

# Returning from non-practising evidence form

This form is used by teachers required to provide evidence they have maintained their professional practice during the 12 months following their return from non-practising registration.

Teachers may submit evidence of professional practice at any time within the 12 months following return to active registration.

Teachers need to provide evidence they have

- taught for at least 20 days; and
- undertaken at least 20 hours of professional development activities with reference to the Australian Professional Standards for Teachers at the Proficient Teacher level, including those that develop their capability to teach learners with disability (standard 1.6).

## SECTION 1: PERSONAL DETAILS

Registration no.							Date of Birth	
Surname						Given name(s)		

## SECTION 2: EVIDENCE OF PROFESSIONAL PRACTICE

Please choose **either** Option A or Option B for this section.

### OPTION A: PRINCIPAL / EARLY CHILDHOOD DIRECTOR / EMPLOYER TO COMPLETE

I confirm that the above named teacher has completed 20 days teaching, educational leadership or equivalent practice since returning from non-practising registration.

Principal / employer name							
Principal / employer registration no. (if applicable)							
Position							
Email							
School / education setting name				Phone (BH)			
School / education setting address (if outside VIC)							
Signed				Date			

### OPTION B: TEACHER TO COMPLETE

I am confirming my days of professional practice by attaching relevant evidence such as payslips, statements of service or letters on official letterhead outlining employment dates, my role and numbers of days worked.

**Note:** Group certificates are not accepted. Further evidence of how your role meets the Australian Professional Standards for Teachers may be requested if you are returning on the basis of Equivalent Practice or Educational Leadership.

## SECTION 3: EVIDENCE OF PROFESSIONAL DEVELOPMENT

Evidence of your professional development must be entered into MyPD in your MyVIT account.

1. **Log into your MyVIT account**
2. **Access MyPD from the left side menu**
3. **Use 'Add Teacher PD' to reflect upon each professional development (PD) activity you have completed since returning from non-practising registration or in the year prior (minimum 20 hours)**
4. **Make sure you include at least one PD activity that addresses Standard 1.6 (Strategies to support full participation of learners with a disability)**
5. **Select 'Download filtered PDs (pdf)' to create a list of the PD activities you entered.**

PD must relate to the Australian Professional Standards for Teachers (APST) and you must have some PD which can be counted towards each of Professional Knowledge, Professional Practice and Professional Engagement. At least one PD must also relate to Standard 1.6.

### NEED HELP?

- Please see 'How to complete the returning from non-practising evidence form' (page 3) for more information about the APST and how to complete the professional development reflection.
- The included 'MyPD FAQs' has detailed instructions on how to enter activities into MyPD.
- MyPD works best in Internet Explorer or Firefox.
- Visit the [Returning to teaching](#) page on our website

## SECTION 4: TEACHER DECLARATION

### Education and Training Reform Act 2006

#### *Section 2.6.20 Registration obtained by fraud*

(1) If the Institute believes that the registration of the teacher has been obtained by fraud or misrepresentation or that the qualifications upon which the teacher relied for registration have been withdrawn the Institute must conduct a hearing into the matter.

All information I have provided about my professional practice is true and correct.

Signed		Date	
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## SECTION 5: SUBMITTING YOUR EVIDENCE

### Via email (preferred)

1. Please attach:
  - a completed and signed copy of this form;
  - the Professional Development PDF from MyPD; and
  - scanned copies of pay slips, statements of service or letters to provide evidence of your days of teaching (section 2B)
2. Include your name and 6 digit VIT registration number in the email subject line
3. Send to [audit@vit.vic.edu.au](mailto:audit@vit.vic.edu.au)

### Via post

1. Complete, print and sign this form and PD document (section 3.4)
2. Send via post to: Victorian Institute of Teaching, PO BOX 531, Collins Street West, 8007

# How to complete the returning from non-practising evidence form

## SECTION 1: PERSONAL DETAILS

Please complete your personal details including your VIT registration number and date of birth.

## SECTION 2: EVIDENCE OF PROFESSIONAL PRACTICE

If you have completed your days of teaching, equivalent practice or educational leadership in one school, early learning centre or education setting you can choose **OPTION A** and have your principal, early childhood director or employer verify the days you worked.

If you have taught in a number of settings, for example casual relief teaching or tutoring, you can choose **OPTION B** and supply evidence of your days of teaching, equivalent practice or educational leadership yourself in the form of payslips, statements of service or letters on official letterhead outlining employment dates, your role and numbers of days worked.

## DEFINITION OF CURRENCY OF PRACTICE FOR RETURNING FROM NON-PRACTISING OF REGISTRATION

Teaching	Undertaking the duties of a teacher in an early childhood centre, primary, secondary or special school.
Equivalent practice	This is typically teaching in a TAFE, University or alternative education setting such as the zoo or a museum. If you are teaching in alternative teaching settings or related fields of education but are not teaching in a registered school or Early childhood centre. Further evidence of how your role meets the Australian Professional Standards for Teachers may be requested to approve your (full) registration using Equivalent Practice.
Educational leadership	This is typically the work of a principal or school leader but can also include work for DET, CEO or other educational organisations schools deal with directly. Educational leadership roles can be both in and out of schools where the nature of their work has a relationship with the standards of professional practice. Educational leaders may not be teaching students but their work will directly influence teaching and learning in classroom situations.

## SECTION 3: EVIDENCE OF PROFESSIONAL DEVELOPMENT

Evidence of each professional development activity you have completed must to be entered into MyPD in your MyVIT account for the purpose of meeting the returning from non-practising registration requirements (Renewal Audit Form, section 3).

Each activity entered into MyPD must include a professional reflection. Please see page 2 for more information.

### Identifying PD activities to meet the requirements for returning from non-practising registration

For all the professional development activities you count towards your return you must be able to relate what you learnt to one of the Australian Professional Standards for Teachers (see table below).

The minimum 20 hours of professional development must include

1. activities which relate to each of the domains of Professional Knowledge, Professional Practice and Professional Engagement.

one or more activities which relate to Standard 1.6 (Strategies to support full participation of learners with a disability).

For PD options and more information please visit [www.vit.vic.edu.au/professional-responsibilities/special-needs-plan](http://www.vit.vic.edu.au/professional-responsibilities/special-needs-plan)

PROFESSIONAL KNOWLEDGE	PROFESSIONAL PRACTICE	PROFESSIONAL ENGAGEMENT
1. Know learners and how they learn	3. Plan for and implement effective teaching and learning	6. Engage in professional learning
2. Know the content and how to teach it	4. Create and maintain supportive and safe learning environments	7. Engage professionally with colleagues, parents / carers and community
	5. Assess, provide feedback and report on learning	

## Providing Evidence of your professional development

Although a certificate or receipt may demonstrate that you attended a Professional Development activity, it is preferred that you write a brief reflection about the activity detailing your new learning and how you have or will apply this to your teaching practice.

### Some questions to answer in each reflection

1. What have you learnt from the PD activity that you can use to develop your teaching knowledge and / or practice?
2. How have you / will you apply your learnings from the professional development to your teaching practice?
3. How will you gather and analyse evidence of the impact of applying your new learnings?
4. How could these ideas be shared with colleagues?
5. What obstacles might you find to applying these ideas?

### An example of a reflection

Date of PD	Title	Description	Reflection	Duration	APST
29-04-2018	Strategies to increase engagement and participation	E Learning by John Smith. Covered how students with ASD learn. How to increase socialisation. Key strategies to decrease anxiety. What to implement into the classroom.	<p>Learning to understand the differences between Asperger's and Autism and how to set up my classroom to better facilitate the needs of learners was very insightful. I was able to discover many books to support me in helping children on the spectrum through the program. The tips on working with parents will also help me in my practice and seeking feedback from them will help me analyse whether changes to practicing are assisting my students with ASD.</p> <p>I have changed the way I set up my classroom by positioning children, using schedules and timers especially for toilet planning and having quiet zones with the benefit of sensory tools.</p> <p>I have experimented with the use of motivators for children/teens but feel I need to seek out more learning to make this more powerful. I plan to speak at an upcoming staff meeting about quiet zones and the benefits of their use.</p>	.40	<ul style="list-style-type: none"> <li>• Know students and how they learn</li> <li>• Create and maintain supportive and safe learning environments</li> <li>• Engage in professional learning</li> </ul>

## SECTION 4: TEACHER DECLARATION

Please read Section 2.6.20 of the Act then sign and date the teacher declaration.

## SECTION 5: SUBMITTING YOUR EVIDENCE

### Via email (preferred)

1. Please attach:
  - a completed and signed copy of this form;
  - the Professional Development PDF from MyPD; and
  - scanned copies of pay slips, statements of service or letters to provide evidence of your days of teaching (section 2B)
2. Include your name and 6 digit VIT registration number in the email subject line
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2. Send via post to: Victorian Institute of Teaching, PO BOX 531, Collins Street West, 8007

**Any questions? Find more information about the renewal audit or examples of professional development reflections on the [Returning to teaching](#) page. Or alternatively email direct to [audit@vit.vic.edu.au](mailto:audit@vit.vic.edu.au) or call 1300 888 067.**