

From: Victorian Institute of Teaching
Sent: Monday 12 January 2015 10:00 AM **To:** All schools
Subject: Circular 1/2015 - Teachers who have not completed their registration tasks

Having Trouble viewing this email? [View Online](#)



**VICTORIAN INSTITUTE OF TEACHING
MESSAGE TO SCHOOL PRINCIPALS
CIRCULAR 1 / 2015
TEACHERS WHO HAVE NOT COMPLETED REGISTRATION TASKS**

*This circular is being sent to principals of all schools.
Please ensure that the principal receives this email.*

Dear Principal

TEACHERS WHO HAVE NOT COMPLETED REGISTRATION TASKS

Although the vast majority of teachers completed all their registration tasks promptly during 2014, some teachers did not complete their tasks prior to the 31 December 2014 cut-off date.

All teachers who had not completed registration tasks were notified by letter that they needed to attend to these matters before 31 December 2014.

TEACHERS WHO HAVE BEEN REMOVED FROM THE REGISTER

As required by legislation, those teachers who were due to renew their registration and did not complete all their online registration tasks have been removed from the register.

These teachers have been sent a letter from the Institute informing them that their name has been removed from the register. To resume teaching, they will need to re-apply for registration, by submitting an online application for registration. This will involve the following:

- if not previously provided, evidence of qualifications which meet current requirements
- a new National Police History Check (NPHC)
- upfront payment.

We will do everything we can to expedite teachers' application for registration; however, there can be no guarantees as the NPHC is undertaken by an external organisation and can take up to 20 days. To minimise potential delays, teachers should ensure that all documents are provided and correctly certified to assist in processing their registration.

TEACHERS WHO HAVE BEEN SUSPENDED

Teachers who have not paid their outstanding registration fees or who have not completed their NPHC are subject to suspension of their registration.

Outstanding payment

Teachers who have completed their registration tasks but have not paid their outstanding registration fees by the due date have had their registration suspended. These teachers have been sent a letter informing them that their registration is suspended and advising how they can apply to have their suspension revoked.

Incomplete National Police History Check (NPHC)

Teachers who have completed all their registration tasks but have not provided the correct information and / or documentation required to update their criminal record check will be suspended on 19 January 2015. These teachers have been sent an email indicating they have until this date to provide the outstanding documents otherwise their registration will be suspended.

Teachers who do not provide the required NPHC information and / or documentation will be sent a letter informing them that their registration is suspended and advising them how they can apply to have their suspension revoked.

If you wish to confirm your teachers' registration status your School Portal can tell you if a teacher is registered to teach this year. Go to the Institute website at www.vit.vic.edu.au and click the 'School' tab.

I appreciate your assistance ensuring that these teachers are registered and I look forward to working with you further in 2015.

MELANIE SABA
CHIEF EXECUTIVE OFFICER

Please do not respond to this email, as it has been sent by an automated service.