



Teacher Registration Procedures

MACS schools



1. Purpose

The purpose of these procedures is to detail how Melbourne Archdiocese Catholic Schools (MACS) schools are to manage and validate the registration of teachers.

2. Scope

These procedures apply to all MACS schools, including specialist schools operated by MACS subsidiary, Melbourne Archdiocese Catholic Specialist Schools (MACSS) and school boarding premises operated by MACS schools.

3. General Procedures

- 3.1. All teaching staff must hold appropriate registration in accordance with the requirements for employment within MACS.
- 3.2. In line with the requirements set by the Victorian Institute of Teaching (VIT) and in accordance with the *Workforce Screening and Accreditation Policy* and the *Child Safety Recruitment Procedures*, Principals of MACS schools must ensure that all teachers hold and maintain current VIT registration.
- 3.3. It is a requirement that all MACS schools keep their own registers in relation to VIT registration for teachers, as well as Working with Children Checks (WWCCs). These registers should be updated regularly throughout the school year.
- 3.4. Details for each staff member must be accurately recorded in the School's register including:
 - name of teacher
 - VIT teacher registration number
 - expiry and renewal date
 - VIT category of registration (full registration, permission to teach).
 - any registration conditions.
- 3.5. The Principal, or their nominated staff member, is responsible for ensuring compliance with these procedures. Where responsibilities under these procedures are delegated, they must be clearly articulated within the delegate's position description to ensure accountability and clarity of role.

4. Registration conditions

Provisionally registered teachers (PRT)

- 4.1. Provisional registration is granted until a teacher demonstrates they meet the standards at the proficient teacher level. Teachers have a period of two years to demonstrate they:
 - possess an application of knowledge in teaching situations where the individual has full professional responsibility for the learning of students
 - meet the Australian Professional Standards for Teachers at the Proficient Teacher Level
 - have had at least 80 days teaching experience in a school in Australia or New Zealand
- 4.2. A mentor will be assigned to a provisionally registered teacher seeking full registration. More information about the process to attaining full registration is available on the Victorian Institute of Teaching (VIT) [website](#).

Permission to Teach (PTT)

- 4.3. The Victorian Institute of Teaching (VIT) may grant PTT to an individual who is not currently registered as a teacher in Victoria, but is suitably qualified or experienced to teach in specific circumstances.
- 4.4. The individual must submit an application to the VIT for PTT. This application requires formal endorsement from the Principal, outlining the rationale for seeking an exemption to employ an individual who does not currently hold full teaching qualifications. For further details, refer to the VIT website.
- 4.5. Where the VIT register shows a teacher's status as PTT pending, this does not equal suitability to teach.
- 4.6. It is the responsibility of the Principal or their delegate to ensure that any teachers with PTT are engaged appropriately and in line with the limits placed on their registration.

Registration conditions

- 4.7. Registration conditions must be recorded in the VIT register.
- 4.8. Registration conditions can relate to any of the following:
 - **agreed:** conditions imposed on a teacher's registration, or imposed through a voluntary agreement with the teacher, which may relate to concerns about health or conduct
 - **special needs:** conditions placed on teacher who have not yet met the special needs requirements for professional development
 - **returning from non-practising:** conditions placed on teachers returning to teaching after a period of leave to complete 20 days of teaching and 20 hours of professional development
 - **literacy and numeracy:** conditions placed on a graduate teacher who is yet to pass the national Literacy and Numeracy Test for Initial Teacher Education (LANTITE). Refer to the information about LANTITE on the VIT [website](#).
- 4.9. It is the responsibility of the Principal or the nominated staff member to ensure that any teachers with conditions placed on their registration are engaged appropriately and in line with the limits placed on their registration.

5. Validation of teacher registration

Prior to appointment of any teacher

- 5.1. Prior to appointing any teacher, the principal or nominated person in the school must complete the following tasks:
 - check photo ID of the applicant (as well as other application conditions).
 - check the applicant's current Victorian Institute of Teaching (VIT) registration by accessing the VIT website.
 - sight the current VIT registration card
 - check whether the applicant's VIT registration card lists any conditions.

On appointment at a school

- 5.2. On appointment, the principal or nominated person in the school must complete the following (in addition to other employment considerations):
 - check photo ID of the applicant
 - sight the current VIT registration card and add the teacher to the school's VIT register.
 - check whether the applicant's VIT registration card lists any conditions and record these in the register.
 - add the individual to the school's VIT register.

6. Maintenance of register

- 6.1. The responsibility of maintaining the register is assigned to the Principal or nominated staff member. The details for each teacher are also recorded on employee files.
- 6.2. All teachers are required to show proof of re-registration with the VIT each year by the expiry date.
- 6.3. Teachers who do not provide proof of renewal by the expiry date cannot teach until evidence of renewal of registration has been provided to the school.
- 6.4. The principal is required to ensure the following maintenance occurs:
 - Regularly review records kept in the VIT register in relation to each teacher's VIT registration and ensure that each teacher provides evidence of re-registration with the VIT. A review must take place at least monthly and following any changes to teaching staff that occur during the year.
 - Teaching staff will be provided with a reminder prior to the expiry of their registration.
 - Ensure that the VIT status and WWCC status (where appropriate) of each teacher is regularly reviewed and accurately recorded and updated in the register after the 30 September expiry date each year.
 - Check for Provisional expiry dates for provisionally registered teachers. PRT can apply for a further grant of provisional registration within three months of their registration expiry if they have not completed the Provisional to Full registration inquiry process.
 - Check expiry dates and permitted subjects for those with Permission to Teach and ensure compliance with the information on the VIT website.
 - Ensure teachers with Conditions on their registration have provided a letter outlining the conditions, and a plan is in place to assist with meeting the conditions.
 - Check that teachers returning to work have evidence of meeting the requirements of days of teaching to meet returning requirements.

7. Working with Children Checks for teachers with current VIT registration

- 7.1. Teachers with current VIT registration are exempt from obtaining a Working with Children Check. However, they must inform Working with Children Check Victoria (WWCCV) of any child-related work they do outside their teaching, whether paid or unpaid. WWCCV must be notified within 21 days of commencing any new child-related work.

8. Change in name

- 8.1. If the VIT does not already hold evidence of both a teacher's previous and new names on record, teachers are required to provide a certified photocopy evidencing the change of name (e.g. marriage certificate, deed poll, decree nisi, birth certificate, change of name certificate, divorce order). The name change form is available on the VIT website.

9. Definitions

MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

MACS staff or staff member

The term Staff or staff member refers to all people who carry out work in any capacity for MACS or its subsidiaries, and includes MACS Board Directors, board committee members, employees, volunteers, consultants, contractors and School Advisory Council members, as the context requires.

School environment

Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events) ([Ministerial Order No. 1359](#)).

Victorian Institute of Teaching

The Victorian Institute of Teaching (VIT) is the registration body for teachers in Victoria.

10. Related policies and documents

Related MACS policies and documents

Child Safety and Wellbeing Policy and Procedures
 Workforce Screening and Accreditation Policy
 Working with Children Check Procedure – MACS schools
 Child Safety Recruitment Procedures

Resources (external to MACS)

[VCEA Website](#)
[VIT Website](#)
[WWCC Website](#)

11. Legislation and Standards

Worker Screening Act 2020 (Vic)
Education and Training Reform Act 2006 (Vic)

Policy Information

Related policy	Workforce Screening and Accreditation Policy
Responsible executive	Director, People and Culture
Policy owner	General Manager, Employee Relations
Approving authority	Director People and Culture
Approval date	5 December 2025
Review by	December 2029