

VICTORIAN INSTITUTE OF TEACHING

QUALIFICATION FOR TEACHER REGISTRATION QUALIFICATION POLICY

Section 2.6.8(a)(i) of the *Education and Training Reform Act 2006* (the Act) requires that in order to be registered as a teacher, a person must obtain a qualification that is appropriate for entry to teaching approved by the Minister or has obtained a qualification determined by the Victorian Institute of Teaching to be equivalent to an approved qualification that is appropriate for entry to teaching.

This policy should be read in conjunction with Appendix 1 'Approved Qualifications and Packages' and Appendix 2 'Equivalency, Definitions and Application Requirements'

The following qualifications, or those found to be equivalent by the Institute, articulate the requirements of the Act:

- **An approved four year** (full time or equivalent) **teaching qualification undertaken at a higher education institution which includes** an initial course of primary and/or secondary teacher education of at least one year's duration (full time or equivalent) 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 initial primary and/or secondary teaching qualification of at least one year's duration (full time or equivalent) 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 initial course of secondary teacher education of at least one year's duration (full time or equivalent), which includes approved teaching methods and supervised practice teaching OR
 - (d) where (b) is not included, an approved initial course of secondary teacher education of at least two years duration (full time or equivalent), which includes approved teaching methods and supervised practice teaching.**OR**
- **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 initial course of secondary teacher education of at least one year's duration (full time or equivalent), which includes approved teaching methods and supervised practice teaching OR
- (d) where (b) is not included, an approved initial course of secondary teacher education of at least two years duration (full time or equivalent), which includes approved teaching methods and supervised practice teaching.

APPROVED QUALIFICATIONS AND PACKAGES

The following qualifications, or combinations of qualifications, are generally considered to meet the requirements of 'Qualifications for Teacher Registration'.

- An approved academic degree or equivalent diploma of at least three years duration (full time or equivalent) together with an approved one-year (full time or equivalent) initial course of primary and/or secondary teacher education, such as a Graduate Diploma in Education (Primary and/or Secondary).
- An approved academic degree or equivalent diploma of at least three years duration (full time or equivalent) together with an approved two-year (full time or equivalent) initial course of primary and/or secondary teacher education, such as a Bachelor of Teaching (Primary and/or Secondary)(Postgraduate).
- An approved four year (full time or equivalent) Bachelor of Primary Education or Bachelor of Secondary Education or equivalent qualifications.
- An approved four year (full time or equivalent) primary or secondary teaching double degree, such as a Bachelor of Arts/Bachelor of Teaching (Primary or Secondary) or equivalent qualifications.
- Certificate A issued by the Department of Education Victoria.
- A two-year (full time or equivalent) post-Year 12 initial course of primary teacher education, such as the Trained Primary Teacher's Certificate, together with a further two years (full time or equivalent) of approved higher education study, or equivalent qualifications.
- A three year (full time or equivalent) post-Year 12 initial course of primary teacher education, such as the Trained Infant Teacher's Certificate or Diploma of Teaching (Primary), together with a further year (full time or equivalent) of approved higher education study, or equivalent qualifications.
- A three year (full time or equivalent) post-Year 12 initial course of secondary teacher education, such as the Trained Secondary Teacher's Certificate, together with a further year (full time or equivalent) of approved higher education study, or equivalent qualifications.
- An approved Certificate of Proficiency/Completion in a trade together with:
 - i relevant industrial experience such that the period of apprenticeship and the industrial experience totals not less than eight years **and***
 - ii an approved trade technician course or an approved equivalent program of post-apprenticeship studies equivalent to one year of full-time study **and***
 - iii an approved initial course of secondary teacher education of at least one year's duration (full time or equivalent), such as a Trained Trade Instructor's Certificate, Certificate of Technical Teaching or Certificate of Teaching (Technology), which includes approved teaching methods and supervised practice teaching in secondary school settings **or***
 - iv where (ii) above is not included, an approved initial course of secondary teacher education of at least two years duration (full time or equivalent), such as a Diploma of Technical Teaching or Diploma of Teaching (Technology), which includes approved teaching methods and supervised practice teaching in secondary school settings.*

- An approved Certificate of Technology or equivalent qualification together with:
 - i* six years of relevant industrial experience **and**
 - ii* an approved trade technician course or approved equivalent studies that are equivalent to one year of full-time study **and**
 - iii* an approved initial course of secondary teacher education of at least one year's duration (full time or equivalent), such as a Trained Trade Instructor's Certificate, Certificate of Technical Teaching or Certificate of Teaching (Technology), which includes approved teaching methods and supervised practice teaching in secondary school settings **or**
 - iv* where (ii) above is not included, an approved initial course of secondary teacher education of at least two years duration (full time or equivalent), such as a Diploma of Technical Teaching or Diploma of Teaching (Technology), which includes approved teaching methods and supervised practice teaching in secondary school settings.

EQUIVALENCY, DEFINITIONS AND APPLICATION REQUIREMENTS

EQUIVALENCY

The following determinations are intended to assist in interpreting equivalency to qualifications specified in *'Qualifications for Teacher Registration'* and *'Approved Qualifications and Packages'*

- The Victorian Institute of Teaching approves and accredits all initial primary and/or secondary teacher education courses offered in Victoria, and endorses a number of specialist education courses.
- The Institute accepts all
 - (a) academic qualifications approved by relevant State and/or Commonwealth higher education authorities within in Australia.
 - (b) TAFE Diploma and Advanced Diploma qualifications approved by relevant State Further Education authorities within Australia.
 - (c) vocational and professional qualifications approved by relevant State and/or Commonwealth government authorities and/or any State Further Education authority within Australia
- The Institute accepts the following providing that they are determined by the Institute to be equivalent to those offered in Victoria
 - (a) all teaching qualifications approved by relevant State and/or Commonwealth higher education authorities elsewhere in Australia.
 - (b) other academic and teaching qualifications approved by the relevant higher education authorities in the countries where they are offered.
 - (c) all vocational and professional qualifications approved by relevant government authorities in the countries where they are offered.
- Country Education Profiles published by the National Office on Overseas Skills Recognition and/or its successor organisation will be accepted by the Institute as the authoritative reference source for equivalency determinations on overseas qualifications.

DEFINITIONS

“Academic” means non-education discipline studies or educational studies other than initial teacher education studies undertaken at a recognised higher education or further education institution.

“Approved” means approved by the Victorian Institute of Teaching, except where stated otherwise.

“Certificate A” means a certificate issued by the Department of Education Victoria to indicate four-year trained teacher status in accordance with Departmental regulations.

“Certificate of Proficiency/Completion” means trade training through an approved authority incorporating indentured employment (Apprenticeship), on-the-job-training and formal studies at an approved institution.

“Industrial Experience” means being engaged in an approved occupation of a non-teaching nature.

“Qualification” means an award granted by a higher education or further education institution or other recognised vocational or professional body on completion of an approved course of study or training, or both.

“Recognised” means recognised by the Victorian Registration and Qualifications Authority or an equivalent authority in another Australian State or Territory.

“School” as defined under s.1.1.3 of the Act means a place at or from which education is provided to children of compulsory school age during normal school hours, but does not include—

- (a) a place at which registered home schooling takes place;
- (b) a University;
- (c) a TAFE institute;
- (d) an education service exempted by Ministerial Order;
- (e) any other body exempted by the regulations;

School also refers to an equivalent institution in another Australian State or Territory, or another country.

“Supervised Practice Teaching (SPT)” means the required component of a course during which time a pre-service teacher is engaged in the teaching and learning process with students either (a) in a primary and/or secondary school setting under the supervision of a registered teacher or a person able to be registered as a teacher, or (b) in a non-school setting under the supervision of an educator employed by that institution who will preferably be a registered teacher or a person able to be registered as a teacher. The supervised teaching practice must be formally assessed.

While it is desirable for supervised practice teaching to take place in a variety of learning environments, the majority of the supervised practice teaching must occur in Australian primary and/or secondary school settings for Institute approved courses.

“Teacher Education” means approved initial professional education studies, curriculum and teaching methodology studies appropriate to teaching in primary and/or secondary schools, and supervised practice teaching in primary and/or secondary school settings.

“Higher Education Study” means Post Year 12 study undertaken at a university, TAFE or other accredited post-secondary institution.

“Higher Education Institution” means a university, TAFE, or other accredited post-secondary institution which provides a course of higher education study.

“Year 12” means the final year of study in a Victorian secondary school, or equivalent level in another education system.

APPLICATION REQUIREMENTS

APPLICATION FORM

Applicants for registration to teach in Victorian primary, secondary and special schools may apply only on the form approved by the Council of the Victorian Institute of Teaching (the Institute).

APPLICATION FEE

Applicants must pay the prescribed fee. Applications will not be processed until the application fee has been paid.

REQUIRED INFORMATION & DOCUMENTATION

Applicants for registration must provide information or relevant documentation in the following areas where applicable:

- **Personal details, including:** title, surname or family name, given names, previous names, gender, date of birth, place of birth, residential/postal address, contact telephone numbers and email address.
- **Proof of identity:** the applicant must provide 100 points of 'proof of identity' documents with their application. Details on the required proof of identity documents can be found in the application form. The Institute has the right to request presentation of the original documents.
- **School appointment details (if known) including:** name of school, suburb and contact numbers.
- **Academic or Trade qualifications, including for each qualification:** name of qualification, content of and results in the course, years in which it was undertaken, name of institution, the state or country in which it was undertaken, length of course (full time equivalent) and evidence that the qualification has been completed. A full academic transcript for each qualification will be required.
- **Teaching qualifications (Primary or Secondary), including for each qualification:** name of course, years in which it was undertaken, name of institution, state or country in which it was undertaken, length of course (full time equivalent) and evidence that the qualification has been completed. A full academic transcript for each qualification will be required.
- **Other higher education qualifications not complete, including for each qualification:** name of course, years in which it was undertaken, name of institution, full time equivalent length of course. This is particularly important where credits, exemptions or advanced standing from this study have been granted towards a subsequent qualification.
- **Evidence of Trade or Industrial experience.**
- **Evidence of at least 45 days of Supervised Practice Teaching (SPT) undertaken in Primary and/or Secondary school settings.**
- **Employment history as a qualified teacher** where applicable.

- **English language requirements including:** declarations regarding English language competence and, where required, evidence of an English language test which satisfies the Institute's English language policy as to the applicant's proficiency in listening, speaking, reading and writing in English, the results of which are no more than 12 months old at the time of application.
- **A character reference including:** a statement to be completed by a person of good standing in the community who has known the applicant for at least 12 months and is not the partner of the applicant or related by birth or marriage/defacto relationship and who is prepared to vouch for the applicant if contacted by the Institute.
- **Consent:** for the Institute to obtain a National Criminal History Record Check (NCHRC) from the CrimTrac agency and authorise the Institute to conduct a police record check from time to time if registration or permission to teach is granted.
- **An overseas Criminal Record Check (CRC):** from any country other than Australia in which an applicant has lived for more than 12 continuous months in the last ten years when over 18 years of age. The applicant must provide an original or certified copy of the document, which must be no more than 12 months old at the time of application and cover the period of residency in the overseas country. If the applicant has been granted Australian permanent residency since living overseas, they may provide evidence of this instead.
- **Evidence of teacher registration** held in Tasmania, Queensland, Western Australia, South Australia, the Northern Territory or New Zealand if applying under the Mutual Recognition Principle.

Declarations of: 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, and any physical or mental impairment, disability, condition or disorder including substance abuse or dependence which may affect ability to practise as a teacher

ORIGINAL AND CERTIFIED DOCUMENTS

Applicants will be required to provide copies certified by a person authorised under the *Evidence (Miscellaneous Provisions) Act 1958 (Vic)* of all the above documentation with the exception of the character reference. The Institute will not return original or certified copies of documents submitted with an application.

STATUTORY DECLARATION

Applicants will be required to complete a statutory declaration witnessed by a person authorised to certify documents under the *Evidence (Miscellaneous Provisions) Act 1958 (Vic)*, attesting to the truth and correctness of all information provided.

PRIVACY

The application form shall include a privacy statement as prescribed under the *Information Privacy Act 2000* and the *Health Records Act 2001*.

HUMAN RIGHTS CHARTER

The application form shall include a statement in relation to compliance with the *Charter of Human Rights and Responsibilities Act 2006*.

VICTORIAN INSTITUTE OF TEACHING

QUALIFICATION FOR TEACHER REGISTRATION SUITABILITY TO TEACH POLICY

Section 2.6.8(a)(ii)(A) of the *Education and Training Reform Act 2006*, requires that in order to be registered as a teacher, a person must produce evidence that satisfies the criteria approved by the Minister about suitability to be a teacher. The following criteria articulate this requirement.

CRITERIA ABOUT SUITABILITY TO BE A TEACHER:

1. This policy applies to all applications for registration, including permission to teach.
 2. An applicant for registration must complete all applicable sections of the form and supply all requested documents and information required in the application form.
 3. An applicant for registration must provide written consent authorising the Institute to undertake an Australian National Criminal History Records Check (NCHRC).
 4. An applicant for registration who has resided in any country other than Australia for a continuous period of 12 months or more during the 10 years prior to the date of the lodgement of the application, and who was 18 years or older when they resided in that country, must provide an original or certified copy of a criminal records check (CRC) from that country at the time of application for registration. The CRC document must be no more than 12 months old at the time of application and must cover the full period of residency in that country.
 - 4.1 An applicant will not be required to provide the CRC if they have been granted permanent residency by the Department of Immigration and Multicultural and Indigenous Affairs in the intervening period.
 - 4.2 If an applicant for registration cannot, at the time of application, provide an overseas CRC, they must provide a Statutory Declaration stating that the applicant:
 - has not been charged, convicted or found guilty of a criminal offence under the laws of the country(ies) in which they resided **AND**
 - has contacted the authorities in the relevant country(ies) and requested an overseas police check and received no reply to the request for an overseas police check **OR**
 - has contacted the authorities in the relevant country(ies) and requested an overseas police check and the authorities have refused to supply an overseas police check.
- Note:** Copies of all correspondence in the form of letters, completed request form, email, etc, must be attached.
5. Any NCHRC or overseas police check is to be assessed against the requirements set out in s.2.6.9(2) of the Act and the Criminal Record Checks policy of the Institute.

- 6.** The particular details or circumstances surrounding any declaration in the Institute's application form must be provided by way of a statutory declaration.
- 7.** An applicant for registration must be physically and mentally able to undertake the duties of a teacher.

VICTORIAN INSTITUTE OF TEACHING

QUALIFICATION FOR TEACHER REGISTRATION ENGLISH LANGUAGE COMPETENCE POLICY

Section 2.6.8(a)(ii)(B) of the *Education and Training Reform Act 2006* requires that in order to be a registered teacher, a person must produce evidence that they satisfy the criteria approved by the Minister with regard to English language competence. The following criteria articulate this requirement

1. FULL OR PROVISIONAL REGISTRATION AND PERMISSION TO TEACH

Applicants for full or provisional registration and permission to teach who meet the following criteria relating to English language competence will be considered for registration:

1.1 Applicants who have completed their teacher education qualifications at an Australian institute or at an institution in a country where English is the national language of instruction;

1.2 Applicants who undertake one of the following English language tests and achieved at the stated standard;

- i. achievement in the academic module of the International English Language Testing System (IELTS) of Level 7 in each of speaking, listening, reading and writing.
- ii. achievement in the International Second Language Proficiency Rating (ISLPR) of Level 4 in each of speaking, listening, reading and writing.
- iii. achievement of a band A in each of speaking, listening, reading and writing in the Professional English Assessment for Teachers (PEAT) test.

1.3 Applicants who have provided evidence that their first or primary language is English.

Note: The date of the English language test results must not be more than 12 months old at time of application.

2. EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances, permission to teach for languages other than English (LOTE) may be granted at a lesser level of competence in the English language than required at 1.2. (Inclusive of the Victorian School of Languages and Auslan programs)

Note: Where persons granted Permission to Teach under 'exceptional circumstances' subsequently become eligible for Provisional or Full registration, they will be required to meet the English language requirements prescribed at 1.1 or 1.2.

3. COSTS

Any costs associated with the English Language tests will be the responsibility of the applicant.

The Qualification for Teacher Registration Policy (2011) approved by the Minister for Education on 21 October 2010 replaces the Qualification for Teacher Registration Policy (2009) on 1 January 2011.