

NOTES TO ACCOMPANY THE RENEWAL OF REGISTRATION APPLICATION FORM

General information about applying for renewal of registration

The requirement to renew registration

The Victorian teacher registration legislation (Part 2.6 of the *Education and Training Reform Act 2006*) provides that full registration must be maintained through a renewal process. If registration is not renewed by the expiry date, the Institute is required by law to remove that person's name from the register.

A teacher whose registration has ceased through failure to renew and who later wishes to return to teaching in Victoria must apply for new registration with the Victorian Institute of Teaching using Form A and provide all required documents which have not previously been provided to the Institute. A teacher who does not have an approved four-year tertiary qualification will need to meet current qualifications requirements to apply for new registration with the Victorian Institute of Teaching.

Completing the application

Teachers must complete the declarations related to continuing suitability to teach and maintenance of professional practice for their application to be valid.

Teachers answering 'No' to the declarations related to maintenance of professional practice may apply for *either* an extension to their renewal of registration due date, when appropriate and available, *or* non-practising registration. Otherwise their registration will expire.

Notes to assist in completing the application form

Section 1: Personal details

Your personal details, as they are recorded on the Institute database, are shown on the application form. If any of the details relating to your name or date of birth have changed or are incorrect please refer to the Institute website <www.vit.vic.edu.au> for information on how to update your details.

Section 2: Declarations relating to continuing suitability to be a teacher

The Institute is required to ensure that teachers who are applying to renew their registration have provided any information required by legislation. If you have previously notified the Institute of a criminal offence or that action has been taken against you by a registration authority or employer and the Institute has found that you are suitable to teach, these matters will not be reconsidered by the Institute.

You are required to complete the declaration truthfully before your application can be considered. The following information is provided to assist you in making the declarations.

Indictable offences: An indictable offence is an offence that carries a maximum term of imprisonment of five years or more, or where a fine of \$60,000 or more can be imposed. Offences under the *Crimes Act of 1958 (Vic)* and the *Wrongs Act 1958 (Vic)* are indictable offences unless categorised as summary offences.

Examples of indictable offences are culpable driving, theft, intentionally causing serious injury, stalking and assault.

Advice regarding spent convictions: 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. However, the spent convictions scheme 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 the National Criminal History Record Check, no matter when they occurred and teachers should declare any spent convictions on the renewal application form.

Teachers are reminded that under s 2.6.57 of the *Education Training and Reform Act 2006*, registered teachers are required to notify the Institute within 30 days if they have been committed for trial in respect of, or have been convicted or found guilty of, a sexual offence or other indictable offence. A failure to do so constitutes an offence under this Act.

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

Section 3: Declarations relating to professional practice

- **Maintaining currency of practice**

To renew their registration teachers are required to have maintained currency of practice by completing the required number of days teaching, educational leadership or equivalent practice in the renewal period. Teachers may have undertaken a combination of teaching, educational leadership and/or equivalent practice to meet the required days. Mark one box indicating the area in which the majority of the professional practice has been undertaken.

Teaching refers to the work of a registered teacher in a primary, secondary or special school. This may have been undertaken outside Victoria. This can be work as an employed teacher or volunteer work with students in a 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 to the standards of professional practice. Educational leaders may not be teaching students but their work will directly influence the teaching and learning of students 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. It also refers to volunteer work teachers undertake with students outside school settings that draws on their professional knowledge and practice. A clear relationship between the work of these teachers and the standards of professional practice provides a case for equivalent practice. The Institute will make an assessment of equivalent practice on a case-by-case basis.

- **Maintaining professional practice**

To renew their registration teachers are required to maintain their professional practice by engaging in a defined quantum of hours of standards-referenced professional development activities that update knowledge about pedagogy, content and/or practice.

It is not necessary for all eight standards to be referenced. Teachers may select the PD activities they use to make up the required hours for renewal of registration but in all cases they must be able to show how the activity enhances their professional knowledge and practice and what that means for student learning.

- **Evidence of maintenance of professional practice**

Teachers are **not** required to provide evidence of professional practice with their application for renewal of registration. However, all teachers must be able to verify the declarations they make on the application form if requested by the Institute.

Teachers must ensure that they keep all records pertaining to their currency of practice and professional development activities that support their application for renewal of registration.

A sample of teachers will be randomly selected to verify their declarations relating to maintenance of professional practice. They will be contacted after they have submitted their application for renewal of registration and asked to provide evidence relating to days teaching, education leadership or equivalent practice and hours of standards-referenced professional development activities.

Section 4: Extension to the due date of renewal of registration

The Victorian Institute of Teaching legislation allows the Institute to extend the due date of the renewal of registration of a teacher for up to 12 months where there are special circumstances or for administrative reasons. A teacher who wishes to continue to be available to teach in a Victorian school but who is unable to meet the requirements for renewal of registration at this time must give reasons for requesting an extension of their registration, if it is available to them. The Institute will consider each request on its merits.

Teachers applying for an extension should have a reasonable expectation of completing their renewal requirements within the next 12 months. A second extension cannot be granted.

Section 5: Non-practising registration

A teacher, who meets the requirements for continued suitability to be a teacher but cannot meet those relating to maintenance of professional practice, may apply to be registered as a non-practising teacher. This allows teachers to maintain their professional registration with the Institute. A teacher can hold non-practising registration dependent upon having a current and satisfactory National Criminal History Record Check (NCHRC). During this time the non-practising teacher will continue to pay the annual fee and will receive a registration card indicating non-practising status and the currency of the NCHRC.

Non-practising registration means the teacher **cannot** be employed as a teacher in a Victorian primary, secondary or special school but can maintain professional registration.

When a teacher holding non-practising registration gives notification that they intend to return to teaching, the Institute will grant a period of 12 months Returning registration which will allow employment as a teacher in a Victorian school. This registration is provisional upon the teacher meeting two conditions within a 12 month period from the date the registration is granted. The first requires that the teacher complete 10 days or pro rata teaching, educational leadership or equivalent practice. The second requires that the teacher complete a total of 20 hours or pro rata of professional development activities with reference to the standards of professional practice.

A teacher who has requested an extension of the due date for renewal of registration (Section 4) cannot also apply for non-practising registration at this time.

Section 6: Applicant's declaration

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

Note that you must also have a current (within the last five years at your renewal due date) and satisfactory National Criminal History Record Check (NCHRC) before your registration can be renewed. Please contact the Institute on 1300 888 067 if your latest NCHRC will be no longer current and you have not recently consented to the Institute requesting a new check.

If you have answered 'yes' to sections 3.1 and 3.3 then you must be able to provide evidence of your maintenance of professional practice if requested by the Institute.

If you do not sign the form your application cannot be processed.