

## Fact sheet

# Applying for teacher registration – online application modules

To submit an application for registration with VIT, applicants will be asked to complete a series of online modules. The following fact sheet describes how to complete each module and why it might be required.



### Documents in a language other than English

Some application modules will ask applicants to provide supporting documentation.

Applicants providing copies of documents in a language other than English must also provide translations prepared and certified as correct by a translator accredited by the [National Accreditation Authority for Translators and Interpreters Ltd](#) (NAATI).

## Qualifications

Legislation requires that, in order to be registered as a teacher, a person must obtain a qualification that is appropriate for entry to teaching. This qualification must be approved by the Minister or be determined by VIT to be equivalent to an approved qualification.

Read about the [approved and recognised qualifications](#) accepted by VIT for registering as a teacher or early childhood teacher.

To complete the qualifications module, you'll be required to provide details of the qualifications you hold.

Applicants for teacher registration will need to provide four years of full time (or equivalent) higher education study, including an approved initial primary and / or secondary teaching qualification of at least one year's duration. This includes undertaking a minimum of 45 days of [supervised teaching practice](#).

Applicants for early childhood teacher registration will need to provide qualifications that have been approved or recognised by the Australian Children's Education and Care Quality Authority (ACECQA) at the early childhood teacher level.

You will be asked to submit information about this qualification (and other qualification requirements accepted by VIT) such as

- qualification type and location
- qualification provider
- qualification program
- qualification start and finish date
- supervised teaching practice days and settings.

You will also be asked to upload evidence of your qualifications in most cases, which may include

- academic transcripts
- evidence of supervised teaching practice (STP)
- evidence of completion
- evidence issued by ACECQA regarding an early childhood teaching qualification.

If your university has provided these to you as one document, you will need to upload it twice (labelling one copy 'academic transcript' and the other copy 'evidence of completion') in order to progress this module.

## Criminal record check

To be registered with VIT, or to renew your registration as a teacher, you will need to have a current and satisfactory Nationally Coordinated Criminal History Check (NCCHC) conducted by VIT on your behalf.

You will be asked to consent to VIT undertaking an NCCHC on your behalf by reading and accepting the Australian Criminal Intelligence Commission (ACIC) disclaimer.

## Proof of identity

You will be required to provide evidence that proves your identity as well as give consent so VIT can undertake an NCCHC on your behalf. The VIT may carry out other criminal record checks occasionally.

Applicants will be asked to provide **five different identity documents** in order to prove their identity.

- 1x Commencement of identity document
- 1x Primary use document
- 2x Secondary use document
- 1x Verification of identity form

At least one (1) document of identity must include a photograph.

You must complete the [Verification of identity \(VOI\) form](#) to provide evidence that links you to your documents.

The VIT is unable to accept VOI forms that do not contain complete verification from an authorised third party. Submission of incomplete documents may delay the [assessment of an application](#).

All documents must be in the same name. If any documents appear in a different name, such as a maiden name, then official documentation must be provided as evidence of the change in name.

When submitting your proof of identity documentation, VIT recommends you use the suggested documents below so that your evidence can be validated immediately. This will avoid delays in the assessment of your application, as other documents can only be validated by the VIT after your application has been submitted.

### List of identity documents that can be validated immediately

Commencement of identity documents	Primary use documents	Secondary use documents
Australian passport Australian birth certificate ImmiCard Australian Visa	Australian drivers' licence	Centrelink card Medicare card

A full list of accepted proof of identity documents can be found on the [Proof of identity page](#) of VIT's website.

## Proof of identity – name history

Your name is an identifier for your proof of identity that is legally required to become a registered teacher.

The name you provide when you create a MyVIT account will be checked against your proof of identity documentation.

The name history module will be completed when you create your account, however you must add further name history if you have ever been known by another name or use an alias.

You will need to upload evidence of all your name changes, such as

- marriage certificate
- deed poll
- change of name certificate
- divorce order
- [statutory declaration](#) (when none of the above documents are available).

## Proof of identity – address history

The VIT requires your address history for the previous five years to ensure we have accurate information to conduct your Nationally Coordinated Criminal History Check (NCCHC).

The address history module will be populated with the address you provided when you created your MyVIT account.

If you have lived in your current address for five years or more, the module will already be completed, and this will be indicated by a green tick. If you haven't been living in your current address for five years, you will be required to input your previous address(es).

You will be required to provide at least five years of your address history without any gaps, including the day / month / year. If you have lived in two different locations within the last five years of making an application, you will need to enter the dates you started living in one location and the date you moved to a new location, without any gaps.

For example: If you started living at 123 Old Street in May 2014 and you moved to 456 New Street in June 2023 you will need to select the day you moved in and out of each house, with no gaps.

123 Old Street (01/05/2014 – 01/06/2023)

456 New Street (01/06/2023 – current)

Please note: dates should not overlap as this can stop your NCCHC from running.

## Suitability

Legislation requires VIT to ensure that a person is suitable to teach in a school and / or early childhood service. As part of your application, you are required to declare any condition(s) that will affect your ability to undertake the duties of a teacher.

Suitability to teach means determining whether a person is fit to teach and whether a person is physically or mentally able to teach. This includes assessing whether the character, reputation and conduct of a person are such that a person should be allowed to teach in a school and / or early childhood service.

You will be asked questions about the following categories

- professional history
- impairments
- criminal history
- reportable conduct
- negative and interim negative notices
- overseas residence.

An impairment may be ongoing or temporary, but conditions such as broken bones or pregnancy **do not need to be declared**. Depending on the nature of the impairment and the information you provide in your statement, VIT might require the submission of a medical report or a statutory declaration.

*Please note: declaring an impairment and / or a conduct matter will not automatically result in rejection of your application. The VIT may ask you to provide further information in order to assess your suitability to teach.*



*Depending on your circumstances, you may also be required to complete the following modules*

### Additional module 1

## Literacy and Numeracy Test for Initial Teacher Education (LANTITE)

Since 1 July 2016, ITE students who are enrolled in a Victorian ITE program have been required to meet the LANTITE requirement prior to being granted provisional registration as a teacher.

Depending on where, what and when you studied, you may be required to provide your Australian Council for Education Research (ACER) candidate number used to sit the LANTITE. VIT's system will check the number you provided against ACER's system to verify that you have met the Literacy and Numeracy standard. Read [VIT's LANTITE policy](#).

## Additional module 2

### English language competence

English language competence is demonstrated by your qualifications if you have completed your higher-education studies in one of these countries: Australia, New Zealand, USA, Canada, UK or Ireland.

If you have completed your higher education studies in any other country, you will need to provide a copy of an approved English language test.

For example

- if you completed an undergraduate teacher education qualification in Singapore, you will be required to provide evidence of your English language competence by completing an English language test
- if you completed an undergraduate degree (in a study other than teacher education) in France and then completed a postgraduate teacher education qualification in Australia, you will be required to provide evidence of your English language competence by completing an English language test
- if you completed an undergraduate teacher education qualification in Australia, your qualifications are evidence of your English language competence.

Depending on your qualifications and where you studied, you may be required to provide information about your English language test results from either of the below accredited testing centres.

- [International English Language Testing System \(IELTS\)](#) – scores of at least 7 in reading and writing, and at least 8 in speaking and listening or at least 7 in reading and writing, and at least 8 in speaking and listening
- [International Second Language Proficiency Rating \(ISLPR\)](#) – scores of at least 4 in all skill areas.

You will need to provide

- test date
- test scores
- evidence of your test results.

## Additional module 3

### Overseas criminal record check

If you were over the age of 18 while continuously residing\* in any country other than Australia for 12 months within the last 10 years, you will need to provide a certified copy of a police certificate issued by the national police service in the country you lived in. [Read more about obtaining a police certificate from a list of overseas countries.](#)

You will be asked

- dates that you resided overseas
- country(ies) that you resided in
- whether you have obtained an Australian permanent residency visa or citizenship since residing overseas (you will need to upload evidence of this)
- if an overseas CRC is required, you will need to upload a certified copy of this – note: VIT can only accept overseas CRCs that meet the [Department of Home Affairs](#) guidelines.

\*you have resided continuously in a country if you have held a primary address in the country for a period of more than 12 months, even if you have taken holidays in a different country during this period. For example, if you

- lived in the United Kingdom between 01/02/2022 and 02/03/2023
- travelled to France for a period of 1 month
- maintained your address in the United Kingdom during this time
- you will be required to provide an overseas CRC from the United Kingdom.

**An overseas CRC must cover the full period that you resided there.**

If you currently reside overseas, the overseas CRC must be issued within 7 days of your application being submitted (e.g. if your application is submitted on 31 August, the CRC must be issued no earlier than 24 August).

If you have obtained an Australian permanent residency visa or citizenship since residing overseas, you will be exempt from providing an overseas CRC.

#### Additional module 4

### Mutual recognition

If you're currently registered interstate or in New Zealand, and want to teach in Victoria, you may be eligible to apply for registration via mutual recognition. Your eligibility will be determined at the start of the application process via a set of registration pathway questions.

If eligible, VIT will recognise your interstate and / or New Zealand teacher registration which will streamline the initial registration process for the equivalent registration type.

In addition to the regular application modules, you will be required to provide the following information

- teaching jurisdiction
- teaching jurisdiction registration type
- teaching jurisdiction registration number
- teaching jurisdiction registration expiry
- statutory declaration confirming the information you have provided.

Note: a new scheme, Automatic Mutual Recognition, has been introduced by Commonwealth and State Governments aimed at increasing occupational mobility. This scheme does not currently apply to teachers. Those currently registered interstate or in New Zealand who wish to teach in Victoria can register with VIT via the mutual recognition process.

#### Additional module 5

### Immediate full

If you have held full registration in Australia or New Zealand in the last five years and taught for at least 80 days during this time, you may be eligible to apply for immediate full registration. Your eligibility will be determined at the start of the application process via a set of registration pathway questions.

To hold full registration, you must demonstrate that your professional practice meets the Australian Professional Standards for Teachers (APST) at the proficient level. If you have demonstrated this to a teacher registration authority in Australia or New Zealand within the last five years, you may be eligible for immediate full registration.

In addition to the regular application modules, you will be required to provide the following information

- evidence of full registration\* held in Australia or New Zealand in the last five years (e.g. copy of your registration card, statement from a teacher registration authority)
- a statement of service showing at least 80 days of teaching in Australia or New Zealand in the last five years [i.e. an official letter from your previous employer(s) detailing the role held, start and end dates of the position, and the full-time equivalence of the role].

\*your registration in another jurisdiction **does not need to be current** to apply for immediate full registration