

From: Victorian Institute of Teaching
Sent: Tuesday 21 January 2014 1:53 PM **To:** DL All Schools
Sent: Wednesday 22 January 2014 10:37 AM **To:** VRQA NGS
Subject: Circular 2/2014 Graduate Registration

VICTORIAN INSTITUTE OF TEACHING

MESSAGE TO SCHOOL PRINCIPALS

CIRCULAR 2/2014

GRADUATE REGISTRATION

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

Dear Principal

I'd like to take this opportunity to update you on the registration of graduates for the 2014 school year.

As of Friday, 17 January 2014, the Institute has registered approximately 3500 graduates ready for the start of the first term. That is, every applicant that can be registered is registered.

There are some graduates whose registration is yet to be completed. There can be several reasons for this, which include:

- They have just lodged their application. The Institute is still having graduates attend our offices this week to lodge new applications for registration. The turnaround time for new applications is 4–6 weeks. While the Institute will do what it can to prioritise these applications, there are processes – such as the National Police History Check conducted by an external agency that can take up to 20 working days to complete – that impact on processing times. For this reason, officers of the Institute attended every higher education provider last year and spoke to graduating students about the importance of lodging their applications by October 2013.
- The applicant has not provided the required documents. If the applicant does not provide correctly certified documents their application cannot progress to registration. We are continuing to contact applicants about any outstanding requirements they have.
- The higher education provider has not yet provided evidence of completion of the qualification. This could be because the student has not completed all of the course, not provided consent for transcripts to be provided directly to the Institute, failed a subject or may have other outstanding requirements, e.g. fines, that until paid will result in non-issuing of results.

How to check if a graduate is registered

If the graduate is yet to receive their registration card you can check online at <http://www.vit.vic.edu.au/finditfast/Pages/TeacherSearch.aspx>. Until they appear on the register, they are not registered therefore cannot be undertaking the duties of a registered teacher.

If you have any questions please call the Principals' Hotline on 1300 650 375, and we look forward to working with you in 2014.

MELANIE SABA
CHIEF EXECUTIVE OFFICER