

# Application Modules Explained

The following information explains the modules within the online registration process.

## SIGN UP

In order to commence an application, you will need to sign up for a [MyVIT account](#).

The email address you enter will become your username, so it is important to choose an email address that you will use continue to use into your teaching career. A university student email address would not be suitable for this reason.

The password you enter must have at least eight characters, a minimum of one letter, one number and one special character.

## REGISTRATION PATHWAY

This module will determine the registration type you are eligible for and ensure you only complete modules relevant to your individual circumstances.

You will be prompted to answer questions immediately after selecting 'apply for registration'. Once you have answered these questions, you can start your application.

If you inadvertently chose an incorrect application type, you can return to the start of registration pathway module to change the registration type you are applying for.

- You will be required provide information related to your situation including what registration type you are applying for (teacher, early childhood teacher or both teacher and early childhood teacher)
- whether you have teacher registration in Australia or New Zealand - you may be eligible for mutual recognition
- whether you have held (full) registration in the past five years in Australia or New Zealand - you may be eligible for immediate (full) registration

## QUALIFICATIONS

Legislation requires that in order to be registered as a teacher, a person must obtain a qualification that is appropriate for entry to teaching approved by the Minister, or has obtained a qualification determined by VIT to be equivalent to an approved qualification that is appropriate for entry to teaching.

Read about the approved and recognised qualifications accepted by VIT for registering as a teacher or early childhood teacher.

To complete the qualifications module, you'll be required to provide details of the approved and recognised qualifications you hold.

Applicants for teacher registration will need to provide 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.

Applicants for early childhood teacher registration will need to provide qualifications that have been approved or recognised by the Australian Children's Education and Care Quality Authority (ACECQA) at the early childhood teacher level.

You will be asked to submit information about this qualification (and other qualification requirements accepted by VIT) such as

- qualification type and location
- qualification provider
- qualification program
- qualification start and finish date
- supervised teaching practice days and settings.

You will also be asked to upload evidence of your qualifications in most cases, which may include:

- academic transcripts
- evidence of completion
- evidence of supervised teaching practice (STP)
- evidence issued by ACECQA regarding an early childhood teaching qualification.

## ENGLISH LANGUAGE COMPETENCE

English language competence is demonstrated by your qualifications if you have completed your higher-education studies, in one of these countries: Australia, New Zealand, USA, Canada, UK or Ireland.

If you have completed your higher education studies in any other country, you will need to provide a copy of an approved English language test.

For example

- if you completed an undergraduate teacher education qualification in Singapore, you will be required to provide evidence of your English language competence by completing an English language test
- if you completed an undergraduate degree (in a study other than teacher education) in France and then completed a postgraduate teacher education qualification in Australia, you will be required to provide evidence of your English language competence by completing an English language test
- if you completed an undergraduate teacher education qualification in Australia, your qualifications are evidence of your English language competence

Depending on your qualifications and where you studied, you may be required to provide information about your English language test results from either of the below accredited testing centres

- International English Language Testing System (IELTS) – scores of at least 7 in reading and writing, and at least 8 in speaking and listening
- International Second Language Proficiency Rating (ISLPR) – scores of at least 4 in all skill areas

You will need to provide

- test date
- test scores
- evidence of your test results

Learn more about [approved English language tests and accredited testing centres](#).

## LITERACY AND NUMERACY TEST FOR INITIAL TEACHER EDUCATION (LANTITE)

Since 1 July 2016, ITE students who are enrolled in a Victorian ITE program have been required to meet the LANTITE requirement prior to being granted provisional registration as a teacher.

Depending on where, what and when you studied, you may be required to provide your Australian Council for Education Research (ACER) candidate number used to sit the LANTITE. VIT's system will check the number you provided against ACER's system to verify that you have met the Literacy and Numeracy standard.

Read [VIT's LANTITE policy](#).

## NATIONALLY COORDINATED CRIMINAL HISTORY CHECK (NCCHC)

To be registered with VIT, or to renew your registration as a teacher, you will need to have a current and satisfactory Nationally Coordinated Criminal History Check (NCCHC) conducted by VIT on your behalf.

You will be asked to consent to VIT undertaking an NCCHC on your behalf by reading and accepting the Australian Criminal Intelligence Commission (ACIC) disclaimer.

## PROOF OF IDENTITY (POI)

You will be required to provide evidence that proves your identity as well as give consent so VIT can undertake a Nationally Coordinated Criminal History Check (NCCHC) on your behalf. VIT may carry out other criminal record checks from time to time.

Applicants will be asked to provide five different identity documents (listed below) in order to prove their identity and undertake an NCCHC.

When submitting your proof of identity documentation, VIT recommends you use the suggested documents so that your evidence can be validated on the spot. Other documents will be validated by VIT after your application has been submitted.

One commencement of identity document to confirm your birth or arrival in Australia

- Australian passport
- Australian birth certificate
- ImmiCard
- Australian visa
- [Other](#).

One primary document to show the use of your identity in the community

- Australian drivers licence
- Australian marriage certificate
- Proof of age or photo ID card issued by Australian government
- [Other](#).

Two secondary documents to show the use of your identity in the community

- Centrelink card
- Medicare card
- [Other](#).

You must also provide evidence that links you to your documents by verifying your identity through an authorised third party. This is done by completing a [Verification of Identity Form](#) (which can also be downloaded from this module in your application).

At least one (1) document of identity must include a photograph.

All documents must be in the same name. If any documents appear in a different name, such as a maiden name, then official documentation must be provided as evidence of the change in name.

## NAME HISTORY

Your name is an identifier for your proof of identity that is legally required to become a registered teacher.

The name you provide when you create a MyVIT account will be checked against your proof of identity documentation.

The name history module will be completed when you create your account, however you must add further name history if you have ever been known by another name or use an alias.

You will need to upload evidence of all your name changes such as

- Marriage certificate
- Deed poll
- Change of name certificate
- Divorce order
- Statutory declaration

## ADDRESS HISTORY

VIT requires your address history for the previous five years to ensure we have accurate information to conduct your Nationally Coordinated Criminal History Check (NCCHC).

The address history module will be populated with the address you provide when you create your MyVIT account.

If you have lived in your current address for five years or more, the module will be completed. This will be indicated by a green tick. If you haven't been living in your current address for five years, you will be required to input your previous address(es).

You will be required to provide at least five years of your address history without any gaps, including the day / month / year. If you have lived in two different locations within the last five years of making an application, you will need to enter the dates you started living in one location and the date you moved to a new location, without any gaps.

For example

If you started living at 123 Old Street in May 2014 and you moved to 456 New Street in June 2016 you will need to select the day you moved in and out of each house, with no gaps

- 123 Old Street (01/05/2014 – 01/06/2016)
- 456 New Street (01/06/2016 – current)

Please note: dates should not overlap as this can cause your NCCHC to fail.

## SUITABILITY

Legislation requires VIT to ensure that a person is suitable to teach in a school and / or early childhood service. As part of your application, you are required to declare any condition(s) that will affect your ability to undertake the duties of a teacher.

Suitability to teach means determining whether a person is fit to teach and whether a person is physically or mentally able to teach. This includes assessing whether the character, reputation and conduct of a person are such that a person should be allowed to teach in a school and / or early childhood service.

You will be asked questions about the following categories

- Professional history
- Impairments
- Criminal history

- Reportable conduct
- Negative and interim negative notices
- Overseas residence declaration

An impairment may be ongoing or temporary, but conditions such as broken bones do not need to be declared. Depending upon the nature of the impairment and the information you provide in your statement, VIT might require the submission of a medical report or a statutory declaration.

Please note: declaring an impairment and / or a conduct matter will not automatically result in rejection of your application. VIT may ask you to provide further information in order to assess your suitability to teach.

## OVERSEAS CRIMINAL RECORD CHECK (CRC)

If you were over the age of 18 and have continuously resided in any country other than Australia for 12 months within the last 10 years, you will need to provide a certified copy of a police certificate issued by the national police service in the country you lived in.

[Read more about obtaining a police certificate from a list of overseas countries](#)

You will be asked

- dates resided overseas
- country(ies) resided
- whether you have obtained an Australian permanent residency visa or citizenship since residing overseas. You will need to upload evidence of this.
- If an overseas criminal record check is required, you will need to upload a certified copy of this. Please refer to Department of Home Affairs for accepted overseas CRCs from every country you lived in.

You have resided continuously in a country if you have held a primary address in the country for a period of more than 12 months, even if you have taken holidays in a different country during this period. For example, if you

- lived in the United Kingdom between 01/02/2019 and 02/03/2020;
- travelled to France for a period of 1 month; and
- maintained your address in the United Kingdom during this time,
- you will be required to provide an overseas CRC from the United Kingdom.

**An overseas CRC must cover the full period that you resided there.**

If you currently reside overseas, the overseas CRC must be issued within 7 days of your application being submitted (e.g. if your application is submitted on 31 August, the CRC must be issued no earlier than 24 August).

If you have obtained an Australian permanent residency visa or citizenship since residing overseas, you will be exempt from providing an overseas CRC.

## MUTUAL RECOGNITION

If you're currently registered interstate or in New Zealand, and want to teach in Victoria, you should register with VIT using the Mutual Recognition pathway.

VIT will recognise your interstate and / or New Zealand teacher registration which will streamline the initial registration process for the equivalent registration type.

If you meet the mutual recognition criteria, you will be required to provide

- qualifications
- teaching jurisdiction
- teaching jurisdiction registration type

- teaching jurisdiction registration number
- teaching jurisdiction registration expiry
- statutory declaration confirming the information you have provided

Note: a new scheme, [Automatic Mutual Recognition](#), has been introduced by Commonwealth and State Governments aimed at increasing occupational mobility. This scheme does not currently apply to teachers. Those currently registered interstate or in New Zealand who wish to teach in Victoria can register with VIT via the Mutual Recognition process.

## IMMEDIATE (FULL)

You may be eligible for (full) registration on initial application if you have held full registration in Australia or New Zealand in the last five years, and taught for at least 80 days in this time.

To hold full registration you must demonstrate that your professional practice meets the Australian Professional Standards for Teachers (APST) at the proficient level. If you have demonstrated this to a teacher registration authority in Australia or New Zealand within the last five years, you may be eligible for immediate (full) registration.

This is done by providing evidence of full registration from another jurisdiction (copy of your registration card, statement from a teacher registration authority). Your registration in another jurisdiction does not need to be current to apply for immediate (full) registration.

You must also demonstrate current teaching practice at the proficient level of the APST by providing evidence of at least 80 days of teaching within the five year period.

If you meet the immediate (full) requirements, you will be required to provide

- evidence of full registration held in Australia or New Zealand in the last five years
- a statement of service

If you have previously held (full registration), have currency of practice and have proven that you meet the APST, this pathway will recognise this.

## OVERSEAS DOCUMENTS IN A LANGUAGE OTHER THAN ENGLISH

If any of your documents are in a language other than English, you will need to provide copies of the documents in the original language, plus translations.

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

Documents that require translation can include (but are not limited to): overseas birth or marriage certificate, other legal 'change of name' documents, qualification documents, overseas criminal record checks.