victorian institute of teaching

VIT Employer portal guide



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Introducion

Employers play an important role in supporting teacher registration and keeping children safe.

As co-regulators, school and early childhood leaders have a shared responsibility to ensure their teachers hold valid teacher or early childhood teacher registration.

They do this by managing the registration details and applications of teachers they employ using the VIT Employer portal.

The portal allows them to manage their teacher list, such as checking their registration status, category, expiry date and condition(s), to ensure their teachers are appropriately registered.

It also provides the ability to recommend provisionally registered and experienced returning registered teachers for full registration and apply for permission to teach (PTT) grants.

For early childhood providers and services, additional functions are available to provide greater visibility of teacher information and streamline account management across organisations.

Using the VIT Employer portal to manage teacher registration is an important part of meeting regulatory responsibilities and supporting child safety.

This guide will assist schools, early childhood providers and early childhood services to understand how to navigate the functions in their portals so they can meet their regulatory responsibilities with confidence.



What is the VIT Employer portal?

The VIT Employer portal is a secure online facility that enables you and your authorised delegates to

- confirm the current registration status of a teacher you employ or wish to employ
- maintain, monitor and download your teacher list
- apply for permission to teach (PTT) to address a workforce shortage within your school
- complete a recommendation for full registration of a provisionally registered teacher (PRT) or experienced returning registered teacher (ERRT)
- manage your early childhood services
- confirm your contact details
- access important communications and resources.

Logging in

To begin, go to the VIT website. Click the blue 'Sign in' button in the top right-hand corner and select 'Employer Login'.

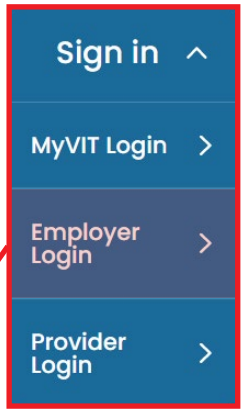
Your username is the official education setting email address held by VIT.

To reset your password, select 'Forgot your password?'. This will prompt you to enter your username.

You'll receive an email with a reset password link - it's important that you only click on the link once. The email may take up to 2 hours to receive - ensure you check your junk mail folder. Please note: the link will expire within 24 hours.

If you can't remember your password, and don't have access to the email address you set up your account with, please contact us.

Using the latest version of Google Chrome is recommended.

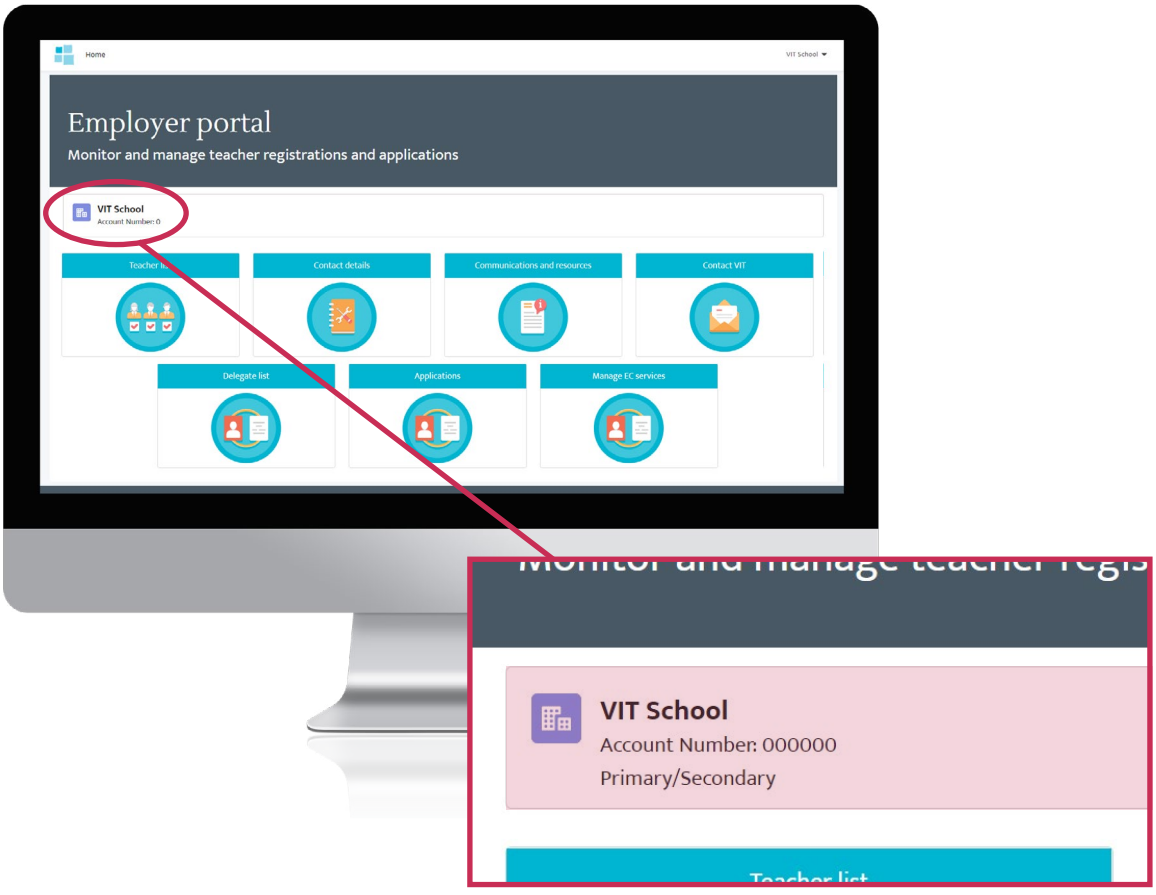




Navigating the VIT Employer portal

The VIT Employer portal homepage provides easy access to functions that assist you to manage your teacher registration responsibilities including

- teacher list
- contact details
- delegate list
- applications including recommendations for full registration and permission to teach (PTT) (school only)
- managing early childhood services (early childhood only)
- communications and resources
- contact VIT.



Your account name, number and teaching context can be found in the top left corner.

Managing the teacher list

Employers should regulary review, maintain and monitor their 'teacher list' via the VIT Employer portal. The teacher list provides important registration information about teachers employed in a school or early childhood service, including their VIT registration number, registration category, status, expiry date and conditions. Teachers with a grant of PTT can also be viewed.

Schools can view teachers employed under a grant of PTT including their PTT category and subjects. PTT is not available for employment in early childhood services.

Employers must ensure their teacher list is accurate at all times. This includes adding new teachers and removing teachers who are no longer employed by the school or early childhood service.

The teacher list should be updated every time there are changes to teaching staff. Consider including this as a step in your school or early childhood service's quarterly, monthly or weekly administrative processes.

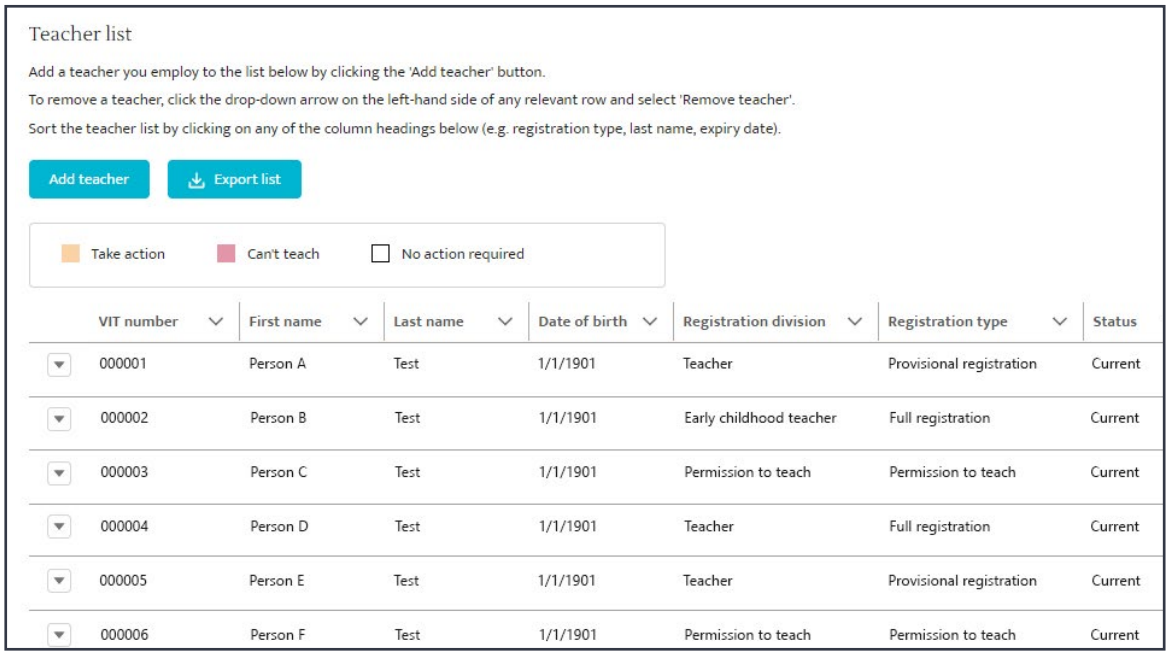
The teacher list enables employers to monitor the status of all registered teachers linked to their account. For example

- checking for the pending expiry date of a teacher who has not yet completed their requirements to remain registered
- checking whether a teacher has conditions or returning requirements, and
- checking a teacher's registration type to ensure it is valid for the employer's education setting.



For early childhood providers, the teacher list also displays the linked early childhood service for each teacher. This allows providers to identify and search by service when viewing and managing early childhood teacher information.

If an employer maintains their teacher list, they'll receive email communications advising them of the impending expiry or removal of teachers.



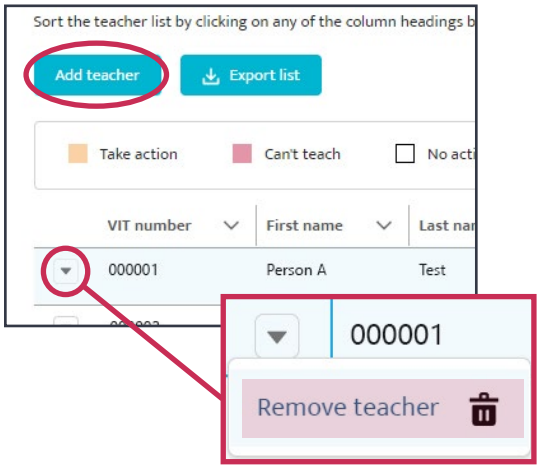
VIT number	First name	Last name	Date of birth	Registration division	Registration type	Status
000001	Person A	Test	1/1/1901	Teacher	Provisional registration	Current
000002	Person B	Test	1/1/1901	Early childhood teacher	Full registration	Current
000003	Person C	Test	1/1/1901	Permission to teach	Permission to teach	Current
000004	Person D	Test	1/1/1901	Teacher	Full registration	Current
000005	Person E	Test	1/1/1901	Teacher	Provisional registration	Current
000006	Person F	Test	1/1/1901	Permission to teach	Permission to teach	Current

Adding or removing teachers

To add a teacher to your teacher list, click on the 'Add teacher' button and enter their name or VIT registration number into the search box. Select the teacher, enter their employment start date and click 'Add teacher'.

Note: if a teacher can't be found, they don't hold current registration or have a pending application with VIT.

To remove a teacher, click the drop-down arrow on the left-hand side of any row and select 'Remove teacher'. Enter their employment end date and click 'Remove teacher'.



Teachers highlighted in red or yellow

If a teacher's name is highlighted in red, they **cant teach**.

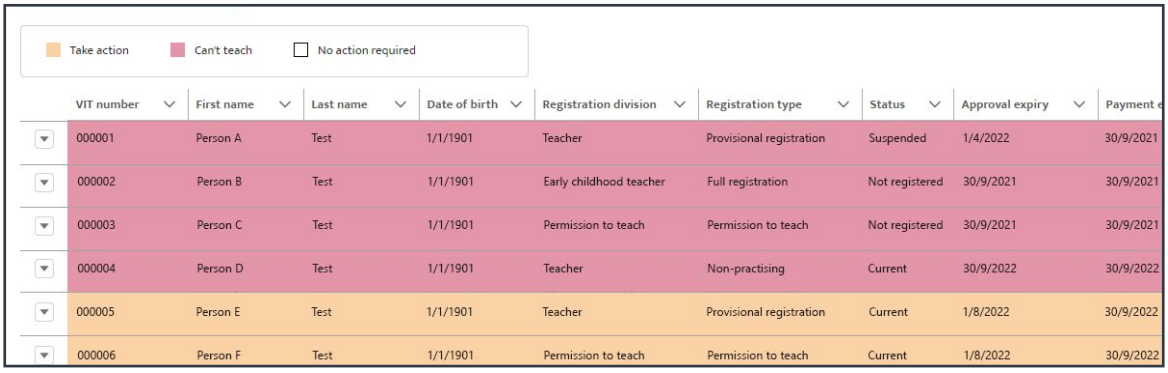
A teacher may be highlighted in red because

- they're not registered (their registration has expired or they have ceased their registration)
- they hold non-practising registration
- they have suspended registration
- they don't hold appropriate registration for your setting
- their PTT has not been granted for your school.

If a teacher's name is highlighted in yellow, they need to take action to avoid their registration expiring.

A teacher may be highlighted in yellow because

- a PRT is nearing their expiry and needs to apply for full registration or a further grant of provisional registration
- a PTT holder is nearing their expiry date and you need to initiate a new application for PTT
- a fully registered teacher is past their payment expiry date, but their registration is still current (usually occurs when a teacher has not completed their annual registration tasks by 30 September).



VIT number	First name	Last name	Date of birth	Registration division	Registration type	Status	Approval expiry	Payment e
000001	Person A	Test	1/1/1901	Teacher	Provisional registration	Suspended	1/4/2022	30/9/2021
000002	Person B	Test	1/1/1901	Early childhood teacher	Full registration	Not registered	30/9/2021	30/9/2021
000003	Person C	Test	1/1/1901	Permission to teach	Permission to teach	Not registered	30/9/2021	30/9/2021
000004	Person D	Test	1/1/1901	Teacher	Non-practising	Current	30/9/2022	30/9/2022
000005	Person E	Test	1/1/1901	Teacher	Provisional registration	Current	1/8/2022	30/9/2022
000006	Person F	Test	1/1/1901	Permission to teach	Permission to teach	Current	1/8/2022	30/9/2022

If you have questions about teachers highlighted in red or yellow, contact us

- Principal hotline - 1300 650 375
- Early childhood hotline - 1300 977 263

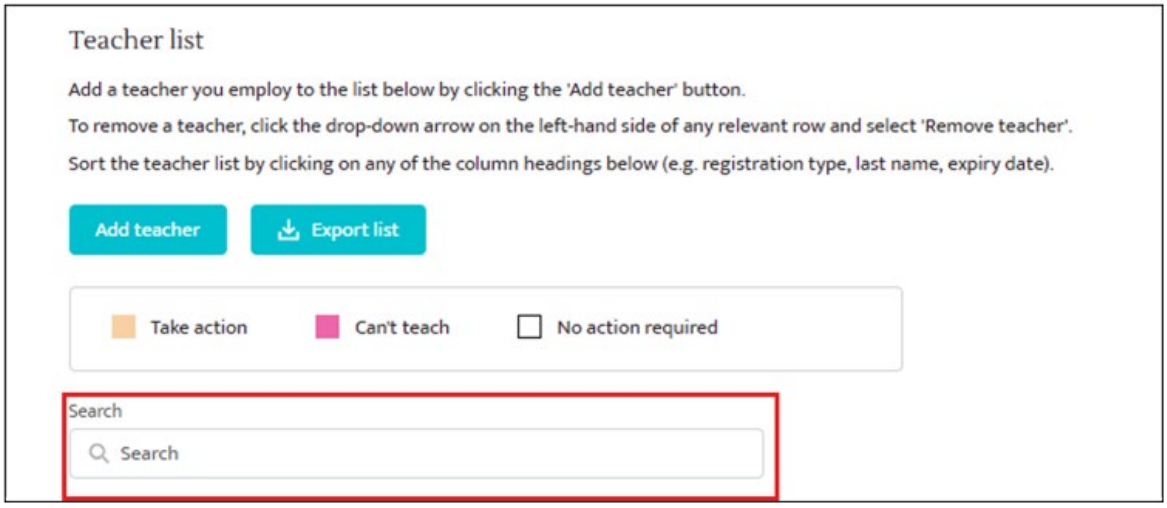
Searching, sorting and exporting your teacher list

The teacher list includes a search function that allows users to quickly find and verify teachers and early childhood teachers associated with their service or provider account. Searches can be performed using information contained in any available field, including:

- name
- registration number
- registration category
- registration status
- service or employer details.

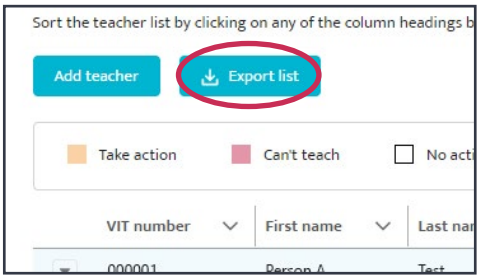
The search function is useful for early childhood provider accounts managing multiple linked early childhood services and large numbers of teaching staff.

The teacher list can also be filtered and searched to help employers identify teachers whose registration status requires review or action.



By default, teachers highlighted in red and yellow will be listed at the top of your teacher list. Your teacher list can be sorted by clicking on any of the column headings (e.g. registration type, last name, expiry date).

To export a copy of your teacher list, click on the 'Export list' button. This feature becomes convenient when employers are required to keep a copy of their teachers registration details for audit purposes.



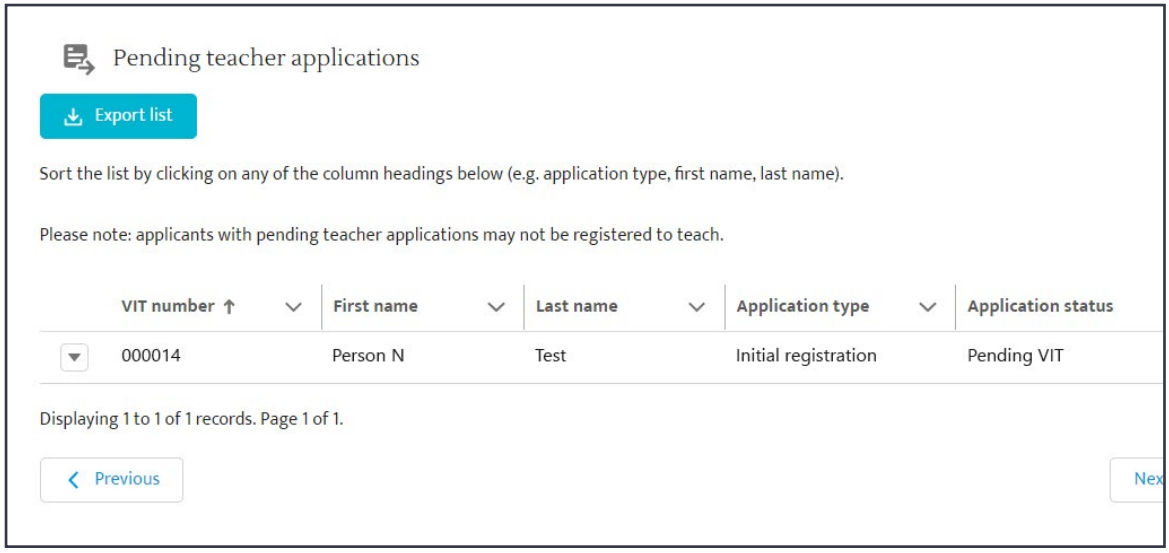
Pending teacher applications

Future teaching staff who don't hold current teacher registration can be added to your teacher list, however they must have a pending application with VIT. Once added to your teacher list, they will appear in the pending teacher applications table.

Early childhood provider accounts can view pending applications submitted by teachers employed at any linked service. Early childhood service accounts can view pending applications submitted by teachers employed at their service. The Pending Applications page allows employers to monitor application progress and identify applications requiring action.

Staff can't teach if they don't hold current registration or a PTT grant, even if they're supervised by a registered teacher.

In addition to monitoring new teacher applications, you can monitor the progress of currently registered teacher applications, including further grants of provisional registration and applications for annual registration.



Managing the delegate list

The delegate list tile allows users to view delegates linked to the account.

Delegates are authorised users who can access information in the VIT Employer portal and liaise with VIT on behalf of an employer. Employers can maintain their delegate list by adding or removing authorised delegates as required.

To add a delegate

1. select 'Delegate List' from the home page
2. select 'Add Delegate'
3. enter the delegate's details and save the changes.

To remove a delegate

1. select 'Delegate List' from the home page
2. locate the delegate in the list
3. select 'Remove' and confirm the change.

Only delegates listed on the account may obtain information from VIT regarding employer portal activities and teacher registration matters.



Completing recommendations for full registration

When a PRT or ERRT completes the moving to full or returning to full registration process, employers are required to complete a recommendation for full registration.

Provisional to full registration recommendations

To review and complete a recommendation for a PRT moving to full registration

1. click on the 'Applications' tile
2. open the 'Recommendations for full registration' tile
3. locate the recommendation under the 'Provisional to full recommendations for review' table
4. select review from the drop-down menu on the right-hand side of the row
5. complete the two modules
   - Workplace panel
   - Australian Professional Standards for Teachers (APST).





Workplace panel

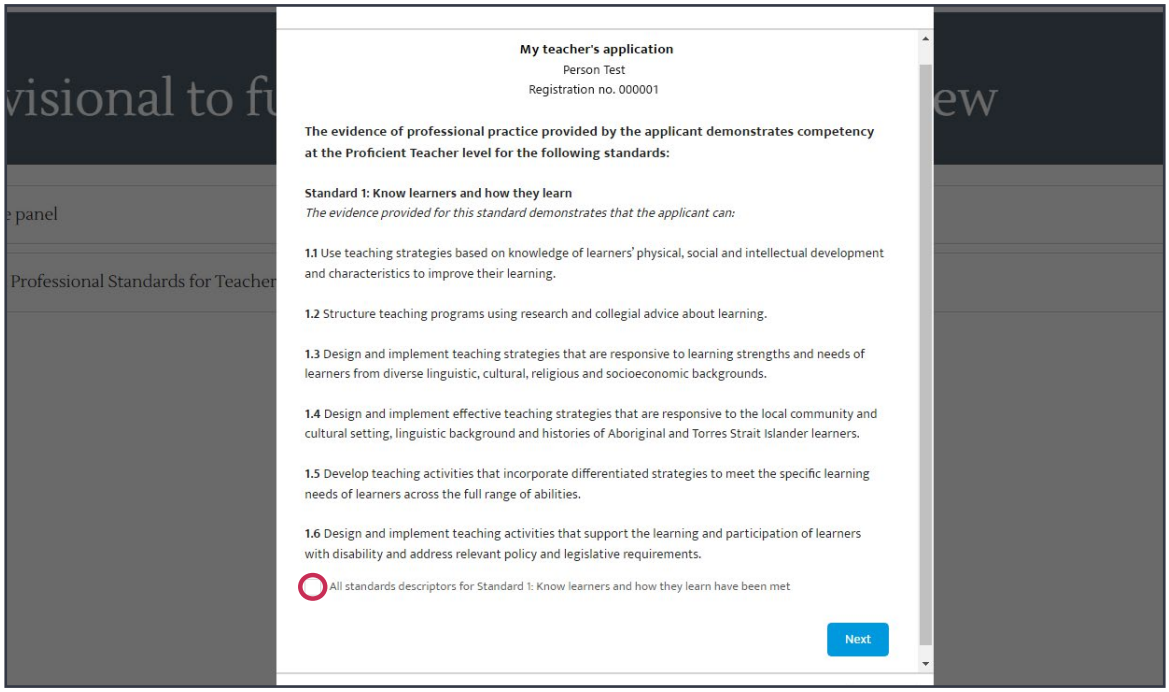
To complete this module

- click the 'Update' button
- fill in the details about the workplace panel.

Australian Professional Standards for Teachers

To complete this module

- click the 'Update' button
- tick the 'All standards descriptors have been met' checkbox for each of the seven standards (if the teacher has not met a standard, leave the box blank).

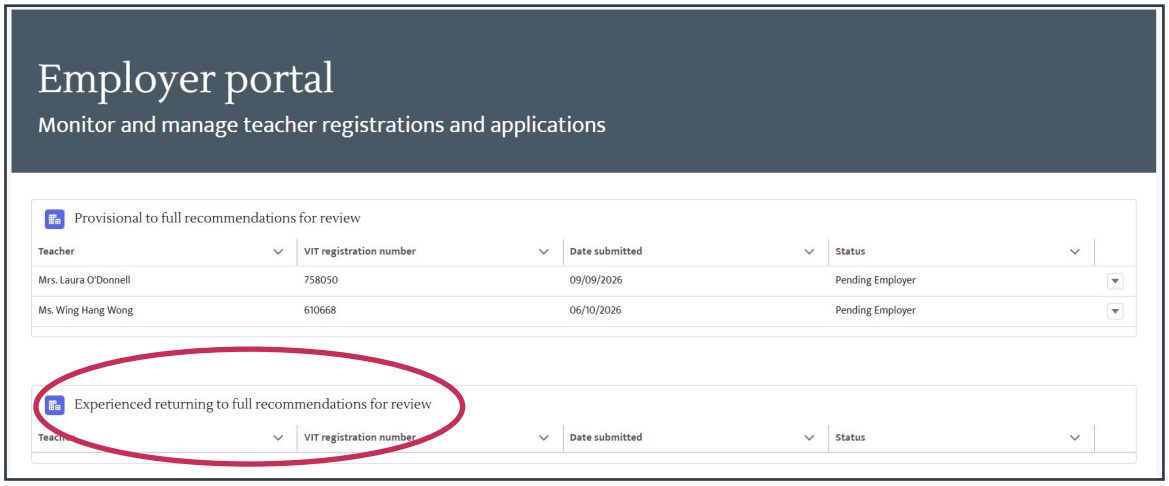


If one or more of the 'All standards descriptors have been met' checkboxes are not selected, this indicates the teacher hasn't demonstrated proficiency against that standard and the recommendation can't support full registration.

Experienced returning to full registration recommendations

To review and complete a recommendation for an ERRT returning to full registration

1. click on the 'Applications' tile
2. open the 'Recommendations for full registration' tile.
3. locate the recommendation under the 'Experienced returning to full recommendations for review' table
4. select 'Review' from the drop-down menu on the right-hand side of the row
5. complete the two modules
    - Attestation
    - Australian Professional Standards for Teachers (APST)



Attestation

To complete this module

- confirm the teacher has
    - completed the required 80 days of teaching
    - provided evidence that they have met the experienced returning registration requirements
    - met the code of conduct requirements
- select 'Save and continue' to proceed to the next module.

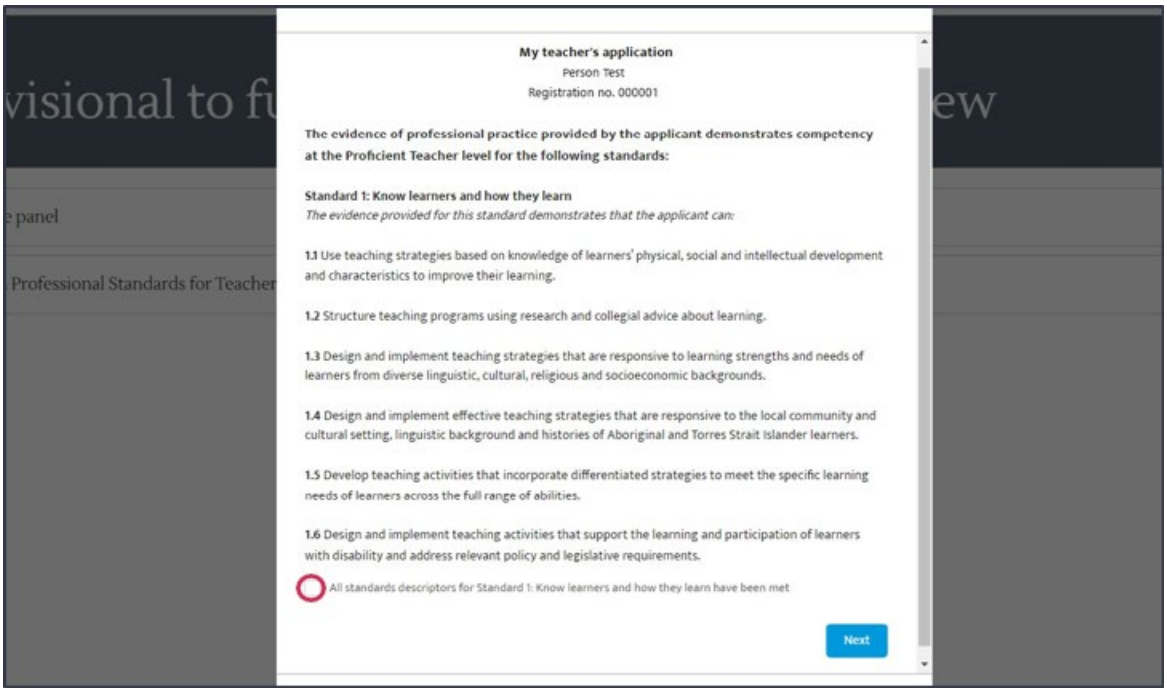
All three tick boxes must be ticked before the module will be completed.



Australian Professional Standards for Teachers

To complete this module

- confirm the teacher has demonstrated proficiency
- tick the 'All standards descriptors have been met' checkbox for each of the seven standards (if the teacher has not met a standard, leave the box blank).



If one or more of the 'All standards descriptors have been met' checkboxes are not selected, this indicates the teacher hasn't demonstrated proficiency against that standard and the recommendation can't support full registration.

Managing early childhood services

The VIT Employer portal is structured differently for schools and early childhood providers/ services.

While schools operate independently, early childhood providers can manage a range of early childhood services under one entity. Alternatively, some early childhood services can operate independently just like a school.

To accommodate this, the portal allows early childhood providers and services to perform different functions to ensure they can efficiently manage their individual teacher registration responsibilities.

Early childhood providers

Early childhood providers can manage the early childhood services under their operation, including

- viewing the services linked to their organisation
- adding or removing the service from the portal
- adding, removing and viewing early childhood teachers on their own teacher list and their linked services teacher lists
- viewing and actioning provisional to full and returning to full applications submitted to them or their linked service.

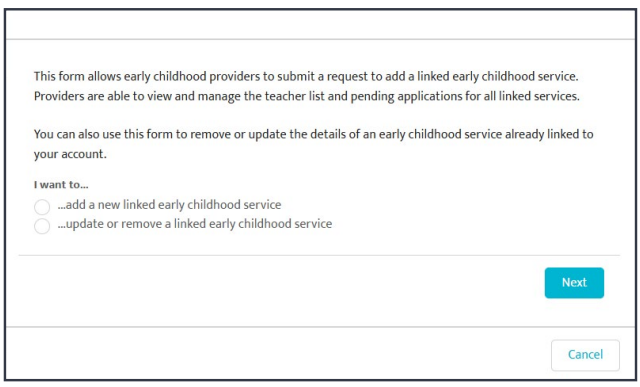
Managing services

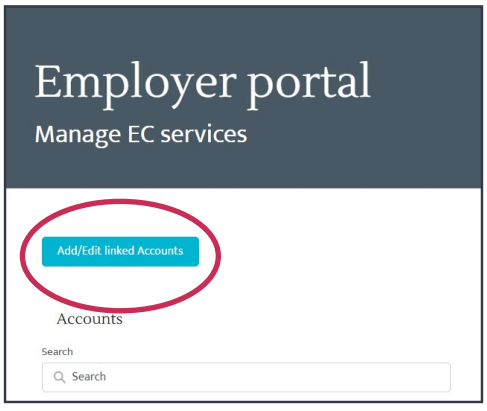
To view your linked services, select the 'Manage EC Services' tile.

To request any changes to your services list

- click the 'Add/Edit Linked Accounts' button
- nominate to add a new linked service or update/ remove a linked service.







Early childhood services

Some early childhood services operate under an early childhood provider, and other services operate independently.

Early childhood services can manage their teacher registration responsibilities through their portal, including

- updating service information
- adding, removing and viewing teachers on their teacher list
- viewing and actioning provisional to full and returning Registered Teacher (ERRT) applications submitted by teachers employed at the service
- accessing VIT communications and resources.



Important information

- Services operating independently aren't linked to a provider portal and can only view and manage information for their own service.
- Services operating under provider management are linked to a provider portal
- Services linked to the same provider won't have access to view each other's portals.
- For council-run services, the provider will manage their teacher registration information via the provider portal.

Managing teacher lists

Teacher lists can be viewed and managed through both the provider portal and service portal.

- Providers can add, remove and view early childhood teachers on their own teacher list and their linked service's teacher lists.
- Services can add, remove and view early childhood teachers on their own teacher list.

Managing applications

Both early childhood providers and services can view and action provisional to full and returning to full registration applications through the VIT Employer portal.

Providers can view and action applications submitted directly to them or their linked service, however services can only view and action applications submitted directly to them.



Any actions or updates made to an application by either a provider or service under provider management will be reflected in both portals.

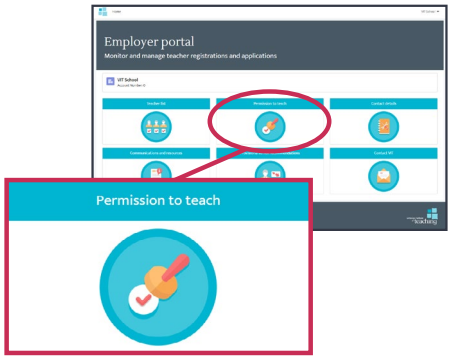
Applying for permission to teach (PTT) (schools only)

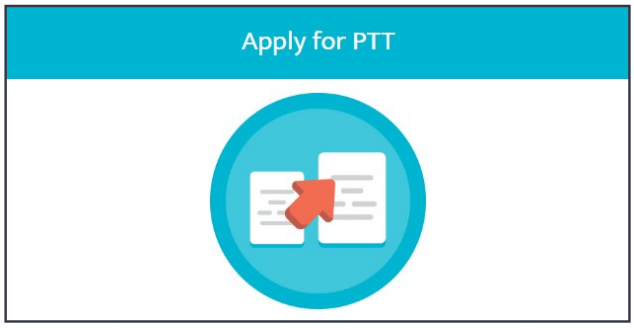
Applying for PTT for a teaching position in a school is a 2-step process initiated by the employers and completed by the applicants.

To start a PTT application

- select the 'Applications' tile on the Employer portal home page
- select the 'Permission to Teach' tile
- select the 'Apply for PTT' button.

To help avoid delays, select the correct PTT category and provide detailed information in the application. We'll contact you if further information is required.





Unless otherwise exempt, detailed information about the recruitment process including why a registered teacher was not found for the role is essential for the timely assessment of applications.

We'll assess the application to ensure it meets all the requirements for a PTT grant under the Permission to Teach Policy.

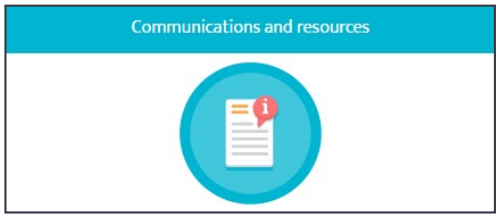
Return to the 'Permission to teach' page to monitor the status of PTT teaching position applications.

PTT teaching position applications

Position name	First name	Last name	From date	To date	Subject	Application status
TP-000100	Person O	Test	1/5/2022	1/5/2023	LOTE (French)	Pending Application
TP-000101	Person P	Test	1/5/2022	1/5/2023	Carpentry	Pending Application
TP-000102	Person Q	Test	1/5/2022	1/5/2023	Graphic Design	Pending Application
TP-000103	Person R	Test	1/5/2022	1/5/2023	Certificate III in Business	Pending Application
TP-000104	Person S	Test	1/5/2022	1/5/2023	VET Screen and Media	Pending Application
TP-000105	Person T	Test	1/5/2022	1/5/2023	Generalist Studies	Pending Application

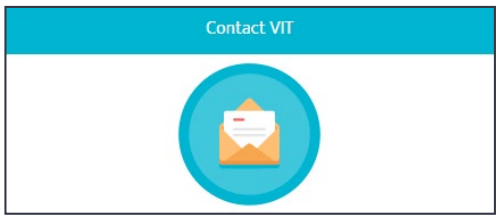
Note: PTT cannot be granted to teach in an early childhood service.

Additional functions



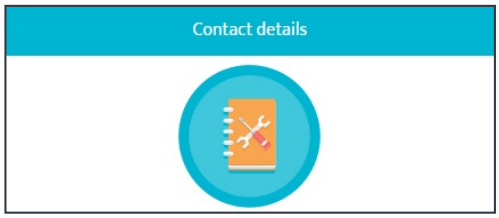
Communications and resources

Click on the 'Communications and resources' tile to catch up on circulars previously sent by VIT, view employer FAQs, or access resources such as the conduct reporting guide.



Contact VIT

Click on the 'Contact VIT' tile to email VIT directly from the portal.



Contact details

Click on the 'Contact details' tile to view your current contact details VIT has on file.

To update your contact details, please contact VIT.

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