

# *professional* PRACTICE



Welcome to Professional Practice  
The official newsletter of the Victorian Institute of Teaching

NEWSLETTER - DATE 2013

## **HOW TO UPDATE YOUR REGISTRATION THIS YEAR**

In August you'll be receiving your annual invoice, which will mean it is time to update your registration online. Here's how:

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## **WHAT IF I CANNOT RENEW MY REGISTRATION?**

Here is an option available to you if you cannot meet the requirements for renewal of registration:

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## **HOW TO UPDATE YOUR CRIMINAL RECORD CHECK**

We look at why you need to update your criminal record check, and the four part process involved

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## **SOME PEOPLE WHO MAY NOT NEED TO PAY THEIR INVOICE THIS YEAR**

There are a few examples where a teacher might want to consider their options when they receive their annual invoice.

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## **CONGRATULATIONS**

Our congratulations to teachers who have received awards and scholarships in the past two terms.

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## **RENEWING YOUR REGISTRATION**

Many teachers will be renewing their registration this year. We answer some important questions, like: 'What professional development activities can you use?' 'What is recency of practice?' 'How will you renew if you are an educational leader or working in an alternative setting?'

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## **FORMAL HEARING**

Findings of a recent Institute Formal Hearing with key learnings.

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## **ARE YOU CHANGING YOUR CONTACT DETAILS?**

In the coming months you'll be receiving important information from us, including your annual invoice.

If your contact details change, make sure you let us know at [www.vit.vic.edu.au/updatemydetails](http://www.vit.vic.edu.au/updatemydetails)

## **NEED FURTHER INFORMATION?**

If you have any questions regarding your registration please contact us:

1300 888 067

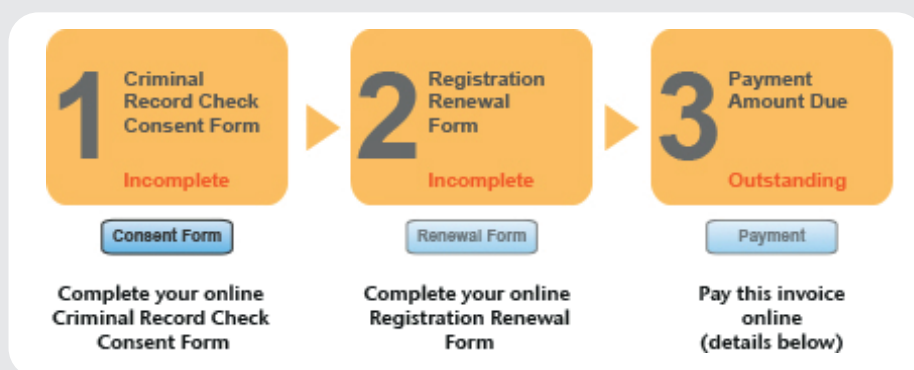
[vit@vit.vic.edu.au](mailto:vit@vit.vic.edu.au)

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## HOW TO UPDATE YOUR REGISTRATION THIS YEAR

This year you will need to update your registration online, in your MyVIT account.

In August when you receive your annual invoice by post, it will show you the registration tasks you need to complete, in a banner like this:



This example shows a teacher who has three tasks: completing their online Criminal Record Check Consent Form, completing their online Registration Renewal Form and paying their registration fee. **Not all teachers will have three tasks to complete.** All teachers will need to pay a registration fee, but only some teachers will have other tasks to complete. Your invoice will indicate what you need to do.

To complete your registration tasks, you'll need to log in to your MyVIT account, where you'll see the same banner as displayed on your invoice. You will need to click on the buttons in the banner, and complete the tasks in the order they are presented.

If you don't have a MyVIT account, you will receive a letter explaining how to set up your account. The back of your invoice will also contain instructions for all teachers on how to set up, activate and access MyVIT.

Payment must be made through your MyVIT account by credit or debit card, cheque or money order. Payment via Bpay, Australia Post or telephone banking will not be available.

### CAN I PAY MY FEES AND COMPLETE MY REGISTRATION TASKS NOW?

No. If you log in to MyVIT now, your registration tasks will not be available to complete. You will need to wait until you receive your invoice by post, then log in to MyVIT and complete the process.

### I DON'T WISH TO PAY USING A CREDIT CARD. WHAT ARE MY OPTIONS?

You can pay using cheque or money order, but you will need to go online and click the 'Payment' button to begin the process. When you follow the steps, you will be emailed a payment slip, which you will need to attach to your cheque or money order before you post it to the Institute.

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## RENEWING YOUR REGISTRATION

This year approximately 80,000 teachers will be renewing their registration as one of their online registration tasks. If you are in this group, you should have received this brochure by post in June:

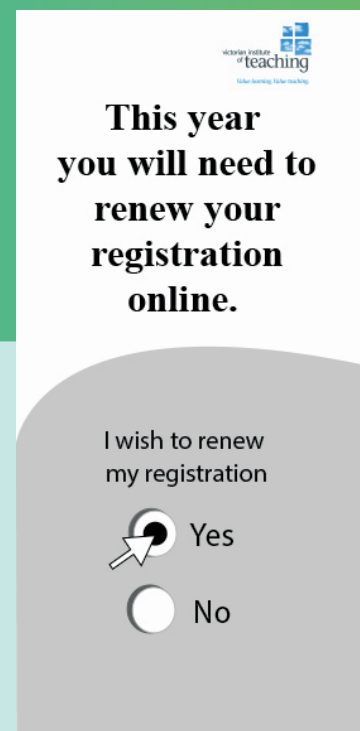
To renew your registration, you will need to confirm your details and make declarations about your continuing suitability to be a teacher and your maintenance of professional practice.

The letter you received with your brochure would have outlined the required days of teaching and hours of professional practice you will need to have completed in order to make these declarations.

Some teachers will be randomly selected to verify these declarations, so you'll need to keep evidence that you have completed your requirements – but remember, you don't need to submit this evidence when you renew your registration, unless you are notified by the Institute.

### WHAT PROFESSIONAL DEVELOPMENT ACTIVITIES CAN I USE?

All professional development (PD) activities teachers undertake to meet renewal for registration requirements must reference the standards of professional practice and update knowledge about content, practice and/or pedagogy.



The screenshot shows the Victorian Institute of Teaching logo at the top right. Below it, the text reads: "This year you will need to renew your registration online." Underneath, there is a section titled "I wish to renew my registration" with two radio button options: "Yes" (which is selected, indicated by a mouse cursor) and "No".

STANDARDS OF PROFESSIONAL PRACTICE FOR RENEWAL OF REGISTRATION							
PROFESSIONAL KNOWLEDGE			PROFESSIONAL PRACTICE			PROFESSIONAL ENGAGEMENT	
1	2	3	4	5	6	7	8
Teachers know how students learn and how to teach them effectively	Teachers know the content they teach	Teachers know their students	Teachers plan and assess for effective learning	Teachers create and maintain safe and challenging learning environments	Teachers use a range of teaching practices and resources to engage students in effective learning	Teachers reflect on, evaluate and improve their professional knowledge and practice	Teachers are active members of their profession

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When thinking about the relevance of your PD activities for renewal of registration, the question to ask is:

How does this activity support or enhance my professional knowledge and practice to improve the learning of my students?

This question allows activities to be relevant to the teaching context. However, if the connection between knowledge, practice and student learning cannot be made then the activity cannot be used for renewal of registration.

Apart from evidence to show you have undertaken the hours of PD activities for renewal of registration, you need to be able to show they reference the standards. To do this you can write a brief reflection about the activity explaining what you learnt and how you have or will apply it to your teaching practice to support the learning of your students.

Some questions to guide your reflection

- Which standard/s is most clearly related to this PD activity?
- What have you learnt from the PD activity that you could use to develop your teaching knowledge and/or practice?
- How will this PD activity contribute to your ability to meet the learning needs of your students?
- Which ideas from this PD activity will assist you in challenging and engaging your students more effectively in learning?
- What obstacles might you find to applying these ideas?
- What do these ideas contribute to the broader learning of students within your grade/subject area?
- How could these ideas be shared with colleagues or applied by you and your colleagues to contribute to teaching and learning in your school?
- What further learning does this activity prompt for you?

## REGENCY OF PRACTICE – WHAT DOES IT MEAN?

As well as keeping up to date with your professional knowledge and practice through PD activities, you also have to keep up to date with your recency of practice, as defined by days teaching. You will know your requirements for days teaching from the letter you received in June with your brochure on renewal.

You can meet the requirements for recency of practice in three ways:

TEACHING	This applies to registered teachers teaching in a Victorian primary, secondary or special school. This can also include registered teachers teaching in other schools in Australia and New Zealand or in schools in other countries delivering compulsory education.
EQUIVALENT PRACTICE	This applies to registered teachers who are working in alternative teaching settings or related fields of education but who are not teaching in a primary, secondary or special school. A clear relationship between the work of these teachers and the standards of professional practice provides a case for equivalent practice.
EDUCATIONAL LEADERSHIP	This applies to the work of registered teachers in leadership roles 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.

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You may meet recency requirements through teaching, equivalent practice or educational leadership, or a combination of these. Work as a teacher does not have to be remunerated to be counted for renewal purposes. You must be able to provide evidence of your recency if requested by the Institute.

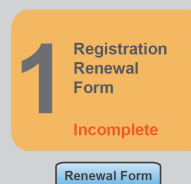
When you receive your annual invoice by post in August, you will also receive this brochure, taking you step by step through the process of renewing your registration online.

If you need more information about renewal of registration, there are frequently asked questions on the Institute website at:

[I want to renew my registration](#)



## **How to renew your registration online**





## WHAT IF I CANNOT RENEW MY REGISTRATION?

A teacher can retain their registration as non-practising if they cannot meet the requirements for renewal of registration but have maintained their continuing suitability to be a teacher. A teacher granted non-practising registration cannot teach in a Victorian primary, secondary or special school.

There are now two ways in which you can apply for non-practising registration.

- You can apply when you are renewing your registration. If you cannot meet the requirements for the number of days teaching or the hours of professional learning you have the option to apply as part of the online renewal process.
- You can download and complete the [Application for Non-Practising Registration](#). This is most appropriate if you wish to apply outside the renewal period.

### **What happens if I am granted non-practising registration and I want to teach?**

Non-practising registration is inactive and that means you cannot teach in a Victorian primary, secondary or special school. If you hold non-practising registration and want to return to teaching, you must complete a [Notification of a Return to Teaching application form](#). The Institute may then grant a period of at least twelve months for you to return to the duties of a teacher in a school.

During this period of registration you must undertake at least 10 days teaching, equivalent practice or educational leadership. This number of days may change in the future to comply with nationally consistent registration. You must also complete at least 20 hours of standards referenced professional development activities up to 12 months prior to returning to teaching or during the returning period. Once these requirements are met you will be able to begin a new period of renewal of registration.

It's important to know you will be able to meet these requirements when you apply to return to teaching because if these are not met your registration will expire.

## UPDATING YOUR CRIMINAL RECORD CHECK

In May, we sent an email to teachers outlining their registration requirements this year. Some teachers will need to update their criminal record check as part of those requirements.

### WHY UPDATE YOUR CRIMINAL RECORD CHECK?

To meet suitability requirements for registration, you need to maintain a current and satisfactory criminal record check that is valid for the next twelve months of your registration. The criminal record check is called a National Police History Check (NPHC). When you hold a current registration card with an NPHC date that is valid for the period of the card, you are exempt from a Working With Children check.

### HOW WILL YOU UPDATE YOUR CRIMINAL RECORD CHECK?

All registration tasks, including payment, will be completed online. If you need to update your criminal record check this year, it will appear as a task in your MyVIT account. When you click on the 'Consent Form' button it will take you to the online form you need to complete.

### UPDATING YOUR CRIMINAL RECORD CHECK IS A FOUR PART PROCESS:

1. Complete the online form
2. Mail the required documents to the Institute
3. Pay your fee (as outlined in your invoice)
4. Obtain a satisfactory criminal record check

**PART 2:** Once you have completed the online Consent form, you will receive an email from the Institute with a Confirmation page attached. You will need to print the page, sign it and post it along with your correctly certified proof of identity documents to the Institute at the address specified in the email.

Each time you update your criminal record check, you must submit proof of identity documents which have been correctly certified with a current date - even if you have submitted these documents to us on previous occasions.

The online form will tell you what kind of documents you need to provide and how to get them correctly certified. You'll also find a list of persons authorised to witness documents.

**PART 4:** Your criminal record check will be conducted by CrimTrac, a Commonwealth agency. The Institute has no control over the CrimTrac process. In some cases it can take up to 20 working days.

Once your criminal record check is completed and satisfactory and you have completed all other tasks including payment, your new registration card will be mailed to your postal address.

### IF YOU ARE ALSO RENEWING YOUR REGISTRATION

If you are renewing your registration this year, you must have a current and satisfactory criminal record check in order to complete your renewal.

If you do not complete all four parts of the criminal record check process (as outlined above) you are unable to be granted renewal of registration.

To ensure your renewal of registration application is completed before the due date, it's important you complete all your criminal record check tasks early to allow time for the external record check (which could take up to 20 days) and processing your documentation.

For more information, there are FAQs about obtaining a criminal record check on the Institute's website at: <http://www.vit.vic.edu.au> under [registration](#)

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## SOME PEOPLE WHO MAY NOT NEED TO PAY THEIR INVOICE THIS YEAR

### TEACHERS RETIRING FROM THE PROFESSION

If you are planning to retire from the profession at the end of 2013, you may not wish to pay another year's registration fees. If you advise the Institute of your intentions by completing the [Notification of Leaving the Profession form](#) (pictured right) from the Institute website, you will not be required to pay fees for the next registration period. Your registration will remain valid until the end of the 2013 school year.

### SOME TEACHERS WHO HOLD PERMISSION TO TEACH

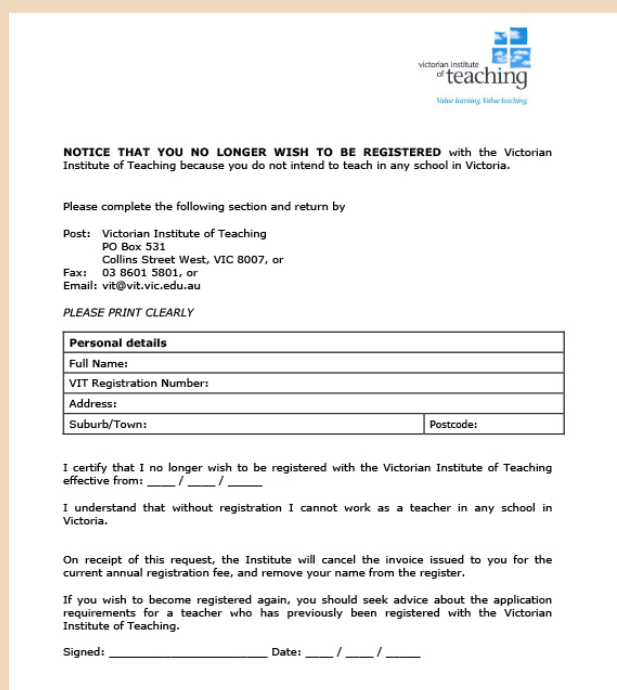
If you hold permission to teach and work as an instrumental music instructor, Integration aide, special needs support officer, chaplain, faith community leader, guidance officer, career counsellor or sports coach, you may also want to consider whether to pay for another year of registration.

Changes to legislation in 2011 may apply to your situation. If you are not responsible for delivery and/or assessment of student participation in an educational program which forms part of the compulsory school curriculum at a school, you may not need to hold permission to teach.

Extra-curricular and co-curricular activities, supplementary instruction and support programs outside the required curriculum generally require an instructor who does not undertake the duties of a teacher as defined above. You should discuss this matter with your principal, and if it applies to you, contact the Institute to notify us of your intention.

Further information is available from our website at

<http://www.vit.vic.edu.au/registration/categories-of-registration/permissiontoteach>



The form is titled 'victorian institute of teaching' with the tagline 'Value learning. Value teaching.' It contains a notice for teachers no longer wishing to be registered, a section for personal details, and a signature line.

**NOTICE THAT YOU NO LONGER WISH TO BE REGISTERED** with the Victorian Institute of Teaching because you do not intend to teach in any school in Victoria.

Please complete the following section and return by

Post: Victorian Institute of Teaching  
PO Box 531  
Collins Street West, VIC 8007, or  
Fax: 03 8601 5801, or  
Email: [vit@vit.vic.edu.au](mailto:vit@vit.vic.edu.au)

PLEASE PRINT CLEARLY

<b>Personal details</b>	
Full Name:	
VIT Registration Number:	
Address:	
Suburb/Town:	Postcode:

I certify that I no longer wish to be registered with the Victorian Institute of Teaching effective from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I understand that without registration I cannot work as a teacher in any school in Victoria.

On receipt of this request, the Institute will cancel the invoice issued to you for the current annual registration fee, and remove your name from the register.

If you wish to become registered again, you should seek advice about the application requirements for a teacher who has previously been registered with the Victorian Institute of Teaching.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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## FORMAL HEARING

Findings of a recent Institute Formal Hearing with key learnings.

A teacher was alleged to have failed to demonstrate courtesy and respect towards colleagues, failed to maintain positive relationships with other staff, and failed to provide students with appropriate learning. This related to various circumstances including making derogatory remarks and using abusive language toward other staff members and the principal, failing to complete lessons assigned to them whilst relieving another teacher, being consistently late for class and leaving the school without providing any work for their classes.

The teacher also compromised their professional standing as a teacher by assaulting and using abusive language toward police officers when they attended the school to interview the teacher in circumstances where other teachers, parents and children would have witnessed the behavior. The teacher was subsequently found guilty of theft of a motor vehicle.

The teacher had resigned prior to the conclusion of their employer's inquiry, and their registration had been suspended for non-payment of their registration fee prior to the date of the Institute's Formal Hearing. The Formal Hearing found the teacher guilty of serious misconduct and not fit to teach. Had the teacher been registered the Panel would have cancelled the teacher's registration, however as the teacher was not registered at the time of the Hearing, no such determination could be made.

### KEY LEARNINGS

Whilst each allegation individually may not be sufficient indication of lack of fitness to teach, the evidence submitted as a whole demonstrated a pattern of behaviour that is inconsistent with the standards and expectations of a member of the teaching profession. Such behaviour reflects badly on the individual, the school and - if seen to be acceptable by the Institute - would reflect poorly on the teaching profession as a whole.

The teacher was given opportunity to make submissions to the Panel but failed to do so. Their attitude, responses and lack of insight and remorse raised serious questions about their suitability to be a member of the teaching profession. Teachers are expected to be positive role models in the community and to respect the rule of law.

The teacher was found guilty of an indictable offence. This did not result in automatic cancellation of the teacher's registration because it was not a sexual offence. Under s.2.6.29 of the Education and Training Reform Act 2006 the Institute is required to cancel the registration of a teacher without a Formal Hearing if the teacher is convicted or found guilty of a sexual offence (involving a child) in Victoria, or elsewhere.

Findings of Institute Formal Hearings are published on the Institute website [www.vit.vic.edu.au](http://www.vit.vic.edu.au)

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## CONGRATULATIONS

Registered teachers across Victoria are involved in a broad range of projects and practices that build knowledge and strengthen the practice of the teaching profession. Every year awards and scholarships are granted to teachers and principals whose professional work has been recognised by their peers and who have been nominated for an award. On behalf of all registered teachers, the Institute congratulates the following teachers who in the past two terms have received the following awards and scholarships:

### **Queen's Birthday Awards 2013**

The [Australian Honours system](#) celebrates individuals who stand above the every day and mark the extraordinary in our society. The [Order of Australia](#) is the highest recognition for outstanding achievement and service.

Martin Culkin OAM, Rod Fyffe OAM, Malcolm Hackett OAM, Kevin Mackay OAM (Dandenong North PS), Bill Sauer OAM (Irymple SC), Rick Tudor OAM (Trinity Grammar)

### **NEiTA 2012 ASG Inspirational Teaching Awards National Awards**

These [national awards](#) promote public recognition of the teaching profession and specifically those teachers and leaders whose inspirational approach to education stimulates student learning. Finalists were published in the December 2012 issue of Professional Practice Online, and state winners in the May 2013 issue of Professional Practice Online.

National Award for Innovation: Sophie Fenton (Ballarat Grammar)

### **2012 VCAL Teacher Achievement Awards**

These [awards](#) acknowledge the achievements of VCAL students and the contributions of teachers and partner organisations to VCAL programs.

Integrated Program: Antoinette Uppman (Nepean SS), Andrew Wild (Catholic College Bendigo)

Program Development: Susan Bollard (Mt Eliza SC)

Team Teaching: Peter Flahavin, Cheryl Hunter, Monica Justin, Todd Proud, Lis Scott, Brett Van Berkel, Rhonda Waanders, Mark Warnock (Lavalla Catholic College)

VCAL Teacher of the Year: Fiona McNeal (Berwick SC), Todd Proud (Lavalla Catholic College)

Partner Achievement – VCAL partners: Somerville SC

Workplace Learning: St Joseph's Regional College Ferntree Gully

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## CONGRATULATIONS

### **Victorian Education Excellence Awards 2013**

These [awards](#) recognise outstanding achievements and practice of early childhood and school teachers, leaders and education support officers in Victorian Government Schools.

#### **[Lindsay Thompson Fellowship:](#)**

The fellowship is awarded to promote action research and to disseminate exemplary and innovative teaching and learning practice for the benefit of all teachers.

The recipient is expected to explore the implications of their findings within their school and to expand the knowledge base of networks and regions.

Winner: Chris Barry (Brentwood SC)

Finalists: Shane Spence (Mt Evelyn SDS), Sally Walsh (Boneo PS)

#### **[School Leadership Team Award:](#)**

The award recognises innovative practice by school leadership teams that foster a culture of high performance and continuous improvement in schools.

The recipient is expected to produce a report and explore the implications of their findings within their school community and with other school communities in Victoria.

Winner: Dandenong North PS

Finalists: Avenel PS, McClelland College

#### **[Primary Principal of the Year Award:](#)**

The award recognises leaders who create an environment that supports and enhances the professional growth of teachers and delivers improved opportunities and outcomes for primary students.

The recipient is expected to explore the implications of their findings within their school and to expand the knowledge base of networks and regions.

Winner: Charles Branciforte (Keilor Views PS)

Finalists: Victoria Golding (Lyndale Greens PS) Lena Otway (Debney Meadows PS)

#### **[Secondary Principal of the Year Award:](#)**

The award recognises leaders who create an environment that supports and enhances the professional growth of teachers and delivers improved opportunities and outcomes for secondary students.

The recipient is expected to explore the implications of their findings within their school and to expand the knowledge base of networks and regions.

Winner: Bronwyn Harcourt (Croydon Community School)

Finalists: Judy Crowe (Melbourne Girls' College), Silvana Sena (Lalor SC)

#### **[Outstanding Partnership with Parents and Communities Award:](#)**

The award recognises schools achieving success through effective partnerships with community and positive engagement of parents in learning.

Winner: Huntly PS

Finalists: Nagambie PS, Timboon P-12 College

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## CONGRATULATIONS

### **Outstanding Youth Pathways and Transitions Award:**

The award recognises a Victorian government school or group of schools that have developed outstanding and/or innovative approaches to pathways and transitions.

Winner: Berendale School and Montague CEC

Finalists: Carwatha P-12 College, Essendon Keilor College

### **News Australia Outstanding Curriculum Innovation Award:**

The award recognises the innovative teaching and learning practice in schools and the role of innovative teachers and leaders in improving outcomes for students across the government school system.

Winner: Bendigo SSC

Finalists: Warrnambool East PS, Timboon P-12 College

### **Education Support Team Award:**

The award recognises practice by school education support teams that foster a culture of high performance and continuous improvement in supporting schools to achieve high student outcomes.

Winner: Cowes PS

Finalists: Kilberry Valley PS, Mentone PS

### **Victoria Teachers Mutual Bank Teacher Award – Disability and Additional Needs:**

The award recognises and develops the talent of innovative teachers who have demonstrated excellent teaching practice in the area of disability and additional needs and made a significant contribution to improving student inclusion and learning outcomes.

Winner: Amanda Purcell (Forest Hill College)

Finalists: Maja Graham (Parkville College), Ashley McCuaig (Wodonga South PS)

### **Victoria Teachers Mutual Bank Teacher Award – Indigenous Education:**

The award recognises and develops the talent of innovative teachers who have demonstrated excellent teaching practice in the area of Indigenous education and made a significant contribution to improving student inclusion and learning outcomes.

Winner: Janet Barnard (Swan Hill PS)

Finalists: Pam Brown (Thornbury PS), Anthony Rodaughan (Kurnai College)

### **Victoria Teachers Mutual Bank Primary Teacher Award :**

The award recognises and develops the talent of innovative primary teachers who have demonstrated excellent teaching practice and made a significant contribution to improving student outcomes.

Winner: Rebecca Spink (Aitken Creek PS)

Finalists: Maureen Greenaway (Nagambie PS), Tracie Schwarz (Spring Parks PS)

### **bankmecu Secondary Teacher Award:**

The award recognises and develops the talent of innovative secondary teachers who have demonstrated excellent teaching practice and made a significant contribution to improving student outcomes.

Winner: Britt Gow (Hawkesdale P-12 College)

Finalists: Gerard Jarvis (Traralgon College), Cameron Nicholls (Lowanna College)