

# Teacher Registration

## Rationale

The Victorian Institute of Teaching Act 2001 establishing the Institute was fully proclaimed on 31 December 2002. The proclamation of the Act meant that, by law, all teachers employed in Victorian government, Catholic and independent schools must be registered with the Institute in order to practice their profession in this State. Teachers must be registered or hold Permission to Teach before beginning teaching duties in any school in Victoria.

## Purpose

The purpose of this policy is to ensure that the school is aware of and acts on its obligations with regard to the registration of teachers.

## Definition

Persons deemed registered under the Education and Training Reform Act 2006 Teachers were eligible for automatic deemed registration with the Victorian Institute of Teaching if they were previously registered with the Registered Schools Board or Council for Public Education, or were employed or engaged as a teacher in a government school at some time in 2001 or 2002. This included casual relief or emergency teachers.

However under s.6.1.3(3) of the Act this opportunity ceased on 30 December 2007.

## New Applicants for Registration

Applicants wishing to apply for registration with the Institute must complete an application form available from the VIT <http://www.vit.vic.edu.au/>.

## Renewal of Registration

Teachers who hold full registration have met standards of professional practice. To maintain their registration teachers are required to renew their registration every five years.

## Provisional Registration

Provisional registration will be granted to teachers who demonstrate that they are qualified, fit to teach and competent in the English language, but are yet to provide evidence that they meet the standards of professional practice required for full registration in Victoria.

Provisional registration is granted for a period of 12 months, but can be extended for a period up to a further 12 months. Teachers must pay the invoice for the annual registration fee prior to the expiry date of the first year of provisional registration. During this time the teacher must provide evidence that they have achieved the standards of professional practice required for full registration.

## Full Registration

Full registration may be granted in two ways:

(1) On initial application Teachers who are fully qualified, experienced and who provide evidence that they have achieved the standards of professional practice required for full registration in Victoria may be eligible for full registration on initial application.

(2) Following a period of provisional registration

## Permission to Teach

The Institute Council approved a revised Permission to Teach policy in 2007. The revised policy takes effect from 1 July 2007.

Where a school intends to employ a person who is not a qualified teacher, the following advice is provided to assist schools in determining the requirement for a Permission to Teach (PTT) application and endorsement.

An application for PTT is required where the following criteria apply:

- where the engagement of a person is for the delivery and/or assessment of student participation in an educational program; and § the educational program is one that is approved by the school Council/Board, or is consistent with their policy, and is part of the curriculum program (the school program); and
- the person is being engaged because of their specific skills and experience, e.g. in a particular subject or discipline and is required to instruct and/or assess the student's participation in the school program; and
- the program is to be conducted at a school (as defined under the Education and Training Reform Act 2006).

An application for PTT is not required if the duties to be undertaken by the person are those of a teacher's aide or teacher's assistant.

## Implementation

The principal ensures that all teachers are registered or hold a Permission to Teach with the Victorian Institute of Teaching (VIT) before beginning teaching duties in the school.

The principal uses the VIT online school registration status report to verify that all teachers are registered. This is a secure Internet-based online facility, *vitonline*, that uses unique login details provided by the Institute. It enables the principal to confirm:

- the current registration status of all teachers at their school
- the current registration status of a teacher they wish to appoint to the school, and
- that a beginning teacher has been granted provisional registration and can start teaching.

The school will actively support provisionally registered teachers with a suitable process of induction and mentoring.

## Evaluation

This policy will be reviewed as part of the school's five year review cycle or as required.

## Ratification

This policy was last ratified by B. Marrinon, August, 2013.

