

From: Victorian Institute of Teaching
Sent: Thursday 1:00 PM **To:** All schools
Subject: Circular to principals 7 / 2014 Statutory declarations - Registration requirements

VICTORIAN INSTITUTE OF TEACHING
MESSAGE TO PRINCIPALS
CIRCULAR 7 / 2014
STATUTORY DECLARATIONS / REGISTRATION REQUIREMENTS

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

UPDATE RE WITNESSING STATUTORY DECLARATIONS

I'm pleased to inform you of a change to the list of persons authorised to witness statutory declarations. The Attorney-General, Robert Clark MP advised that amendments have recently been made to the Evidence (Miscellaneous Provisions) Act 1958 to enable principals in all school sectors to witness statutory declarations. This includes proof of identity documents required to update a teacher's National Police History Check.

Formerly the list included a principal in the teaching service (Victorian government). The Institute had requested on many occasions that the amendment to the Act be considered as it only allowed for principals in government schools to certify documents.

Section 107A(1)(t) of the EMP Act now provides that "a principal within the meaning of the Education and training Reform Act 2006" may witness a statutory declaration.

If any of your staff are due to update their criminal record check and are yet to send in the required documentation, you may wish to advise them of this change.

DUE DATE FOR REGISTRATION REQUIREMENTS

The due date for registration tasks was 30 September, and the majority of registered teachers have completed their requirements. Teachers with outstanding registration tasks are still able to teach on their current registration whilst ensuring they complete all outstanding tasks. You can check that a teacher is currently eligible to teach by looking at the [public register](#) on the Institute website or by checking their registration status on your school portal 'All teachers' list. In our next communication to principals I will provide a detailed check list on how to ascertain the registration status of your staff.

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

MELANIE SABA
CHIEF EXECUTIVE OFFICER