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Value learning. Value teaching.

APPLICATION FOR REGISTRATION

This application form applies from 1 January 2011

TO TEACH

WHICH APPLICATION FORM SHOULD I USE?

All application forms for registration and permission to teach are available in *screen writable format* on the 'Forms' page of the Institute's website at <www.vit.vic.edu.au>.

1 I have four years of approved higher education study, including an approved program of initial primary or secondary teacher education, from Australia or overseas.

You should complete form A:

Form A – Application for Registration to Teach (Part A)

Teachers who have completed 80 or more days of teaching experience post-qualification as a teacher should also complete Part B – Professional Practice Report for Experienced Teachers

2 I am a provisionally registered teacher. I have completed the evidence-based process and I wish to apply for full registration.

You should complete form C:

Form C – Application for Full Registration for Teachers who are Provisionally Registered

3 I have three years of approved higher education study, including an approved program of initial primary or secondary teacher education, and I wish to work as a casual relief teacher.

You should complete form D:

Form D – Application for Permission to Teach

4 I am not fully qualified to be a teacher but I am being offered short-term employment to undertake the duties of a teacher in a primary, secondary or special education school.

You should complete form D:

Form D – Application for Permission to Teach

5 I am currently registered with a teacher registration authority in Queensland, South Australia, Tasmania, Western Australia, the Northern Territory or New Zealand.

You should complete form E:

Form E – Application for Registration under Mutual Recognition

Please read these instructions carefully.

Failure to provide the required documentation or to have it correctly certified will delay the processing of your application.

Upon receipt of your application, an invoice will be generated and sent to you for payment.

The Institute cannot complete the processing of your application for registration until you have paid the approved fees.

1 CATEGORIES OF REGISTRATION

The Victorian Institute of Teaching (the Institute) is a statutory authority for the regulation of the teaching profession in Victoria. All persons who undertake the duties of a teacher in primary, secondary or special schools in Victoria must be registered with the Institute. The Institute grants full registration, provisional registration or permission to teach depending upon the particular circumstances of the applicant for registration (refer to page 2).

FULL REGISTRATION

An applicant will be granted full registration as a teacher if they can satisfy the following criteria:

- approved qualifications
- suitability to be a teacher
- the English language
- provide evidence that they satisfy the standards of professional practice.

Please refer to pages 6 and 7 of the information booklet or the Institute website for information regarding the requirements for full registration <www.vit.vic.edu.au>.

QUALIFICATIONS

Qualifications approved by the Minister, or found to be equivalent by the Institute to those approved by the Minister, must include the following:

- **A four-year teaching qualification which includes** an approved program of initial primary and/or secondary teacher education of at least one year's full-time or equivalent duration, inclusive of teaching methods and at least 45 days of supervised practice teaching

OR

- **Four years of full-time or equivalent higher education study which includes** an approved program of initial primary and/or secondary teacher education of at least one year's full-time or equivalent duration inclusive of teaching methods and at least 45 days of supervised practice teaching AND
 - (a) the award of an approved academic degree or diploma of at least three years duration OR
 - (b) approved academic and/or teaching certificates, degrees or diplomas totalling at least three years of higher education study

OR

- **An approved Certificate of Proficiency/Completion in a trade together with**
 - (a) relevant industrial experience such that the period of apprenticeship and the industrial experience totals not less than eight years AND
 - (b) an approved trade technician course or an approved equivalent program of post-apprenticeship studies equivalent to one year of full-time study AND
 - (c) an approved program of initial secondary teacher education of at least one year's full-time or equivalent duration, which includes approved teaching methods and supervised practice teaching OR
 - (d) where (b) is not included, an approved program of initial secondary teacher education of at least two years full-time or equivalent duration, which includes approved teaching methods and supervised practice teaching OR

1 CATEGORIES OF REGISTRATION continued

- **An approved Certificate of Technology or equivalent qualification together with**
 - (a) six years of relevant industrial experience AND
 - (b) an approved trade technician course or approved studies equivalent to one year of full-time study AND
 - (c) an approved program of initial secondary teacher education of at least one year's full-time or equivalent duration, which includes approved teaching methods and supervised practice teaching OR
 - (d) where (b) is not included, an approved program of initial secondary teacher education of at least two years duration, which includes approved teaching methods and supervised practice teaching.

Persons holding qualifications to teach in preschools or higher education institutions (including TAFE) will not necessarily be eligible for registration as a teacher. Please contact the Institute on 1300 888 067 before continuing if you hold qualifications in these areas.

SUITABILITY TO TEACH

All applicants for registration as a teacher are required to satisfy the Institute that they are suitable to teach and must undergo a National Criminal History Record Check (NCHRC).

Applicants who have resided in any country other than Australia for a continuous period of 12 months or more within the last 10 years, and were 18 years of age or older at that time, must provide certified copies of the original criminal record checks from each country in which they resided. The criminal record checks must cover the periods that the applicant resided in each country and be less than 12 months old at the date of application.

For information on how to obtain criminal record checks from other countries, please consult the Department of Immigration and Citizenship website <www.immi.gov.au/allforms/character-requirements>.

If you have been granted Australian permanent residency or citizenship since living overseas, you will not be required to provide an overseas criminal record check, but will be required to provide a certified copy of your permanent residency visa or citizenship certificate.

However, you will be required to provide an overseas criminal record check if you have returned to live overseas for 12 continuous months or more since being granted Australian permanent residency or citizenship.

If you do have a criminal record in the country/ies you have lived in, or charges pending, you will be asked to provide a Statutory Declaration explaining the circumstances.

Applicants must also be physically and mentally able to carry out the duties of a teacher.

Applicants must authorise the Institute to conduct a police record check, if registration is granted, from time to time during the period for which the registration remains in force.

1 CATEGORIES OF REGISTRATION continued

ENGLISH LANGUAGE COMPETENCE

All costs associated with the English language tests will be the responsibility of the applicant.

Applicants for registration as a teacher must meet the standards of competence in both written and oral communication in the English language.

If you completed all four years of higher education study required for registration in English in Australia or in New Zealand, the United Kingdom, the United States of America, Canada or the Republic of Ireland you will meet the English language requirements.

All other overseas qualified applicants will be required to undertake one of the approved English language tests:

International English Language Testing System (IELTS Academic): Overall 7.5 with the following required in each of the skill areas: speaking 8.0, listening 8.0, reading 7.0 and writing 7.0.

For locations where this test can be undertaken, see <www.vit.vic.edu.au> under *I need to Register*, or visit <www.ielts.org>.

- **International Second Language Proficiency Rating (ISLPR): Level 4** is required in each of the areas of speaking, listening, reading and writing.

This assessment may be undertaken at accredited centres. For locations where this test can be undertaken, see <www.vit.vic.edu.au> under *I need to Register*.

- **Professional English Assessment for Teachers (PEAT): Band A** is required in each of the areas of speaking, listening, reading and writing.

This assessment can only be undertaken at The University of New South Wales. Information is available at <www.lang.unsw.edu.au/peat>.

STANDARDS OF PROFESSIONAL PRACTICE

The Standards of Professional Practice for Full Registration describe the characteristics of effective teaching and establish the essential components of teachers' knowledge and practice for teachers in Victoria.

The standards of professional practice are:

PROFESSIONAL KNOWLEDGE

- 1 Teachers know how students learn and how to teach them effectively
- 2 Teachers know the content they teach
- 3 Teachers know their students

PROFESSIONAL PRACTICE

- 4 Teachers plan and assess for effective learning
- 5 Teachers create and maintain safe and challenging learning environments
- 6 Teachers use a range of teaching practices and resources to engage students in effective learning

PROFESSIONAL ENGAGEMENT

- 7 Teachers reflect on, evaluate and improve their professional knowledge and practice
- 8 Teachers are active members of their profession

The Standards of Professional Practice for Full Registration can be obtained from the Institute's website at <www.vit.vic.edu.au> under *Standards and learning*.

1 CATEGORIES OF REGISTRATION continued

EVIDENCE OF PROFESSIONAL PRACTICE

If you have previous experience as a teacher you will be considered for full registration if you provide the following evidence:

- official evidence that you have completed 80 or more days of teaching experience post-qualification as a teacher, prior to applying for registration. This does not include practicum or supervised practice teaching undertaken as part of your initial teacher education program

AND

- evidence that demonstrates that you have met or exceeded the standards of professional practice for full registration.

This evidence may be in the form of a Professional Practice Report for Experienced Teachers (Part B of Form A) completed by a principal of a school or their delegate or equivalent references or other supporting documents provided by previous principals or head teachers on official school letterhead.

For full registration, the Institute generally considers primary, secondary and special school experience but will also consider teaching experience gained by qualified teachers in higher education, TAFE, preschool education or allied educational fields. In this case, the Professional Practice Report for Experienced Teachers (Part B of Form A) endorsed by a principal or their delegate or an employer, should be supported by additional evidence of the relevance of the teaching experience to the standards of professional practice for full registration.

In special circumstances, a teacher holding the Institute's permission to teach who has subsequently gained approved qualifications, may be considered for full registration. In such cases, the Institute would expect demonstration of considerable continuous teaching experience while registered with permission to teach.

Full registration is granted for a period of one year. You will be required to renew your registration annually on 30 September.

Please refer to the Institute's website at <www.vit.vic.edu.au> for information about the renewal process.

To apply for full registration as a teacher please complete Form A (Parts A and B).

PROVISIONAL REGISTRATION

Provisional registration will be granted to teachers who demonstrate that they are qualified, suitable 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 (refer to page 6).

Provisional registration is granted for a period of 2 years. During this time the teacher must demonstrate to the satisfaction of the Institute that they have met the standards of professional practice to be granted full registration. To do this they must:

- teach for at least 80 days; and
- undertake an evidence-based process.

To apply for provisional registration please complete Form A (Part A) only.

2 FEES FOR REGISTRATION

Under Section 2.6.77 of the Act, The Minister, ...may, by Order, fix any fee that is required or permitted to be fixed under this Part. Section 2.6.7(2)(iii) of the Act states that any application for registration must be accompanied by the prescribed fees.

On submission of your online application form an invoice for the fee payable will be made available for you to pay online.

The Institute will begin the processing of your application for registration when the approved fees are paid.

The application fee is set according to whether your qualifications were obtained in Victoria, interstate or overseas.

The schedule of current fees is available at <www.vit.vic.edu.au> or by contacting the Institute on 1300 888 067.

Should you withdraw your application, or your application for registration is unsuccessful, the registration fee component of your payment will be refunded. That part of the fee representing the cost of processing your application will NOT be refunded.

3 PRIVACY STATEMENT

The Institute's statement on privacy can be found on the website at <www.vit.vic.edu.au>.

Copies of the Institute's privacy statement can be obtained from the Institute's office at

Level 24
570 Bourke Street,
Melbourne
PO Box 531,
Collins Street West
Victoria 8007

Telephone: 1300 888 067
Facsimile: (03) 8601 5801
Email: vit@vit.vic.edu.au

The Institute is committed to protecting your privacy, and the confidentiality and security of the personal information you provide.

The personal information provided by you in this form will be used to:

- assess your eligibility for registration
- maintain the Register of Teachers
- give effect to the statutory functions and administration of the Institute.

If you do not provide us with this personal information, we may not be able to process your application.

The personal information you have provided on this form may be disclosed only where necessary for the Institute's business, to persons and organisations as follows:

- the CrimTrac Agency and Australian police services to obtain a National Criminal History Record Check
- organisations contracted by the Victorian Institute of Teaching to provide administrative support
- higher education providers to obtain an academic transcript.

You have the right to request access to personal information held by the Institute. You also have the right to request that the Institute correct that information if it is incorrect.

Requests for access to documents containing personal information and in the control of the Institute will be handled in accordance with the *Freedom of Information Act 1982* or Principle 6 of the *Information Privacy Act 2000 (Vic)*. Please contact the Institute with any such requests.

4 COMPLETING YOUR APPLICATION

Applicants should ensure that the application is **fully completed** with all the required documentation attached before lodging it with the Institute.



This symbol is used throughout the forms to indicate when documentary evidence must be provided. Please attach all documentary evidence at the back of the form.

Graduating teachers may complete and submit this form prior to receiving their final academic transcript in order to commence the registration process.

When completing your application you are required to provide the supporting documents listed on the form as it applies to you. **Any document you supply to support your application must be a certified copy of the original document.**

The Institute is unable to waive requirements for documents.

The Institute may require additional documents beyond the published requirements of this guide.

In certain circumstances, the Institute may wish to sight the original documents.

OVERSEAS APPLICANTS

If your academic records or documents are in a language other than English, you must supply and pay for certified copies of the documents in both the original language and the English translation. These translations must be prepared and certified as correct by a translator accredited by the **National Accreditation Authority for Translators and Interpreters Ltd (NAATI)**.

HOW TO HAVE A DOCUMENT CERTIFIED

Make a photocopy of the original document and take the original and the copy to a person authorised to witness a Statutory Declaration (see list on page 10). The person must make the following written statement **on every page**, either in writing or using a stamp:

“I have sighted the original document and certify this to be a true copy of the original.”

The person should then sign each statement and provide their designation, e.g. *Police Officer*.

The Institute will neither return the certified copies of documents submitted with your application nor provide copies of these documents to you in future.

The Institute cannot complete the processing of applications for registration until all documentation has been provided and the approved fees have been paid.

4 COMPLETING YOUR APPLICATION continued

PERSONS AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER THE EVIDENCE (MISC. PROVISIONS) ACT 1958 (VIC) – SECTION 107A

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court
- the registrar or a deputy registrar of the County Court
- the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court
- the registrar of probates or an assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or a deputy sheriff
- a member or former member of either House of the Parliament of Victoria
- a member or former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a Council as defined in the *Local Government Act 1989*
- a registered medical practitioner registered under the *Health Practitioner Regulation National Law (Victoria) Act 2009*
- a registered dental practitioner registered under the *Health Practitioner Regulation National Law (Victoria) Act 2009*
- a veterinary practitioner
- a pharmacist registered under the *Health Practitioner Regulation National Law (Victoria) Act 2009*
- a principal in the teaching service
- the manager of an authorised deposit-taking institution
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria)

Applicants who complete this form while interstate or overseas must have their documents certified by a person authorised to do so in that state, territory or country, e.g. a Public Notary.

5 WHAT YOU MUST PROVIDE

1.0 PERSONAL DETAILS

Complete all questions in this section.

This information is used to identify you and is the means by which the Institute will correspond with you regarding your application.

Please ensure all details are correct.

2.0 TEACHING QUALIFICATIONS

2.1 INITIAL TEACHER EDUCATION QUALIFICATIONS

Under Section 2.6.24 of the Act, the Institute must record the qualifications of all teachers on the Register of Teachers. Consequently, transcripts of all programs studied must be included with your application.

Please attach the certified copies of your official academic record/s (official transcripts of results).

Where credits, exemptions or advanced standing have been granted, you must provide certified copies of the relevant academic records of the study upon which these credits, exemptions or advanced standing were based.

Do not send computer print-outs, notification of examination results, assessment results, semester results, or other unofficial documentation.

Where your official academic record does not show evidence of completion, attach a certified copy of your graduation certificate.

2.2 SUPERVISED PRACTICE TEACHING (SPT)

Supervised Practice Teaching (SPT) is the teaching practice you undertook as part of your initial teacher education program. You must provide evidence of at least 45 days of evaluated teaching practice. If your official academic record does not show the number of days of SPT and you are NOT an applicant who qualified in Victoria, you need to provide a certified copy of an official statement from the awarding institution certifying the type of school and the amount of SPT completed within your teacher education program.

2.3 GRADUATING TEACHERS

Even though final year transcripts will not be available before July/December, the Institute encourages you to complete this application and return it with all other documents to the Institute as soon as possible. When your transcripts arrive, have certified copies made and forward them to the Institute. Your application for registration will be finalised when all supporting documents have been provided and the approved fees paid. If your university is participating in the automatic transfer of results to the Institute, and you have submitted a signed consent form by the due date, you will not be required to provide those academic transcripts to the Institute.

You are not eligible to teach unless you have been granted provisional or full registration or permission to teach.

5 WHAT YOU MUST PROVIDE continued

3.0 ACADEMIC/TRADE QUALIFICATIONS

3.1 HIGHER EDUCATION QUALIFICATIONS

Higher education refers to post-year 12 study undertaken at a university, TAFE or other post-secondary institution.

Please attach the certified copies of your official academic record (official transcript of results) and evidence of course completion, certificates of proficiency and/or evidence of completion of apprenticeship.

Where credits, exemptions or advanced standing have been granted, you must provide certified copies of the relevant academic records of the study upon which these credits, exemptions or advanced standing were based.

Do not send computer or Internet print-outs, notification of examination results, assessment results, semester results, or other unofficial documentation.

Where your official academic record does not show evidence of completion, attach a certified copy of your graduation certificate.

3.2 INDUSTRIAL/TRADE EXPERIENCE

If you have an industrial or trade qualification, you will need to provide certified copies of evidence of the qualification and evidence of the number of years of experience completed in the trade. This evidence may be in the form of references (on company letterhead) or an official statement from your accountant if self-employed.

4.0 ENGLISH LANGUAGE REQUIREMENTS

An applicant for registration as a teacher must meet the standards of competence in both written and oral communication in the English language.

If you have completed one of the approved English language tests (*refer to page 6*) you will need to provide documentary evidence of this. Your test results must be less than 24 months old at the time of your application.

5 WHAT YOU MUST PROVIDE continued

5.0

PROOF OF IDENTITY AND CONSENT TO OBTAIN A NATIONAL CRIMINAL HISTORY RECORD CHECK

A National Criminal History Record Check (NCHRC) is an essential part of the Institute's process of assessing whether you are suitable to be granted registration.

The Institute must verify your identity for registration and before an NCHRC is undertaken on your behalf.

Complete the required information and provide 100 points of 'Proof of Identity' documents. You must provide one primary and one secondary identity document in your application.

Primary identity documents include a certified copy of your full Birth Certificate, current passport indicating place and date of birth or an Australian Citizenship Certificate indicating your date of birth.

Secondary identity documents include a government issued card containing your photograph or signature such as a driver's licence, a student card or a Centrelink card.

If applicable, please provide a certified copy of evidence of all names including any name changes, e.g. marriage certificate, decree nisi, deed poll. Where you are known by a name different from the name on your primary identity document, please provide a Statutory Declaration stating clearly the name you are known by, e.g. Dimitrios/Jim.

Previous residential addresses during the past five years are used to confirm your identity and ensure the criminal history check completed in your name relates only to you.

The information sought in this section authenticates your personal details.

The Institute requires all applicants for registration to undergo an NCHRC. The Institute will organise this for you, using the personal details provided in Sections 1 and 5 of the application form. You are asked to ensure that all details provided are correct. Upon receipt of the signed consent form included in the application, the Institute will obtain an NCHRC for all Australian jurisdictions through the CrimTrac Agency.

5 WHAT YOU MUST PROVIDE continued

6.0 DECLARATIONS

Section 2.6.9(2) of the Act provides that the Institute may refuse to grant registration to an applicant if:

- it would not be in the public interest
- the applicant has been convicted or found guilty of a sexual or an indictable offence
- the applicant has been convicted or found guilty of an offence and it would not be in the public interest for that person to be a teacher
- the person's right to teach in another jurisdiction has been cancelled or suspended
- the person has not produced evidence of their suitability to teach.

You are required to truthfully complete Section 6 on the form, declaring any criminal charges, conviction or finding of guilt, disciplinary proceedings, resignation to avoid proceedings or disciplinary action, cancellation or suspension of eligibility for employment as a teacher or conditions in practising the profession. This section also requires that you declare any physical or mental impairment, disability, condition or disorder including substance abuse or dependence which may affect your ability to practise as a teacher.

If you answer 'Yes' to any of the questions in Section 6, you must provide a Statutory Declaration (available on <www.vit.vic.edu.au> under *Forms*) that sets out the full details of the circumstances relating to the finding of guilt or physical/mental impairment.

You are asked to certify that the personal information you have provided in the form is correct. If you provide false or misleading information, you may be assessed as being unsuitable to be a teacher.

Answering 'Yes' to any of the questions will not automatically result in your application being rejected. Each application is considered on its merits.

OVERSEAS CRIMINAL RECORD CHECKS

If you have resided in any country other than Australia for a continuous period of 12 months or more within the last 10 years, and were 18 years of age or older at that time, you must provide certified copies of the original criminal record checks from each country in which you resided. The criminal record checks must cover the periods that you resided in each country and be less than 12 months old at the date of application.

For information about obtaining criminal record checks from other countries, please consult the Department of Immigration and Citizenship website <www.immi.gov.au/allforms/character-requirements>.

If you have been granted Australian permanent residency or citizenship since living overseas, you will not be required to provide an overseas criminal record check, but will be required to submit a copy of your permanent residency visa or citizenship certificate.

However, you will be required to provide an overseas criminal record check if you have returned to live overseas for 12 months or more since being granted Australian permanent residency or citizenship.

If you do have a criminal record in the country/ies you have lived in, or charges pending, you will be asked to provide a Statutory Declaration explaining the circumstances.

5 WHAT YOU MUST PROVIDE continued

7.0 RECORD OF TEACHING EXPERIENCE

7.1 SCHOOL APPOINTMENT

If a school has made you a formal offer of employment, you should complete this section.
The Institute may contact you through the school.

7.2 RECORD OF TEACHING SERVICE

To be considered as an experienced teacher eligible for assessment for full registration, you must provide official evidence of having completed at least 80 days of teaching experience post-qualification as a teacher prior to applying for registration in Victoria. This does **not** include the supervised practice teaching undertaken as part of your initial teacher education program.

7.3 FULL REGISTRATION

If you provide evidence of your experienced teacher status (as above), and can demonstrate to the satisfaction of the Institute that you meet the standards of professional practice, you will be considered for full registration.

If you cannot provide evidence of meeting the standards of professional practice immediately, you will be granted provisional registration and will be formally advised by the Institute about the process of assessment for full registration that is appropriate to your circumstances.

5 WHAT YOU MUST PROVIDE continued

8.0 STATUTORY DECLARATION UNDER THE *EVIDENCE (MISC. PROVISIONS) ACT 1958 (VIC)* AND AUTHORISATION

This section must be completed and signed before a person qualified to take Statutory Declarations. Please refer to page 10 of this booklet for a list of authorised persons.

Section 2.3.13(2a)(b) of the Act states that an application includes authorisation for a police record check. In signing this form you authorise the Institute to conduct a police record check, if registration is granted, from time to time during the period for which the registration remains in force.

A person making a false declaration and signing this Statutory Declaration may be committing perjury.

SPENT CONVICTIONS

VICTORIA

In Victoria, the Spent Convictions Scheme of Victoria operates. A 'spent conviction' for a Victorian offence is the same as a spent conviction for a Commonwealth or Territory offence. That is, for an adult, a spent conviction is a conviction (or finding of guilt) recorded more than 10 years ago that resulted in a prison sentence of 30 months or less. For a juvenile, a spent conviction is a conviction (or finding of guilt) recorded more than five years ago that resulted in a prison sentence of 30 months or less.

The Spent Convictions Scheme of Victoria does not apply to registered teachers convicted (or found guilty) of an offence in Victoria. This means that all convictions (or findings of guilt) will be revealed by an NCHRC, no matter when they occurred.

OTHER AUSTRALIAN POLICE SERVICES

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as 'spent' or 'rehabilitated' convictions) will not be released unless the records check is for the applicant's personal information only, and provided that this is in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

YOUR RESPONSIBILITY

Section 2.6.57 of the Act requires a teacher to notify the Institute within 30 days if committed for trial or found guilty of an indictable offence, including a sexual offence.

An NCHRC, which provides details of convictions, findings of guilt or court appearance/s, will not automatically preclude you from registration. Each case will be considered on its merits.

If you have been convicted or found guilty of an offence in a court of law in Victoria or elsewhere, it is important that you provide information requested in subsections 6.7 and 6.8 of your application to expedite processing of your application.

If you have ever been charged with an offence and subsequently gone to court, unless the Magistrate or Judge dismissed the charge, you will have been found guilty even if a conviction was not recorded. The Magistrate or Judge may have adjourned the matter for a period and providing you did not re-offend you would not have to return to court. This means that you were found guilty of the offence. If you have been ordered to pay an amount of money to the Court Fund or been placed on a good behaviour bond,

5 WHAT YOU MUST PROVIDE continued

these penalties also mean that you were found guilty of the offence.

If your NCHRC shows that you have been convicted or found guilty of a sexual offence in Victoria or elsewhere at any time, your application for registration as a teacher will not be considered. This means that you cannot be registered as a teacher in Victoria.

According to Section 2.6.57 of the Act, a registered teacher must notify the Institute within 30 days if committed for trial or convicted or found guilty of a sexual or other indictable offence.

CRC is used in Institute correspondence to denote that an NCHRC has been conducted.

For more information please refer to the 'Consent for the Victorian Institute of Teaching to Obtain a National Criminal History Record Check on Behalf of a Registered Teacher' form at <www.vit.vic.edu.au> under *Forms*.

9.0 CHARACTER REFERENCE

The reference must be completed by a person who is not a partner or related to you by birth or marriage and who has known you for at least 12 months within the past two years.

The reference may be returned with your application or the person completing it may wish to provide it directly to the Victorian Institute of Teaching.

6 LODGING YOUR APPLICATION

**You may lodge your application personally
between 8.30 am and 5.00 pm at**

Level 24 Marland House
570 Bourke Street
Melbourne Victoria 3000

By mail

The Victorian Institute of Teaching
PO Box 531
Collins Street West
Victoria 8007

Enquiries

Telephone: 1300 888 067
Facsimile: 8601 5801
Email: vit@vit.vic.edu.au

You must submit the original application form – not a photocopy or fax.

Incomplete applications will not be processed.

The Institute is unable to waive requirements for documents, and may require additional documentation beyond the published requirements of this application form.

Lodgement of this application does not constitute approval of your registration.

You are not permitted to undertake the duties of a teacher until you have received formal approval of your registration in writing.