

Fact sheet

Provisionally registered teacher audit requirements

Why does VIT conduct audits?

To uphold the integrity and ensure consistency of the moving to full registration process, VIT takes a random sample of professional practice evidence developed by provisionally registered teachers (PRTs).

The VIT has an obligation to ensure that the evidence-based recommendation process undertaken in schools and early childhood services on behalf of the profession is consistent and fair for all PRTs.

The VIT aims to contribute to the quality of teaching and student learning at all stages of a teacher's career. One way to support this is through reviewing knowledge and experience of teachers via their evidence of professional practice.

What evidence is audited?

PRTs must keep a copy of the evidence presented to the workplace recommendation panel for at least two years in case they are randomly selected for audit by VIT.

Teachers must use authentic evidence derived from their own practice and artefacts of student learning to demonstrate their capacity to meet the Australian Professional Standards for Teachers (APST).

Documented evidence must allow VIT's auditor to determine that the PRT has demonstrated proficiency against the APST and met other Inquiry requirements.

Documenting evidence

Before a PRT begins the Inquiry process, VIT recommends they read the [PRT Guide](#).

The PRT Guide includes a template for documenting evidence gathered during the Inquiry. Although it is not mandatory to use VIT templates, they can assist PRTs in ensuring no components of the Inquiry are missed. Word and PDF versions are available.



Kara Baxter (registered teacher) with learners
Strathcona Girls Grammar



Resources for documenting evidence

- [Evidence of professional practice checklist](#) (pdf)
- [Evidence of professional practice checklist](#) (doc)
- [Evidence of professional practice template](#) (pdf)
- [Evidence of professional practice template](#) (doc)
- [APST evidence checklist](#) (pdf)
- [APST evidence checklist](#) (doc)
- [Action plan template](#) (pdf)
- [Action plan template](#) (doc).

For more information about evidence requirements

- [PRT Evidence guide](#)
- [ECT Evidence guide](#)
- [CRT Evidence guide.](#)

How audits work

When a teacher is selected for audit, they will receive an email from VIT containing instructions on how to provide their evidence.

Teachers selected for audit must provide their evidence, including copies of the learners' work samples, by email to VIT within 30 days of the date of the email.

Failure to comply with these requirements may result in the withdrawal of the application and lapsing of the evidence. A lapsed application means the evidence of professional practice associated with the application will not be considered further by VIT and a new Inquiry will need to be undertaken.

For more information, visit [audits](#) and [moving to full registration](#) on the VIT website.



Casey Hawley (registered teacher) with learners
Kingswood College