

**From:** Victorian Institute Of Teaching  
**Sent:** Wednesday, 21 January 2015 10:55 AM **To:** All Schools  
**Subject:** Circular 2 / 2015 Graduate registration

**VICTORIAN INSTITUTE OF TEACHING  
MESSAGE TO SCHOOL PRINCIPALS  
CIRCULAR 2 / 2015  
GRADUATE REGISTRATION**

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

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As many schools are currently looking to employ newly graduated teachers, I'd like to take this opportunity to update you on the registration of graduates for the 2015 school year.

As of Monday 19 January 2015, the Institute has registered approximately 3700 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:

**The graduate has just lodged their application**

We are 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 we will do what we 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 Victorian higher education provider last year and spoke to graduating students about the importance of lodging their applications by October 2014.

**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 wish your newly graduated teachers a smooth transition into the profession in 2015.

**MELANIE SABA  
CHIEF EXECUTIVE OFFICER**