablet device). The information won't be used for any other purpose unless permitted by law.

A teacher or early childhood teacher will not be able to display their digital VIT registration card in their Service Victoria digital wallet unless they provide the above information.

The VIT maintains teacher registrations under the *Education and Training Reform Act* (2006). For access to teacher registration information, a teacher or early childhood teacher can log into their MyVIT account or contact VIT. To access information Service Victoria holds, contact Service Victoria.

Access the following resources to learn more about how information is handled
- Service Victoria privacy and security policy
- VIT privacy statement
- VIT information privacy policy

VIT Support

The VIT is dedicated to supporting the Victorian teaching profession in the transition from physical registration cards to a digital solution.

Resources

A range of resources are available to support teachers, early childhood teachers and employers and provide for a smooth transition period.

- user guide
- fact sheet
- benefits of digital registration cards
- FAQs.

Need help?

For queries relating to digital cards, teachers, early childhood teachers and employers are encouraged to reach out via email, telephone or web.

Email	vit@vit.vic.edu.au
General enquiries	1300 888 067
Web	www.vit.vic.edu.au/contact/how-can-we-help