

From: Victorian Institute Of Teaching
Sent: Monday 13 January 2014 10:44 AM **To:** DL All Schools
Sent: Monday 13 January 2014 10:00 AM **To:** VRQA NGS
Subject: Circular 1/2014 Teachers who have been removed from the register

**VICTORIAN INSTITUTE OF TEACHING
MESSAGE TO SCHOOL PRINCIPALS
CIRCULAR 1/2014
TEACHERS WHO HAVE BEEN REMOVED FROM THE REGISTER**

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

Dear Principal

Although the vast majority of teachers completed all their registration tasks promptly during 2013, some teachers did not complete their tasks prior to the 31 December 2013 cut-off date. As required by legislation, their names were removed from the register.

These teachers will be receiving a letter from the Institute informing them that their registration has expired. If a teacher has provided the Institute with the school at which they are employed, the principal will also receive a letter informing them of this.

To resume teaching, they will need to re-apply for registration, by submitting an online application for registration. This will involve the following:

- if not previously provided, evidence of qualifications which meet current requirements
- a new National Police History Check
- upfront payment.

Teachers who have completed all their registration tasks but have not sent the correctly certified documents required for a criminal record check will receive a letter indicating they have until 20 January 2014 to provide the outstanding documents.

Teachers who had not completed registration tasks were notified by letter and email that they were facing expiry and were urged to attend to these matters before 31 December 2013.

We will do everything we can to expedite teachers' application for registration; however, there can be no guarantees because criminal record checking is undertaken by an external organisation and can take up to 20 days. To minimise potential delays, teachers should ensure that all documents are provided and correctly certified to assist in processing their registration.

**MELANIE SABA
CHIEF EXECUTIVE OFFICER**