

**From:** Victorian Institute of Teaching  
**Sent:** Monday 11 August 4:00 PM **To:** DL All Schools  
**Sent:** Monday 11 August 4:00 PM **To:** VRQA NGS  
**Subject:** Circular to principals 6 / 2014 Support for provisionally registered teachers

**VICTORIAN INSTITUTE OF TEACHING  
MESSAGE TO SCHOOL PRINCIPALS  
CIRCULAR 6 / 2014  
SUPPORT FOR PROVISIONALLY REGISTERED TEACHERS**

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

**MID-YEAR BULLETINS**

The Institute recently emailed mid-year bulletins to:

- [Provisionally registered teachers](#) who participated in this year's information sessions
- [Teacher mentors](#) who participated in this year's mentor program.

Please forward these bulletins to teacher mentors and provisionally registered teachers who did not attend a 2014 program but who are engaged in the application for full registration process this year. These teachers will not have received the bulletins.

**GUIDE FOR MAKING A RECOMMENDATION FOR FULL REGISTRATION**

The [Guide for making a recommendation for full registration](#) will assist with recommendation meetings and for completing the report required for provisionally registered teachers applying for full registration.

Please note that it is a guide for making a recommendation and NOT the application. Applications must be completed electronically.

**MENTOR PROGRAM / PRT INFORMATION SESSIONS – 2015**

Planning will soon be underway for the 2015 mentor and provisionally registered teacher programs. Information about these programs is communicated to schools via circulars late 2014 and early 2015. Information will be on the [Institute website](#) as well.

**Melanie Saba**  
CHIEF EXECUTIVE OFFICER