victorian institute of teaching

How to register as a teacher

2020 VICTORIAN ITE GRADUATES

To be reviewed November 2020

OUR PURPOSE

The Victorian Institute of Teaching (VIT) is an independent statutory authority for the teaching profession, whose primary function is to regulate members of the teaching profession.

It is a legal requirement for all teachers to be registered with VIT in order to be employed as a teacher in a Victorian school or early childhood education and care service or children's service.

Our purpose is to regulate for a highly qualified, proficient and reputable teaching profession.

To ensure our regulation is **comprehensive**, VIT regulates teachers across all systems and sectors: teaching professionals in government, independent and Catholic systems, primary, secondary and early childhood.

To ensure aspiring teachers are **well prepared** for entry into the profession, VIT accredits Initial Teacher Education programs.

To maintain **professional standards**, VIT ensures all teachers undertake standards-referenced professional development to substantiate their competence at the proficient level and to progress from provisional registration to (full) registration.

VIT also operates a rigorous process to investigate and take action in relation to inappropriate or unprofessional conduct.

REGISTERING AS A TEACHER

Whether you're about to graduate, or have recently graduated from your initial teacher education (ITE) course, you will need to register with VIT before you can teach at any Victorian school or early childhood service.

WHAT TYPE OF REGISTRATION DO I NEED?

Depending on your qualifications, you can apply for

- provisional teacher registration (primary and / or secondary teacher)
- provisional early childhood teacher registration (early childhood teacher teaching 3 to 4-year-old learners)
- teacher and early childhood teacher provisional registration (early childhood, primary and / or secondary teacher)

ONLINE APPLICATION

To apply for registration with VIT, you will need to complete an online application.

More information about applying for registration with VIT can be found in the Registering as a Teacher Factsheet on our website.

You may be required to provide some or all of the below documents when submitting your online application (see the Identity and Suitability to Teach section for more details).

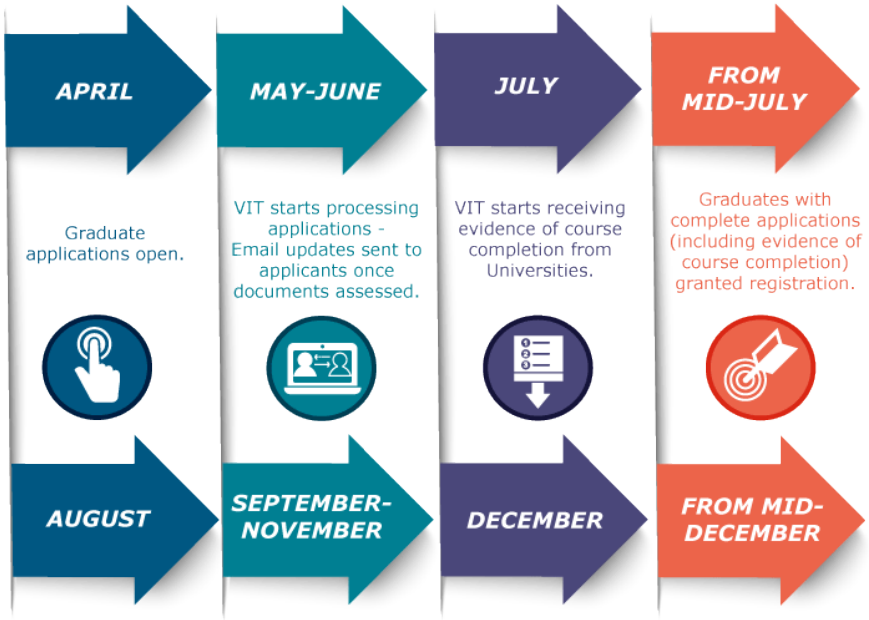
- Proof of identity documentation
- Change of name evidence
- Overseas criminal record check
- Literacy and Numeracy Test for Initial Teacher Education (LANTITE) ID number
- English language competency test results
- Undergraduate qualification
- Teaching qualification (non-Victorian graduates)
- Further information in relation to suitability declarations

You must ensure your application is completed, paid and submitted online before VIT will process it.

GRADUATE REGISTRATION TIMELINE

Applications can take up to 6 weeks to process, once all documentation has been received. To ensure your application is processed in time for you to commence work, VIT recommends graduates follow the below timeframes.

Mid-year Graduate Timeline



End-year Graduate Timeline

Please note: VIT cannot process an application without evidence of course completion, and we encourage graduates not to apply too early. PROVISIONAL REGISTRATION
Once your application has been approved, you will be granted provisional registration.

Provisional registration is not an enduring form of registration, and is granted for an initial period of two years. During this time, it is expected that you will make progress towards (full) registration.

To move from provisional to (full) registration, you need to

- have taught for at least 80 days in one or more Australian or New Zealand schools or early childhood services; and
- provide evidence that you have met the Australian Professional Standards for Teachers (APST) at the Proficient Teacher level using the inquiry approach.

AUSTRALIAN PROFESSIONAL STANDARDS FOR TEACHERS (APST)

VIT is a standards-based regulator; all registration requirements are linked to standards.

TEACHING QUALIFICATIONS

TEACHER AND EARLY CHILDHOOD TEACHER EDUCATION QUALIFICATIONS

To be registered as a teacher, you will need to hold four years of full-time (or equivalent) higher education study, including an approved initial primary and / or secondary teaching qualification of at least one year's duration.

To be registered as an early childhood teacher (ECT), you will need to hold a qualification approved or recognised by the Australian Children's Education and Care Quality Authority (ACECQA). More information can be found on the ACECQA website www.acecqa.gov.au.

VIT has an information sharing agreement for graduates of Victorian initial teacher education (ITE) courses. VIT will receive your academic transcript and evidence of course completion directly from them.

If you are not completing your teacher registration application in the year that you graduate from your teaching qualification, you will need to provide a copy of your complete official academic transcript and evidence of course completion at the time of application.

IF YOU ARE COMPLETING A POST-GRADUATE TEACHING QUALIFICATION

If you completed an undergraduate course – such as a Bachelor of Science – prior to the commencement of your post-graduate teaching qualification, you will need to provide copies of your undergraduate transcript and evidence of course completion, even if you completed your undergraduate study at the same institution as your teacher education qualification.

A copy of a full academic transcript for each qualification will be required for overseas qualifications.

IF YOU HAVE DOCUMENTS IN A LANGUAGE OTHER THAN ENGLISH

If you have documents in a language other than English, you will need to provide a copy of the original document as well as a translation of the original document.

These translations must be prepared and certified as correct by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

IF YOU HAVE BEEN GRANTED ADVANCED STANDING

If you have been granted advanced standing or credit on previous studies in any of your qualifications being presented for registration, you may need to provide copies of transcript/s for the previous study.

ENGLISH LANGUAGE TEST

Teachers must meet the standards of competence in both written and oral communication in the English language.

If you have completed all or part of the qualification required for registration in a country other than Australia, New Zealand, the United Kingdom, the United States of America, Canada or the Republic of Ireland, you will be required to provide evidence of your English language competence.

VIT accepts both the International English Language Testing System (IELTS) Academic module or the International Second Language Proficiency Rating (ISLPR) Teacher registration module as proof of English language competence. Specific levels of achievement must be reached in order to be eligible for teacher registration.

The date of the English language test results must be no more than 2 years prior to the date of application for registration.

VIT recommend that you book **your test well in advance to avoid any waiting times.** More information about English Language tests can be found on our website.

LITERACY AND NUMERACY TEST FOR INITIAL TEACHER EDUCATION (LANTITE)

All students enrolled in an accredited ITE program are required to meet the LANTITE requirements as part of your registration requirements in Victoria prior to being granted provisional registration as a teacher. More information can be found on the VIT website.

If you are applying for early childhood teacher registration, the LANTITE is not a requirement for registration.

PROOF OF IDENTITY

You will be required to prove your identity and give consent so we can undertake a Nationally Coordinated Criminal History Check (NCCHC) on your behalf. We may carry out other criminal record checks from time to time.

You will need to provide evidence of proof of identity, including any change of name, when you make an application for teacher registration.

For more information on proof of identity documents and the verification identity form, search 'full list of identity documents' on our website.

CHANGE OF NAME

To verify your identity, you must disclose all names you have been known by throughout your life, including your primary name, name before marriage (maiden name), and other previous names and / or alias names.

The name you use to register with VIT must match the name on the identification documents you provide. If you have changed your name, you will need to provide evidence of ALL changes of name by supplying a copy of one of the following

- marriage certificate
- deed poll
- decree nisi
- birth certificate
- divorce order
- explanatory statutory declaration

OVERSEAS CRIMINAL RECORD CHECKS

If you have resided in any country outside of Australia for 12 continuous months or more within the last 10 years – and you were over the age of 18 – you will need to provide a certified copy of a criminal record check issued by the police service in the country that you lived in.

The criminal record check must meet Australian Government Home Affairs standards and cover the entire period of time you resided in the country. Find out more at https://immi.homeaffairs.gov.au.

An applicant may be exempt from providing an overseas criminal record check if they have gained Australian citizenship or permanent residency since arriving in Australia.

Waiting times for an overseas criminal record check can be lengthy – ensure you make arrangements to obtain the check well in advance.

SUITABILITY TO TEACH

The *Education and Training Reform Act 2006* provides that VIT may refuse to grant registration if you are unable to provide evidence which satisfies VIT of your suitability to teach.

DECLARING PHYSICAL AND / OR MENTAL HEALTH CONDITIONS

You are required to declare any condition(s) that will affect your ability to undertake the duties of a teacher.

A condition may be ongoing or temporary. Conditions such as pregnancy or broken bones do not need to be declared.

Please note: declaration of a condition will not automatically result in rejection of your application. VIT may ask you to provide further information about the matter, in order to determine whether the matter may affect your suitability to teach.

SUITABILITY

You are required to declare if you have been convicted or found guilty of any offence (other than a traffic offence) in any Australian state or territory, or in any other country, or if are you currently charged with an offence (other than a traffic offence) in any Australian state or territory, or in any other country.

You are required to declare if you have been subject of a substantiated finding of reportable conduct.

Under the *Working with Children Act 2005*, you are required to declare if you have been issued with a negative notice in the last 5 years, or have been currently issued with an interim negative notice.

- A condition may be ongoing or temporary, but conditions such as broken bones do not need to be declared. If you are suffering from substance abuse and/or dependence, you will need to declare this with us. When you declare a condition, we will ask you to submit a statement that outlines your condition. Depending upon the nature of the condition and the information you provide in your statement, we may require the submission of a medical report.

More information about the reporting obligations of a teacher is available in the Teacher Obligations Factsheet on the VIT website.

PROFESSIONAL RESPONSIBILITIES

EDUCATION AND TRAINING REFORM ACT 2006 (THE ACT)

VIT is the single registration authority for all teachers in Victorian schools and early childhood education and care service or children's services.

Established in December 2002, VIT administers Part 2.6 of the *Education and Training Reform Act 2006* and reports to Parliament through the Minister for Education.

The purpose of the Act is to reform the law relating to education and training in Victoria by providing for a high standard of education and training for all Victorians.

A copy of the *Education and Training Reform Act 2006* is available on the VIT website.

CODE OF CONDUCT AND ETHICS (THE CODES)

The Victorian Teaching Profession's Code of Conduct and Ethics are public statements developed for and by the teaching profession to:

- reflect shared principles about practice, conduct and ethics to be applied to promote the highest standards of professional practice
- enable registered teachers to reflect on their ethical decisions
- establish the quality of behaviour that reflects the expectations of the profession and the community
- provide a clear statement to the community about these expectations.

The Codes are designed to help teachers navigate and resolve difficult professional and ethical dilemmas.

While there may be no single correct solution, teachers should be able to account for their actions by referring to the Codes.

Teachers are encouraged to use the Codes along with any other codes and / or policies developed by their employer or school, to guide their professional practice. They may also be used to

challenge the ethical and professional behaviour of a teacher and could provide grounds for complaint if a teacher's practice falls short of the expected standard.

The Codes should be treated as an educational tool to help the profession:

- define and redefine its values
- assist individual teachers to be vigilant about ethical tensions
- help them develop principled ways to resolve issues.
- consider professional boundaries

A copy of the Victorian Teaching Profession Code of Conduct and Ethics is available on the VIT website.

ADDITIONAL RESOURCES

VIT produces and showcases a variety of resources to develop your professional practice throughout your teaching career. The following resources are available on the VIT website.

VIDEOS AND PODCASTS

Our videos and podcasts cover a range of topics including teacher registration requirements, conduct issues, good teacher practice and professional development.

PROFESSIONAL PRACTICE NEWSLETTER

All registered teachers and early childhood teachers receive the Professional Practice newsletter to stay informed and updated with the latest news about teacher registration.

PROFESSIONAL PRACTICE RESOURCES

There are many resources and providers of educational research and learning that can be useful for your teaching practice. Our professional practice resource page lists a number of online magazines, newsletters, networks, professional learning opportunities and much more.

Please note: VIT does not accredit or endorse professional learning. At times, we may share professional learning from nationally and state recognised not-for-profit organisations.

CASUAL RELIEF TEACHER SUPPORT

At VIT, we know that many casual relief teachers (CRTs) feel the need for more support and recognition of their specific needs.

VIT CRT Support offers a range of resources to assist CRTs including webinars and presentations, access to CRT networks, tips and tricks, a CRT Companion Guide and quarterly newsletter. Subscribe to the CRT mailing list via the VIT website.

HAVE A QUESTION?

CAN I PROVIDE MY OWN EXTERNAL VICTORIAN POLICE CHECK?

No. Police checks obtained by individuals directly through Victoria Police, or police departments in other Australian States or Territories, do not capture the complete criminal history of an individual necessary for teacher registration.

A Nationally Coordinated Criminal History Check (NCCHC) conducted through VIT is exempt from the spent convictions scheme, which means all of a teacher's criminal history will be reported on. This includes a national search for all types of sexual and indictable offences. This level of information is not provided in other police checks.

YOUR REGISTRATION CARD AND THE PUBLIC REGISTER

A person listed on the public register is registered and permitted to teach.

If your name is displayed in red, this means you are non-practising and are unable to undertake the duties of a teacher or early childhood teacher. If your name does not appear on the register, then you are not registered or permitted to teach.

The public register can be found on the VIT website at http://www.vit.vic.edu.au/search-the-register.

A registration card will be sent once your registration is approved. Your card may take up to 20 business days to arrive.

WHEN DOES MY PROVISIONAL REGISTRATION EXPIRE?

Your provisional registration does not expire on 30 September. This is the deadline you are required to pay your annual registration fee, which will bring you in line with the annual registration process for future years.

You can search the public register to check the date your provisional registration expires. Your card will either reflect the end of your two year provisional registration or your payment expiry date - whichever comes first.

More frequently asked questions are available on the VIT website at www.vit.vic.edu.au/faqs.