

Annual registration audit guide

When you complete your annual registration application, you need to declare your professional practice, professional learning and continued suitability to teach.

These declarations help maintain trust in the teaching profession and ensure all teachers meet the standards expected in Victoria.

To support this, we conduct annual audits to confirm the information you provide is accurate and supported by evidence.

We understand being selected for audit may feel unexpected, so this guide will support you through the process.

What to do if you've been selected for audit

1. Log in to your [MyVIT account](#) when the annual registration period opens from mid-August
2. Commence your annual registration application
3. Provide evidence of your [professional learning](#) and [professional practice](#) activities.

Then we'll assess your application through an audit process. Once the audit is complete, we'll

1. confirm the outcome as part of your application assessment, and
2. send you an email confirming the completion of your annual registration if all requirements are met.

Professional learning requirements

Professional learning helps you maintain your registration and continue to improve your practice.

To maintain full registration, you must complete **at least 20 hours of professional learning each year**.

Submitting your evidence

Upload your 20 hours of professional learning evidence using the [MyPD tool](#) in your MyVIT account any time.

Your professional learning must

- improve your knowledge, practice or engagement
- align to one or more Australian Professional Standards for Teachers (APST) across the domains of Professional Knowledge, Practice and Engagement, and

Each MyPD entry must include

- dates and duration
- type of learning
- relevant APST standard(s), and
- a short reflection on what you learned and how you will apply it to improve outcomes for your learners.

Professional practice requirements

Professional practice helps you maintain the skills and experience needed to teach safely and effectively.

To maintain full registration, you must complete **at least 20 days of professional practice each year**.

Submitting your evidence

Upload your 20 days of teaching evidence in your [MyVIT account](#) when you complete your annual registration application.

If you're employed as a

- teacher or early childhood teacher, provide a signed [Confirmation of Practice form](#)
- casual relief teacher (CRT), provide a signed Statement of Service letter that includes your role, employer name and dates of employment.

If you can't provide either of the above, pay slips showing your role, employer name, hours or days worked, and pay period will be accepted.



What counts as professional practice

Practice type	What this means
Teaching	Planning, delivering and assessing an approved school curriculum or early childhood framework in a registered education setting.
Equivalent practice	Working in an alternative teaching setting or related field of education. This must • have a clear link to the APST • involve delivering an approved school curriculum or early childhood framework, and • demonstrate that you can practice at the proficient level of the APST if you return to a mainstream education setting.
Educational leadership	Working in a non-teaching role that supports or improves the professional knowledge and practice of teachers in schools or early childhood settings. This includes leadership roles where your work • relates to the APST, and • supports delivery of an approved curriculum or framework.

Home schooling

If you're registered as a home schooler, you'll need to provide

- your VRQA registration certificate, and
- a statutory declaration stating the number of days you homeschooled during the registration year.

Evidence that's not accepted

The following cannot be used as evidence

- ATO payment summaries
- employment contracts or offers
- bank account screenshots showing payments, and
- tax return assessments.

Additional evidence (if required)

You may need to provide extra information depending on your role. If you are claiming

- **equivalent practice**, upload
 - evidence of the approved school curriculum or early childhood framework you deliver, and
 - how your role relates to the APST.
- **educational leadership**, upload
 - evidence of how your role relates to the APST.



Using experience gained outside of Victoria

Professional learning and professional practice completed **interstate** or **overseas** can be included if it aligns with the APST.

Not currently teaching?

We understand that your circumstances may change. If you can't meet the professional practice or learning requirements, you may apply for **non-practising registration**.

If you move to non-practising registration before completing your annual registration, you

- won't be audited
- can't teach during this time.

You can apply to **return to teaching** at any time via your MyVIT account.

Need more information?

We want to make it easy for you to complete your registration with confidence. You can access

- [VIT's auditing process](#) and [Registration Audit Policy](#)
- guidance on logging [professional learning in MyPD](#)
- information about [professional learning activities and requirements](#)
- [APST resources](#).

Any questions?

If you have any questions or need support, please [contact us](#). We're here to help and keep your registration on track.

