

From: Victorian Institute of Teaching
Sent: Wednesday 10 December 2014 4:00 PM **To:** All schools

Subject: Circular 9 / 2014 - The 2015 Mentor program & Making a recommendation of a provisionally registered teacher

**VICTORIAN INSTITUTE OF TEACHING
MESSAGE TO SCHOOL PRINCIPALS
CIRCULAR 9 / 2014
THE 2015 MENTOR PROGRAM & MAKING A RECOMMENDATION OF A
PROVISIONALLY REGISTERED TEACHER**

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

Dear Principal

As the end of the school year approaches, I'd like to remind you about some important training commencing in the new year.

THE MENTOR PROGRAM

The Institute continues to provide a training program for teacher mentors who are assisting provisionally registered teachers in the full registration process.

The aim of the two day program is to:

- train teachers in mentoring skills and their application
- explain the role of the mentor in the evidence based process for full registration
- develop proficiency in support for teachers new to the profession.

DATES AND VENUES IN METROPOLITAN AND REGIONAL LOCATIONS

- Mentor session [Day one](#)
- Mentor session [Day two](#)
- [How to register for a mentor session](#)

Mentors now need to register online through their MyVIT portal. Registrations are no longer accepted by email or fax.

Teachers need to attend both days.

- The first day of training commences on Monday 23 February 2015.
- The second day of training commences on Monday 4 May 2015.

N.B. A modified pilot program will be offered in 2015 at Horsham, Swan Hill and Inverloch. This program has been designed to increase access for mentors in rural areas. It is offered as a one day face-to-face seminar with the opportunity for mentors to participate in an online forum afterwards.

Information about training for provisionally registered teachers will be provided in 2015.

If you have any questions about the mentor program please contact Dawn Colcott:
Email: dawn.colcott@vit.vic.edu.au

Telephone: 8601 6175

MAKING A RECOMMENDATION OF A PROVISIONALLY REGISTERED TEACHER

Principals are requested to:

1. Download the [Guide for Making a Recommendation for Full Registration](#) from the resources section of the PRT website before the panel meeting.
2. Use this guide to record the outcomes of the meeting and to keep as a record in the teacher's file if desired.
3. Following the meeting, enter the [school portal](#), locate the teacher's application and complete the online recommendation report. Submit online.
4. The recommendation report returns to the provisionally registered teacher's MyVIT portal where they confirm agreement/disagreement with the recommendation.

NB. There is limited space for comments on the online form. If there is a need for further discussion about the application, schools can use the hard copy document in any correspondence with the Institute if appropriate.

Some schools have encountered a 'time out' issue in the school portal when working on applications. In some schools it has occurred when a period of more than 10 minutes has elapsed between opening the form and clicking 'submit'.

Check with your IT team to see whether this affects your school.

ONLINE SUPPORT MODULE FOR PRINCIPALS

This module contains information for principals and principals' delegates on:

- The process of teacher registration
- How to use the school portal and
- How to recommend full registration for provisionally registered teachers

You can access the module via the link or QR code below.

<http://www.brainshark.com/ /vu?pi=zKLzOvhwyzJqnoz0>



The module should take about 20 minutes.

I wish you a safe and happy holiday period, and look forward to working with you again next year.

MELANIE SABA
CHIEF EXECUTIVE OFFICER