

Register of Registered Teachers Policy

Effective date: 26 August 2026

Purpose

The Victorian Institute of Teaching (VIT) is required to establish and maintain a Register of Registered Teachers (Register) in accordance with Division 7 of Part 2.6 of the Education and Training Reform Act 2006 (the Act). The Register is a record of all individuals who are registered to teach in Victoria.

This policy outlines how VIT executes its function to publish a Register.

Scope

This policy applies to all VIT registered teachers, early childhood teachers and permission to teach (PTT) holders.

For ease of reference, throughout this document, the term 'teacher' includes school teachers, early childhood teachers and PTT holders.

Key policy points

Maintenance	VIT maintains a Register of teachers authorised to teach in Victoria.
Information published on the register	- VIT publishes key information about registered teachers on the Register to support transparency and public confidence - publicly available information relates only to individuals with current registration - information prohibited by law is not recorded or published - VIT publishes an extract of the Register on its website. The published extract includes - the teacher's name - the teacher's registration status and type of registration - the teacher's registration expiry date - whether the teacher's registration is subject to any conditions, limitations or restrictions - the date the teacher was registered - the teacher's registration number. - VIT may also publish - any limitations or restrictions applying to the registration - whether the teacher has received a caution or reprimand
Requests to remove or exclude information from the Register	- VIT may add, amend or remove information from the Register in accordance with legislation - individuals may request correction of errors in the Register - supporting evidence may be required to substantiate and rectify errors - a teacher may request that VIT amend or remove information if they believe that publication would pose a serious risk to their health or safety - where the request relates to a condition, limitation, or restriction also published in the Register of Disciplinary Action (RODA), the teacher must follow the relevant process outlined in the RODA Policy.

1. Policy statement

- 1.1 The VIT is committed to maintaining public trust and confidence in the teaching profession by publishing details of all individuals who are registered to teach in Victoria.
- 1.2 An individual whose name appears on the Register is authorised to undertake the duties of a teacher, in accordance with their registration category and any applicable conditions, limitations or restrictions.
- 1.3 This policy sets out the circumstances in which VIT will record and publish information on the Register.
- 1.4 The Register supports informed decision-making by employers, regulatory bodies and the community, and contributes to the protection of the public, including the safety and wellbeing of children and vulnerable people.
- 1.5 The principles that guide this policy are:

Statutory functions	This policy is guided by, and gives effect to, VIT's statutory functions. In maintaining and publishing the Register, VIT will • consider the wellbeing and safety of children, including by taking into account community expectations • recognise and regulate members of the teaching profession • maintain an accurate, reliable, and up-to-date Register as required by legislation.
Transparency	VIT is committed to transparency in the performance of its regulatory functions. Information recorded on the Register will be clear, accurate and accessible to support informed decision-making by employers, other regulators, and the community. Transparency promotes confidence in the teaching profession and in VIT's regulatory oversight, while balancing the need to publish only information authorised by law.
Professional recognition	The Register supports the professional status of teachers by clearly identifying individuals who are registered and authorised to practise. The Register recognises the professionalism of registered teachers while clearly distinguishing those who are not permitted to perform the duties of a teacher.

2. Maintenance of Register

- 2.1 VIT must maintain a Register of teachers and early childhood teachers who are registered or otherwise authorised to teach in schools and early childhood services in Victoria.
- 2.2 The Register displays information only for individuals who hold a current form of registration, including non-practising registration.
- 2.3 Individuals who do not hold a current form of registration, including formerly registered or suspended individuals, will not appear on the Register.
- 2.4 VIT maintains a Register with the following particulars
 - a. the teacher's name
 - b. the teacher's registration status and type of registration
 - c. the teacher's qualifications
 - d. any conditions, limitations, or restrictions applying to the registration
 - e. whether the teacher has received a caution or reprimand
 - f. the date the teacher was registered

- 5.2** VIT will ordinarily publish a teacher's name and registration number on the Register; however, where necessary to protect an individual's safety and consistent with this policy, VIT may use a pseudonym or otherwise withhold identifying particulars.
- 5.3** VIT will undertake a review of cautions and reprimands every three years to determine if they should remain published.
- 5.4** A teacher may request that VIT amend or remove information about them if they meet the criteria in 5.1.
- 5.5** To amend or remove information from the Register, VIT must reasonably believe the inclusion of the information would meet the criteria at 5.1.
- 5.6** In determining whether to remove or amend information on the Register, VIT will consider
- a.** whether publication contributes to the protection of the public, including the safety and wellbeing of children and vulnerable people
 - b.** whether publication supports informed decision-making by employers, regulatory bodies and the community
 - c.** the extent to which publication would pose a serious risk to the teacher's health or safety
 - d.** the potential risk to the public, including the school or early childhood community which consists of children, teachers, parents and carers
 - e.** the individual's privacy and if publication is proportionate to the public interest being served.
- 5.7** Requests without evidence or on grounds not related to the criteria in 5.1 will not be eligible for assessment.
- 5.8** Where particulars are excluded or removed from the Register, they may still be visible to schools and early childhood services in the employer portal and / or other organisations to which VIT is required to disclose teacher information.
- 5.9** Where the request relates to disciplinary action also published on the RODA, the teacher must follow the process to request removal or exclusion outlined in the [RODA Policy](#).

Application process

- 5.10** An exclusion or removal application must be submitted via email to conduct@vit.vic.edu.au.
- 5.11** The applicant (or their representative) must clearly identify the information they are seeking to prevent from being published or removed, and provide supporting reasons and evidence.
- 5.12** An application for exclusion or removal will be assessed by the appropriately delegated decision-maker on a case-by-case basis.
- 5.13** The VIT will issue the individual a written decision outlining whether the non-publication or removal application is granted in full, in part or refused including reasons for the decision.
- a.** If the application is granted, the teacher's particulars will not be published, or will be removed from the Register, and will not be made available for public inspection
 - b.** If the application is refused, the VIT may publish the particulars on the Register.

6. Errors

- 6.1** If an individual identifies an error in the Register, they may contact VIT at vit@vit.vic.edu.au to request correction.
- 6.2** Where appropriate, supporting evidence should be provided with the request.

Definitions

Term	Definition
Caution	A formal disciplinary outcome where VIT finds that a teacher's conduct or competence has fallen below the required standard, but determines that the matter can be appropriately addressed without more serious regulatory action. A caution serves as a warning and is recorded against the teacher's registration.
Condition	A requirement imposed on a teacher's registration that the teacher must comply with in order to maintain their registration or to practise, as determined under the <i>Education and Training Reform Act 2006 (Vic)</i> .
Limitation	A boundary imposed on the scope of practice of a teacher.
Restriction	A strict prohibition on a certain activity associated with teacher registration.
Reprimand	A formal disciplinary outcome where VIT determines that a teacher's conduct or competence warrants a stronger formal expression of disapproval than a caution.
Disciplinary action	Any formal action taken by the VIT against a teacher in accordance with its statutory powers.
Particulars	Specific items of information recorded on the Register in relation to the registration of an individual teacher.
Teacher	A person registered under Part 2.6 of the <i>Education and Training Reform Act 2006 Vic</i> (the Act) as a teacher or an early childhood teacher or a person who is granted permission to teach

Relevant legislation and policy

- Education and Training Reform Act 2006 (Vic)
- [RODA Policy](#)

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