

# RENEWAL OF REGISTRATION

## FOR TEACHERS WITH FULL 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. To do this they need to declare they have:

- maintained an appropriate level of professional practice with regard to the standards of professional practice; and
- continued their suitability to be a teacher.

The renewal of registration recognises and acknowledges the continuing professional learning of teachers in Victoria. In renewing their registration Victorian teachers are also demonstrating to the community that they maintain high standards of professional practice and conduct and continue to be suitable to be a teacher.

# RENEWAL

## RENEWAL OF REGISTRATION – SUMMARY OF REQUIREMENTS

### THE REQUIREMENTS FOR TEACHERS RENEWING THEIR REGISTRATION DURING THE PHASED IMPLEMENTATION PERIOD (31 DECEMBER 2007 - 31 DECEMBER 2012)

The requirements for teachers to renew their registration will be phased in from 31 December 2007 until 31 December 2012. The following table allows teachers to determine which requirements apply to them according to their initial full registration date or their due date for renewal of registration.

More detailed information about the requirements for renewal of registration can be found on pages 3 – 7 of this booklet.

TIME OF RENEWAL	REQUIREMENTS FOR RENEWAL OF REGISTRATION
Teachers granted full registration from 31 Dec 2002 to 31 Oct 2003 who will be due for renewal from 31 Dec 2007 to 31 Oct 2008	<ul style="list-style-type: none"> <li>50 days teaching, educational leadership or equivalent practice in the previous five years</li> <li>Declarations relating to continued suitability to be a teacher, including a current and satisfactory National Criminal History Record Check</li> </ul>
Teachers granted full registration from 1 Nov 2003 to 31 Dec 2004 who will be due for renewal from 1 Nov 2008 to 31 Dec 2009	<ul style="list-style-type: none"> <li>50 days teaching, educational leadership or equivalent practice in the previous five years</li> <li>25 hours of professional development activities in the previous two years with a reference to the standards of professional practice. This includes a minimum of 12.5 hours of activities providing access to research and knowledge sourced from outside the immediate school or work environment</li> <li>Declarations relating to continued suitability to be a teacher, including a current and satisfactory National Criminal History Record Check</li> </ul>
Teachers granted full registration from 1 Jan 2005 to 31 Dec 2005 who will be due for renewal from 1 Jan 2010 to 31 Dec 2010	<ul style="list-style-type: none"> <li>50 days teaching, educational leadership or equivalent practice in the previous five years</li> <li>50 hours of professional development activities in the previous three years with a reference to the standards of professional practice. This includes a minimum of 25 hours of activities providing access to research and knowledge sourced from outside the immediate school or work environment</li> <li>Declarations relating to continued suitability to be a teacher, including a current and satisfactory National Criminal History Record Check</li> </ul>
Teachers granted full registration from 1 Jan 2006 to 31 Dec 2006 who will be due for renewal from 1 Jan 2011 to 31 Dec 2011	<ul style="list-style-type: none"> <li>50 days teaching, educational leadership or equivalent practice in the previous five years</li> <li>75 hours of professional development activities in the previous four years with a reference to the standards of professional practice. This includes a minimum of 37.5 hours of activities providing access to research and knowledge sourced from outside the immediate school or work environment</li> <li>Declarations relating to continued suitability to be a teacher, including a current and satisfactory National Criminal History Record Check</li> </ul>
Teachers granted full registration from 1 Jan 2007 to 31 Dec 2007 who will be due for renewal from 1 Jan 2012 to 31 Dec 2012	<ul style="list-style-type: none"> <li>50 days teaching, educational leadership or equivalent practice in the previous five years</li> <li>100 hours of professional development activities in the previous five years with a reference to the standards of professional practice. This includes a minimum of 50 hours of activities providing access to research and knowledge sourced from outside the immediate school or work environment</li> <li>Declarations relating to continued suitability to be a teacher, including a current and satisfactory National Criminal History Record Check</li> </ul>
Teachers granted full registration or renewal of registration from 2008 and due for renewal from 2013	To be advised following a review of the renewal process

Table 1: The phased requirements for renewal of registration

## THE REQUIREMENTS FOR RENEWAL OF REGISTRATION

Renewal is a retrospective process that confirms the maintenance of professional practice and continued suitability of a teacher.

To be able to renew their registration teachers must be able to demonstrate that they have:

### 1 MAINTAINED THEIR PROFESSIONAL PRACTICE

This means that in the previous five years they should have undertaken:

- at least 50 days teaching, educational leadership or equivalent practice
- a defined quantity and scope of professional development activities (phased in from 1 Nov 2008).

### 2 CONTINUED THEIR SUITABILITY TO BE A TEACHER

This means that they should have:

- a current and satisfactory National Criminal History Record Check (NCHRC) undertaken in the previous five years
- advised the Institute of any current charges or convictions or findings of guilt for indictable offences and sexual offences as outlined in the Act, and the Institute has considered the teacher suitable to teach
- advised the Institute of any disciplinary action in relation to their registration as a teacher, and the Institute has considered the teacher suitable to teach
- advised the Institute of any disciplinary action in relation to their professional conduct, competence or capacity as a teacher by an employer of teachers, and the Institute has considered the teacher suitable to teach.

### WHEN IS RENEWAL OF REGISTRATION DUE?

Renewal of registration is due on or before the fifth anniversary of a teacher gaining full registration.

For those teachers who were deemed fully registered with the Institute because of their employment or registration status prior to 2003, their initial registration date is 31 December 2002. This date applies regardless of when a teacher first confirmed their registration with the Institute through the deeming process. This means that all teachers granted full registration through the deeming process will be required to renew their registration by 31 December 2007.

After 30 December 2007 the deeming process will cease.

### TEACHERS WITH A WAIVER

Teachers who have in place a waiver of the payment of the annual fee at the time of the fifth anniversary of their full registration must still undertake the renewal process.

### HOW TO APPLY FOR RENEWAL OF REGISTRATION

Teachers due to apply for renewal of registration between 31 December 2007 and 29 February 2008 will be sent an application form and explanatory notes during Term 3, 2007. Teachers due to renew their registration from 1 March 2008 onwards will be provided with a form with explanatory notes prior to the anniversary of their fifth year of full registration. The application form will require teachers to make a declaration that they have maintained their professional practice and continued their suitability to be a teacher during the previous five years.

A summary of the requirements for teachers to renew their registration according to the date of their initial full registration or due date for renewal of registration is outlined on the previous page.

No evidence will be required to be submitted when applying for renewal of registration. However, a sample of teachers will be randomly selected for audit and these teachers will be required to provide the Institute with evidence to support their application for renewal of registration. Examples of professional development activity records and information about the type of evidence that can be used will be available on the Institute website <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)>.

## MAINTAINING YOUR PROFESSIONAL PRACTICE

Teachers must maintain their professional practice with reference to the standards of professional practice to renew their registration. To do this teachers must demonstrate both their currency of practice over the previous five years by completing at least 50 days teaching, educational leadership or equivalent practice, and their maintenance of professional knowledge and practice by undertaking a defined quantity and scope of professional development activities.

The hours of professional development activities will be phased in between 1 November 2008 and 31 December 2012. Teachers undertaking a defined quantity and scope of professional development activities for their renewal of registration can use any documented activities undertaken in previous years as quantified in the summary of requirements table on page 2 of this booklet. Documentation of professional development activities undertaken and accounting for these activities against the requirements for renewal of registration should begin from 1 November 2007 at least, to ensure that teachers selected for audit have the required evidence. Pro formas to assist record keeping will be available on the Institute website <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)>.

### YOUR CURRENCY OF PRACTICE

Teachers are required to undertake 50 days teaching, educational leadership, equivalent practice or any combination of these, during the previous five years to maintain their currency of practice for the purpose of renewal of registration. This can be undertaken in Victoria, in another Australian State or Territory or overseas.

TEACHING refers to the work of a registered teacher in a primary, secondary or special school.

EDUCATIONAL LEADERSHIP refers to the work of registered teachers in leadership roles both in and out of schools where the nature of their work has a relationship with the standards of professional practice. Educational leaders may not be teaching students but their work will directly influence teaching and learning in classroom situations.

EQUIVALENT PRACTICE refers to registered teachers who are working in alternative teaching settings or related fields of education but who are not teaching in a primary, secondary or special school. A clear relationship between the work of these teachers and the standards of professional practice provides a case for equivalent practice.

### THE STANDARDS OF PROFESSIONAL PRACTICE

All professional development activities teachers undertake to maintain their practice for renewal of registration should have a reference to the standards of professional practice. The standards articulate what all teachers should know and be able to do. They are a useful reference point for teachers to investigate their practice and identify activities that will enhance and support their professional knowledge and practice.

There are eight standards of professional practice within the domains of knowledge, practice and engagement as described in Table 2. Teachers should consider the standards in terms of the context of their teaching. The complexity of teaching means that the standards should not be considered as discrete but integrated into teacher practice so that more than one standard will be demonstrated at any given time.

Characteristics of practice that describe the standards for experienced teachers and educational leaders can be viewed on the Institute website <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)>.

PROFESSIONAL KNOWLEDGE	PROFESSIONAL PRACTICE	PROFESSIONAL ENGAGEMENT
<p>1 Teachers know how students learn and how to teach them effectively.</p> <p>2 Teachers know the content they teach.</p> <p>3 Teachers know their students.</p>	<p>4 Teachers plan and assess for effective learning.</p> <p>5 Teachers create and maintain safe and challenging learning environments.</p> <p>6 Teachers use a range of teaching practices and resources to engage students in effective learning.</p>	<p>7 Teachers reflect on, evaluate and improve their professional knowledge and practice.</p> <p>8 Teachers are active members of their profession.</p>

Table 2: The standards of professional practice for renewal of registration

## PROFESSIONAL DEVELOPMENT ACTIVITIES FOR RENEWAL OF REGISTRATION

(Phased in from 1 November 2008)

All professional development activities required for the purpose of renewal of registration should have a clear reference to the standards of professional practice.

The scope of professional development activities that will be acknowledged to meet the requirements for renewal of registration and the proportion of the total hours for each type of activity are outlined below.

**A minimum of 50% of the required hours of activities should provide access to research and knowledge sourced from outside the immediate school or work environment. (see box below)**

Professional development activities, referenced to the standards of professional practice, and providing access to research and knowledge sourced from outside the immediate school or work environment

These activities acknowledge that teacher practice will be enriched through exposure to research and knowledge sourced from outside the immediate school or work environment.

These activities may be undertaken outside the school or within the school facilitated by an expert in the field and/or staff members who are providing exposure to research and knowledge sourced from outside the immediate school or work environment.

**The balance of hours can be drawn from either professional development activities identified by teachers as contributing to their professional learning (see box below) or activities providing exposure to research and knowledge sourced from outside the immediate school or work environment, or any combination of these.**

Other professional development activities that are referenced to the standards of professional practice

These activities are identified by teachers as contributing to their professional learning. They can be undertaken individually and collaboratively within and external to a school or workplace to support and develop teacher knowledge, practice and/or well being as they relate to the standards of professional practice.

These activities encompass a wide range of formal and informal activities that teachers undertake.

## YOUR CONTINUED SUITABILITY TO BE A TEACHER

Teachers must continue to be suitable to be a teacher to renew their registration. To do this teachers must demonstrate their continued fitness to teach, which is confirmed through a National Criminal History Record Check, together with their continued good character, which is confirmed through current and satisfactory declarations required under the legislation.

### THE NATIONAL CRIMINAL HISTORY RECORD CHECK

To be eligible for renewal of registration a teacher must have a current and satisfactory National Criminal History Record Check (NCHRC) recorded by the Victorian Institute of Teaching. A current NCHRC is one that has been undertaken within the previous five years.

A NCHRC, which provides details of convictions, findings of guilt or court appearances will not automatically preclude a teacher from renewing their registration. Each case is considered on its merits. The Institute is only concerned with those sexual offences that are listed in the Act, or indictable offences related to a teacher's fitness to teach. A teacher must notify the Institute within 30 days if committed for trial or convicted of an indictable or sexual offence.

The *Working with Children Act 2005*, requires all people who work or volunteer in child-related work to have a mandatory working with children NCHRC. Teachers who hold a current Victorian Institute of Teaching registration card with evidence of a current NCHRC will be exempt from this requirement.

Teachers who do not have a current NCHRC will not have their registration renewed.

### THE DECLARATIONS

To be eligible for renewal of registration a teacher must declare any charges or convictions for indictable offences or any sexual offences as outlined in the Act, any disciplinary action in relation to their registration as a teacher and any disciplinary action by an employer in relation to their professional conduct, competence or capacity as a teacher.

Teachers who have been convicted or found guilty of a serious offence according to their NCHRC or who answer 'yes' to one or more of the declarations relating to continued suitability to be a teacher will have their application considered by the Institute on a case by case basis.

## TEACHERS ON LEAVE, NOT WORKING OR WORKING OCCASIONALLY

Teachers who have undertaken extended periods of leave or who have worked occasionally in the previous five years may have continued their suitability to be a teacher but may not be able to demonstrate that they have maintained their currency of professional practice. Teachers in this situation who wish to retain professional registration have two options.

They are able to apply for an extension of their registration or they can apply for non-practising registration.

### EXTENDING REGISTRATION

Where there are special circumstances, a teacher can request an extension of their registration if they are unable to meet the requirements for renewal of registration. Reasons for the request must be given and the Institute may grant up to twelve months extension. The teacher must show special circumstances and have a reasonable expectation of meeting the renewal of registration requirements within the extended time. They will need to apply for renewal of registration when they have met the requirements or prior to their extension expiring, whichever is the earliest.

Teachers will be able to apply for an extension of registration on the same form as the application for renewal of registration.

### NON-PRACTISING REGISTRATION

Where a teacher has met all requirements for continued suitability to be a teacher but is unable to meet any or all of the requirements for maintenance of professional practice, they may apply for non-practising registration. Non-practising registration means the teacher cannot be employed as a teacher in a Victorian school but can maintain professional registration. A teacher can hold non-practising registration for five years and has the capacity to apply for further periods of non-practising registration. During this time the non-practising teacher will continue to pay the annual fee and will receive a registration card, which exempts a teacher from the checks required under the *Working with Children Act, 2005*.

Teachers will be able to apply for non-practising registration on the same form as the application for renewal of registration.

When a teacher holding non-practising registration intends to commence teaching in a Victorian school, they must notify the Institute prior to this occurring. Where a teacher meets the current requirements for registration, the Institute can immediately grant a period of twelve months registration. This remains provisional until the teacher completes a simple and supportive process to demonstrate they have met the standards of professional practice.

The process is summarised in Table 3.

STAGE IN PROCESS	ACTION REQUIRED
Step 1	<p>Teacher is unable to renew their registration because they cannot fulfil any or all of the renewal requirements relating to maintenance of professional practice.</p> <p>Teacher requests non-practising registration.</p> <p>On consideration of an application, the Institute grants non-practising registration.</p>
Step 2	<p>Teacher notifies Institute of intention to commence teaching.</p> <p>Institute registers teacher, who meets the current requirements for registration, for a period of twelve months with the provision the teacher completes the professional practice requirements outlined in step 3.</p>
Step 3 Process for teachers returning to full registration from non-practising registration	<p>Within 12 months (calculated from the date of commencement of teaching) teachers must complete:</p> <ul style="list-style-type: none"> <li>■ 10 days teaching, educational leadership or equivalent practice.</li> <li>■ a total of 20 hours of professional development activities, referenced to the standards of professional practice, including at least 10 hours that provide access to research and knowledge sourced from outside the immediate school or work environment.</li> </ul>
Step 4	<p>Teacher applies to have full registration awarded.</p> <p>The date of the granting of full registration begins the next five year period for renewal of registration.</p>

Table 3: The process for teachers returning to teaching from non-practising registration

### **CASUAL RELIEF OR EMERGENCY TEACHERS (CRTS)**

Teachers working as CRTs are required to renew their registration at their five year anniversary of full registration according to the process outlined in this brochure.

The Institute has initiated a number of support mechanisms for teachers working as CRTs to assist them to maintain their professional practice and will continue to develop support processes during the implementation phase of renewal of registration.

## **SUPPORT FOR THE RENEWAL OF REGISTRATION**

The Institute has developed a number of initiatives to support teachers to meet the requirements for the renewal of registration. These will be of particular importance for teachers who are on leave, who are working in casual relief or emergency teaching or who are not working in schools.

### **A PROFESSIONAL DEVELOPMENT ACTIVITIES ONLINE SEARCH FACILITY**

The Institute is developing an online database of available professional development activities. All teachers will be able to access this facility and it will have a comprehensive search function that will allow teachers to select activities using diverse criteria. Information on the database will be managed to ensure it is detailed and current.

Providers using the database will make an assessment of the relationship between their course or activity and the standards of professional practice. There will also be an opportunity for teachers to evaluate the activities offered.

Teachers will be able to access the online database through a link from the Institute website. Further information about this facility will be made available to teachers progressively, leading to full operation at the beginning of 2008.

### **SEMINARS FOR TEACHERS WORKING IN CASUAL RELIEF OR EMERGENCY TEACHING OR RETURNING TO TEACHING**

The Institute offers a number of seminars for teachers who are considering a return to teaching. These are particularly relevant for teachers who have been on leave or who have not taught for a considerable period of time. These seminars also cater for teachers working as CRTs.

Information about these seminars can be found on the Institute website, <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)>, and through *iteach*.

The Institute also supports school facilitated workshops and seminars for CRTs. Teachers have found these valuable because they provide contextual information about the particular needs of schools, information and advice about specific programs schools run and they provide a bridge between CRTs and the schools where they teach.

The Institute will provide information about these professional development activities through the website, <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)>, through participating schools and by contacting teachers directly. Where there is time information will also be published in *iteach*.

### **ONLINE RESEARCH DISCUSSIONS**

The Institute has established a research discussion page on its website <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)>. This summarises a topical research issue and provides a reading list for interested teachers. There is also the opportunity for teachers to respond to the issue online and share their views with others.

Previous research topics and responses are also available.

## CONTACT US

Teachers are advised to check the Institute website, <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)>, for updates. Information can be found on the registration and professional learning pages.

There is a dedicated email box for questions related to renewal of registration: [renewal@vit.vic.edu.au](mailto:renewal@vit.vic.edu.au)

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