

From: Victorian Institute of Teaching  
Sent: Monday 4 August 4:00 PM To: DL All Schools  
Sent: Monday 4 August 4:50 PM To: VRQA NGS  
Subject: Circular to principals 5 / 2014 Information for principals on annual registration

**VICTORIAN INSTITUTE OF TEACHING  
MESSAGE TO PRINCIPALS  
CIRCULAR 5 / 2014  
INFORMATION FOR PRINCIPALS ON ANNUAL REGISTRATION**

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

**ANNUAL INVOICES**

Term 3 is a busy time for everyone in schools, and because it is also annual registration time, we rely on your support to keep teachers reminded of their requirements. Annual invoices have been distributed by mail to all registered teachers who have provided us with an up-to-date mailing address. These invoices are a guide to each teacher's specific registration tasks, but the actual process occurs online in their [MyVIT account](#). Teachers need to go to the Institute website [www.vit.vic.edu.au](http://www.vit.vic.edu.au) click the 'MyVIT' tab, log in with their MyVIT account number (the same as their registration number printed on their registration card and on their invoice) and their password (if they have forgotten their password, they can re-set it). Teachers can then commence their registration tasks immediately.

Each teacher will be required to complete one or more of the following registration tasks:

- pay their fees
- complete their online renewal of registration
- update their criminal record check.

The registration expiry date is 30 September 2014 and although there is a grace period until 31 December, we recommend that all teachers complete their registration tasks prior to 30 September. After this date new fees apply, there is greater risk that teachers will not complete their tasks in time and it makes it more difficult for principals to check the register to ensure all their teachers are registered and ready for the following school year.

Please pass this information onto your staff and in particular any teachers who may be currently on leave. You can check your teachers' registration status on the [public register](#) and in your school portal. [Attached is a PDF registration reminder poster](#) which you might find handy to print and display in your staff areas.

**OUR SERVICE**

The annual invoicing period is a busy time when many teachers wish to contact the Institute. In light of this we've reviewed our service delivery from last year and we will continue to look for ways to streamline the process for teachers and minimise delays. Last year we introduced a number of measures, including:

- implementing MyVIT – an individualised portal where teachers can complete all registration tasks online and make payments quickly and efficiently
- doubling the customer service team during the peak period
- extending the Teacher and Principal Hotline hours during the peak period.

We have once again doubled the customer service team for the peak period, and extended the Teacher and Principal Hotline hours. You can now contact the Institute between 8am and 6pm Monday to Friday. We have implemented a new telephony system which increases our capacity to respond to calls.

We have also introduced an ['Enquiries'](#) tab on the Institute website. This directs teachers to a range of FAQs, and if the query is not adequately covered, the teacher has the option to complete a new enquiry online, with our aim to respond within 24 hours.

We have also added more information to each teacher's MyVIT. When teachers complete their registration tasks, guidelines about their specific type of registration will be accessible on their MyVIT account.

Thank you for your ongoing assistance in helping teachers meet their registration requirements.

**Melanie Saba**

CHIEF EXECUTIVE OFFICER

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