

Authority to act

Purpose

This form is used to authorise a representative to act on your behalf on matters relating to the Victorian Institute of Teaching (VIT).

Please submit the completed form with your application for registration. If you have already submitted your application, please email this form to vit@vit.vic.edu.au including your application reference number in the subject line. To expedite the process, it is recommended the form is sent from the email address VIT has on file.



Privacy statement

The VIT is committed to guarding against misuse, loss or unauthorised disclosure of personal information in accordance with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*, including the Privacy Principles within each Act. For more information, visit the [privacy](#) page.

Consent to act

I _____,
(full name)
of _____,
(address)
hereby authorise the following individual / organisation, to act on my behalf with regard to my application for registration.

This authority includes

- receiving and submitting documents on my behalf
- obtaining and providing personal, sensitive and health information relevant to my application
- corresponding with the Institute both verbally and in writing.

Authorised individual / organisation

Fields marked with * are mandatory.

Full name*	
Organisation name	
Job title	
Phone number*	
Email*	

Reason for authorisation

The reason a representative is acting on my behalf is as follows.

Acknowledgement

The authority to act is limited to this application and remains in force until this application has an outcome from VIT, unless withdrawn by me earlier. I acknowledge that

- this authority to act can be withdrawn or amended by me at any time by notifying VIT in writing
- the VIT may not accept this authority to act
- the VIT can use the information contained in this authority to act for a secondary purpose, such as making an assessment about whether I am suitable to teach.

The above consent is provided in accordance with Principle 2.1(b) of the *Privacy and Data Protection Act 2014* (Vic) and Principle 2.2(b) of the *Health Records Act 2001* (Vic).

Signature

Date