victorian institute of teaching

# Employer portal guide

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# What is the Employer portal?

The Employer portal is a secure online facility that enables you and your authorised delegates to

- confirm the current registration status of a teacher in your employ or a teacher you wish to employ
- maintain, monitor and download your teacher list
- apply for permission to teach (PTT) to address a workforce shortage within your school
- complete a recommendation for full registration of a provisionally registered teacher (PRT)
- confirm your contact details
- access important communications and resources.

## Logging in

To begin, go to the VIT website. Click the blue 'Sign in' button in the top right hand corner and select 'Employer Login'.

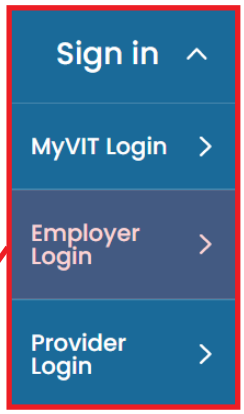
Your username is the official education setting email address held by VIT.

To reset your password, select 'Forgot your password?'. This will prompt you to enter your username (i.e. the official education setting email address held by VIT).

You will receive an email with a reset password link - it is important that you only click on the link once. The email may take up to 2 hours to receive - ensure you check your junk mail folder. Please note: the link will expire within 24 hours.

If you cannot remember your password, and do not have access to the email address you set up your account with, please contact us.

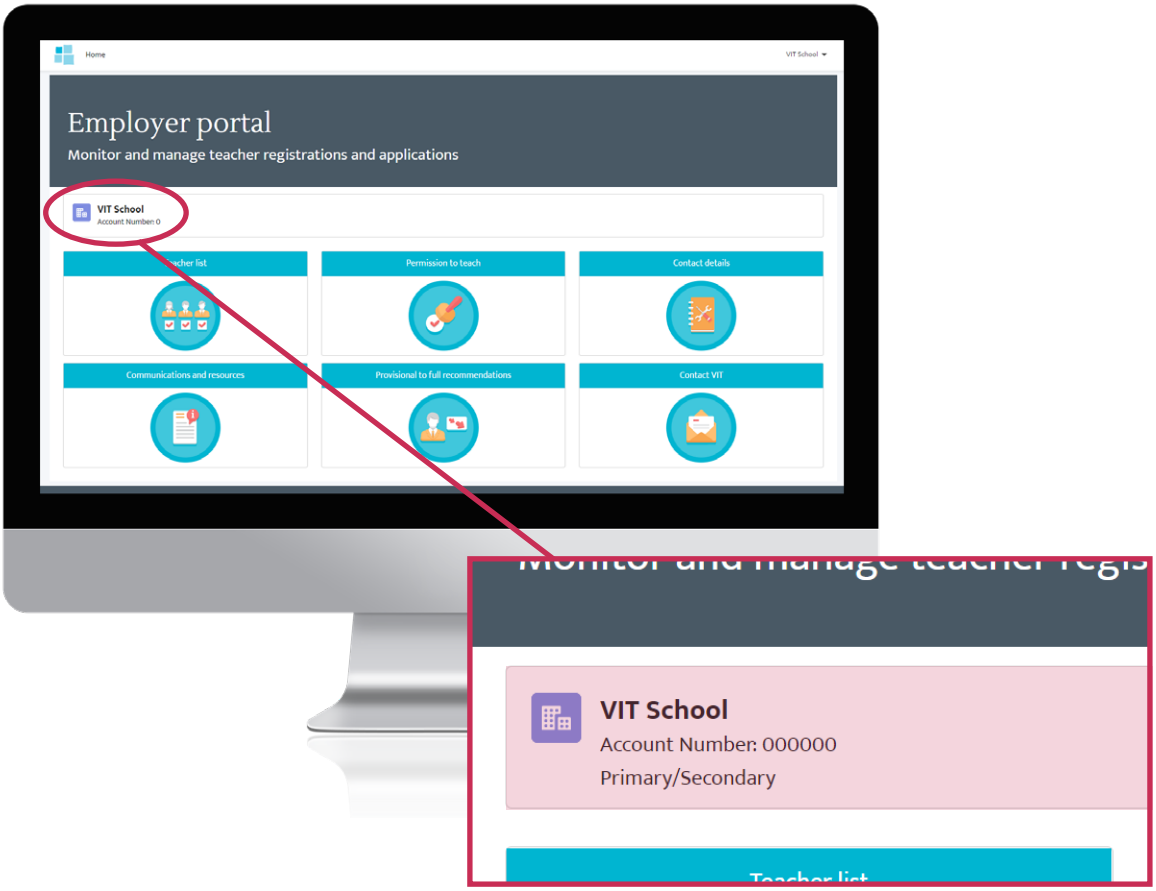
Using the latest version of Google Chrome is recommended.



# Navigating the Employer portal

The Employer portal homepage provides easy access to all available functions including

- teacher list
- permission to teach (PTT)
- provisional to full recommendations
- contact details
- communications and resources
- contact VIT.




Your account name, number and teaching context can be found in the top left corner.

# The teacher list

Employers should maintain and monitor their 'teacher list' via the Employer portal. The teacher list provides important registration information about teachers employed in a school or early childhood service, including their registration number, registration category and expiry date. Teachers with a grant of PTT can also be viewed.

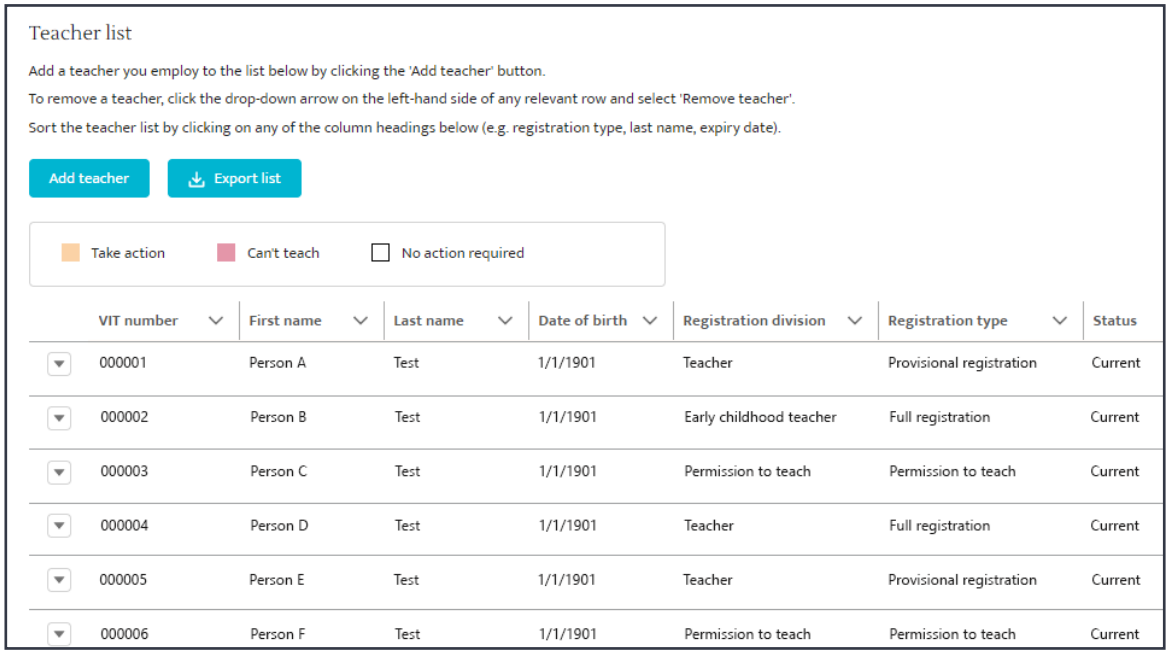
Employers are required to make sure their teacher list is accurate at all times, including adding new teachers and removing those who are no longer employed by their school or early childhood service.

The teacher list should be updated every time there are changes to teaching staff. Consider including this as a step in your school or early childhood service's regular administrative processes.

The teacher list enables employers to monitor the status of all registered teachers linked to their account. For example

- checking for the pending expiry date of a teacher who has not yet completed their requirements to remain registered
- checking whether a teacher has conditions or returning requirements, and
- checking a teacher's registration type to ensure it is valid for the employer's education setting.

If an employer maintains their teacher list, they will receive email communications advising them of the impending expiry or removal of teachers.



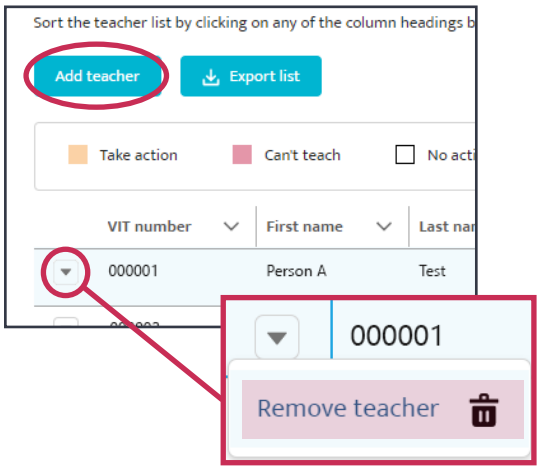

| VIT number | First name | Last name | Date of birth | Registration division | Registration type | Status |
|---|---|---|---|---|---|---|
| 000001 | Person A | Test | 1/1/1901 | Teacher | Provisional registration | Current |
| 000002 | Person B | Test | 1/1/1901 | Early childhood teacher | Full registration | Current |
| 000003 | Person C | Test | 1/1/1901 | Permission to teach | Permission to teach | Current |
| 000004 | Person D | Test | 1/1/1901 | Teacher | Full registration | Current |
| 000005 | Person E | Test | 1/1/1901 | Teacher | Provisional registration | Current |
| 000006 | Person F | Test | 1/1/1901 | Permission to teach | Permission to teach | Current |

## Adding or removing teachers

To add a teacher to your teacher list, click on the 'Add teacher' button and enter their name or VIT registration number into the search box. Select the teacher, enter their employment start date and click 'Add teacher'.

Note: if a teacher cannot be found, they do not hold current registration or have a pending application with VIT.

To remove a teacher, click the drop-down arrow on the left-hand side of any row and select 'Remove teacher'. Enter their employment end date and click 'Remove teacher'.




## Teachers highlighted in red or yellow

If a teacher's name is highlighted in red, they **cannot teach**.

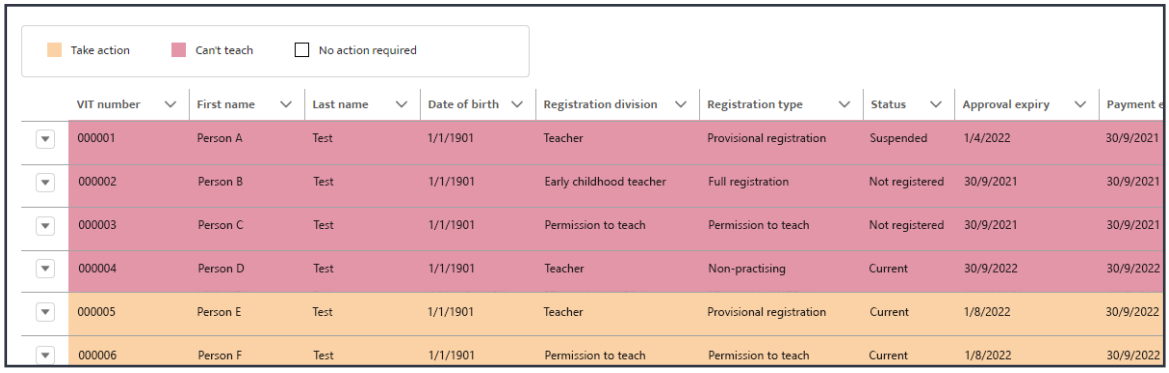
A teacher may be highlighted in red because

- they are not registered (their registration has expired or they have ceased their registration)
- they hold non-practising registration
- they have suspended registration
- they do not hold appropriate registration for your setting
- their PTT has not been granted for your school.

If a teacher's name is highlighted in yellow, they need to take action to avoid their registration expiring.

A teacher may be highlighted in yellow because

- a provisionally registered teacher is nearing their expiry and needs to apply for full registration or a further grant of provisional registration
- a holder of PTT is nearing their expiry and you need to initiate a new application for PTT
- a fully registered teacher is past their payment expiry date, but their registration is still current (usually occurs when a teacher has not completed their annual registration tasks by 30 September)




| VIT number | First name | Last name | Date of birth | Registration division | Registration type | Status | Approval expiry | Payment e |
|---|---|---|---|---|---|---|---|---|
| 000001 | Person A | Test | 1/1/1901 | Teacher | Provisional registration | Suspended | 1/4/2022 | 30/9/2021 |
| 000002 | Person B | Test | 1/1/1901 | Early childhood teacher | Full registration | Not registered | 30/9/2021 | 30/9/2021 |
| 000003 | Person C | Test | 1/1/1901 | Permission to teach | Permission to teach | Not registered | 30/9/2021 | 30/9/2021 |
| 000004 | Person D | Test | 1/1/1901 | Teacher | Non-practising | Current | 30/9/2022 | 30/9/2022 |
| 000005 | Person E | Test | 1/1/1901 | Teacher | Provisional registration | Current | 1/8/2022 | 30/9/2022 |
| 000006 | Person F | Test | 1/1/1901 | Permission to teach | Permission to teach | Current | 1/8/2022 | 30/9/2022 |

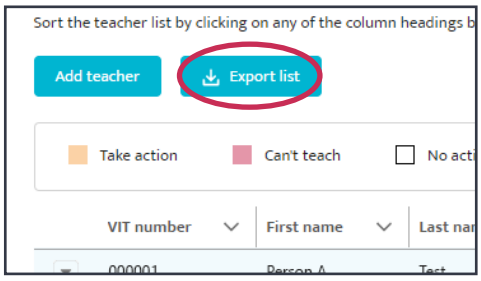
If you have questions about teachers highlighted in red or yellow, contact us

- Principal hotline - 1300 650 375
- Early childhood hotline - 1300 977 263

## Sorting and exporting your teacher list

To export a copy of your teacher list, click on the 'Export list' button.

By default, teachers highlighted in red and yellow will be listed at the top of your teacher list. Your teacher list can be sorted by clicking on any of the column headings (e.g. registration type, last name, expiry date).

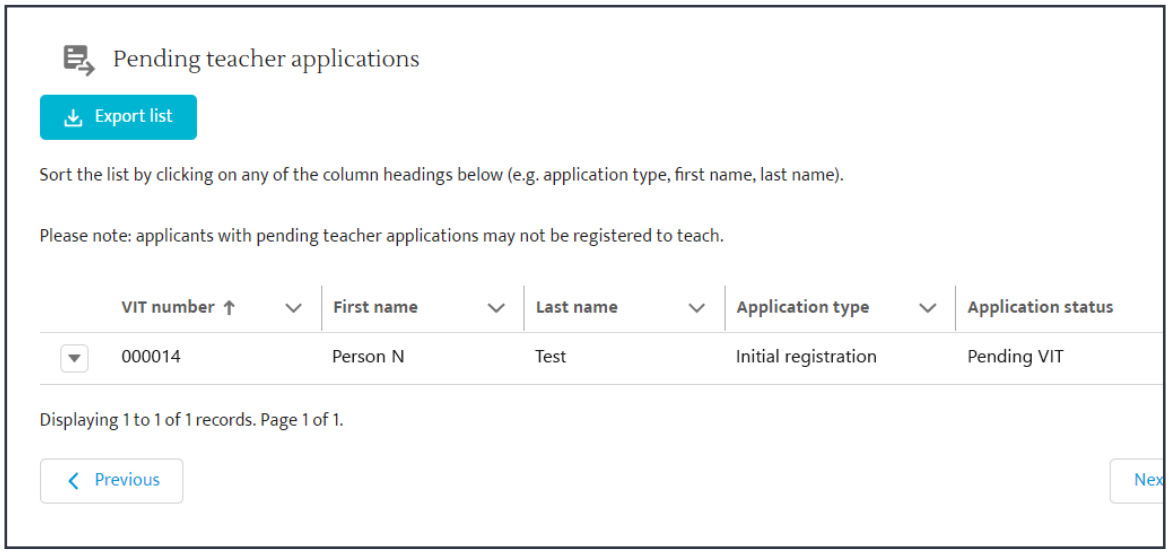



## Pending teacher applications

Future teaching staff who don't hold current teacher registration can be added to your teacher list, however they must have a pending application with VIT. Once added to your teacher list, they will appear in the pending teacher applications table.

Staff cannot undertake the duties of a teacher if they do not hold current registration or a PTT grant, even if they are supervised by a registered teacher.

In addition to monitoring new teacher applications, you can monitor the progress of currently registered teacher applications, including further grants of provisional registration and applications for annual registration.

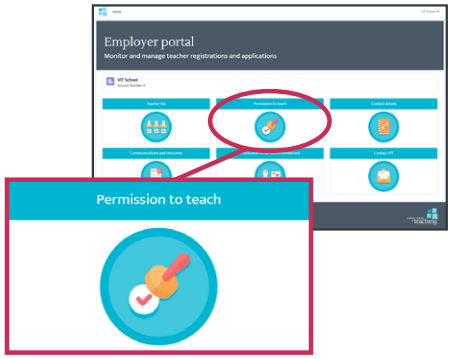


# Applying for permission to teach (PTT)

Applying for Permission to teach (PTT) is a 2-step process initiated by the employers and completed by the applicants.

To commence a PTT teaching position application, click on the 'Permission to teach' tile on the Employer portal home page. Then click on the 'Apply for PTT' button.

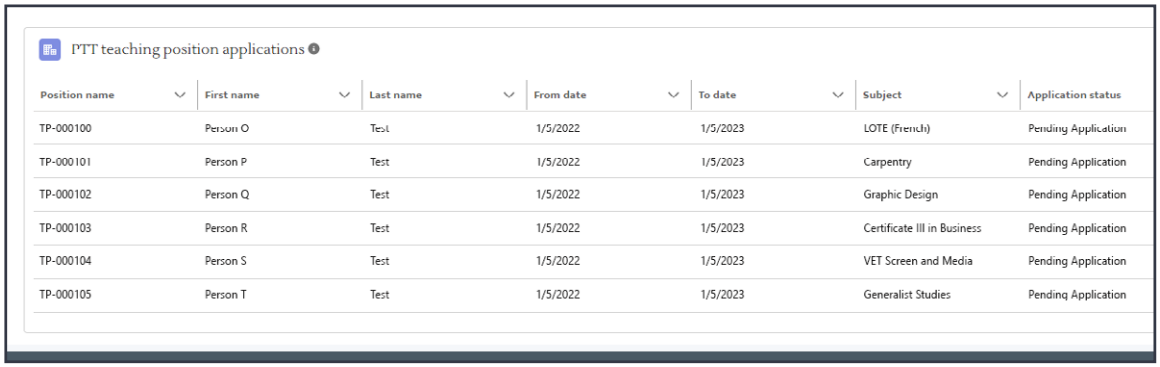
To reduce delays and streamline the assessment, it is important to select the correct PTT category and provide detailed information in the application. The VIT will contact you if further information is required.



Unless otherwise exempt, detailed information about the recruitment process including why a registered teacher was not found for the role is essential for the timely assessment of applications.

The VIT will assess the application to ensure it meets all the requirements for a PTT grant under the Permission to Teach Policy.

Return to the 'Permission to teach' page to monitor the status of PTT teaching position applications.



PTT teaching position applications

| Position name | First name | Last name | From date | To date | Subject | Application status |
|---|---|---|---|---|---|---|
| TP-000100 | Person O | Test | 1/5/2022 | 1/5/2023 | LOTE (French) | Pending Application |
| TP-000101 | Person P | Test | 1/5/2022 | 1/5/2023 | Carpentry | Pending Application |
| TP-000102 | Person Q | Test | 1/5/2022 | 1/5/2023 | Graphic Design | Pending Application |
| TP-000103 | Person R | Test | 1/5/2022 | 1/5/2023 | Certificate III in Business | Pending Application |
| TP-000104 | Person S | Test | 1/5/2022 | 1/5/2023 | VET Screen and Media | Pending Application |
| TP-000105 | Person T | Test | 1/5/2022 | 1/5/2023 | Generalist Studies | Pending Application |

Note: PTT cannot be granted to teach in an early childhood service.

# Completing recommendations for full registration

Click on the 'Provisional to full recommendations' tile to review recommendations for full registration.

To complete a recommendation, click the drop-down arrow on the right-hand side of any row and select 'Review'. The two modules to complete include

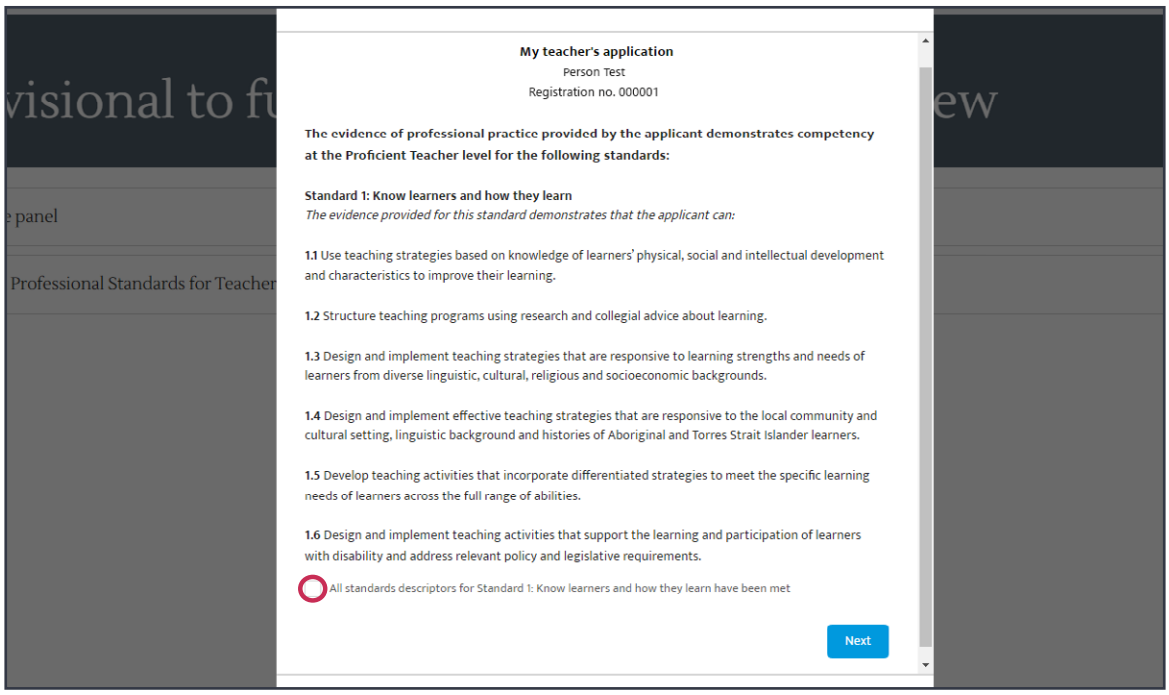
- the workplace panel
- the Australian Professional Standards for Teachers (APST).

### Workplace panel

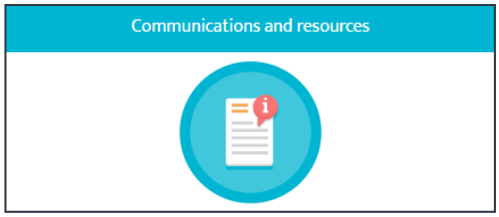
Click the 'Update' button and fill in the details about the workplace panel.

### Australian Professional Standards for Teachers

Click the 'Update' button. Tick each box to indicate your provisionally registered teacher has met each Standard. If the teacher has not met a Standard, leave the box blank.

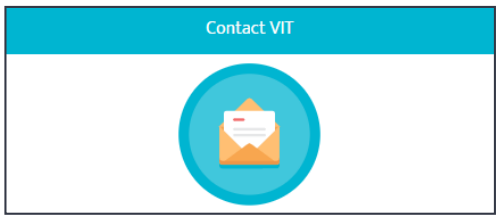


# Additional functions



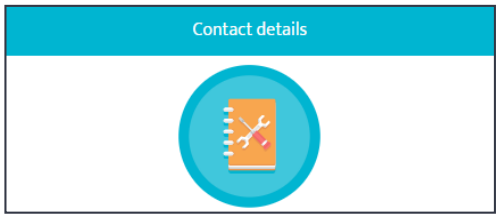

## Communications and resources

Click on the 'Communications and resources' tile to catch up on circulars previously sent by VIT, view employer FAQs, or access resources such as the conduct reporting guide.




## Contact VIT

Click on the 'Contact VIT' tile to email VIT directly from the portal.




## Contact details

Click on the 'Contact details' tile to view your current contact details VIT has on file.

To update your contact details, please contact VIT.

**Victorian Institute of Teaching**
Level 9 628 Bourke Street, Melbourne VIC 3000
PO Box 531, Collins Street West VIC 8007

**t.** Principal hotline - 1300 650 375 | Early childhood hotline - 1300 977 263
**e.** vit@vit.vic.edu.au
**w.** vit.vic.edu.au