



# YOUR GUIDE TO TEACHER REGISTRATION – HOW TO MEET PROFESSIONAL DEVELOPMENT REQUIREMENTS

## UNDERSTANDING THE REQUIREMENTS

All teachers who wish to work in Victoria must be registered with the Victorian Institute of Teaching. Registration is required by law and currently must be renewed every five years. Teachers seeking to renew their registration must declare that they are up to date in their professional practice, and suitable to teach.

### To maintain professional practice, a teacher must have:

- completed at least 50 days of teaching, equivalent practice or educational leadership over the previous 5 years, and
- completed a minimum amount of professional development activities within a given timeframe – currently phased up to 100 hours of recognised professional development activity over 5 years.

### To prove continued suitability to be a teacher, a teacher must:

- have a current and satisfactory National Criminal History Record Check (NCHRC) administered by the Institute, and
- advise the Institute of any current charges or convictions or findings of guilt or indictable offences and sexual offences as outlined in the Act, and be considered still suitable to teach by the Institute.

If an application for renewal of teacher registration is not received by the due date, registration expires and the person cannot teach.

For further information about the requirements for renewal of registration go to the Institute website at <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)>, then 'Professional Learning'.

### PD and the standards

To be considered part of the required hours, PD activities must relate to the standards of professional practice. There is no need for activities to reference each of the eight standards, but all activities should contribute broadly to the professional knowledge and practice of the teacher. Teachers need to be able to articulate the link between the PD activity completed and the relevant standard/s.

### Recording PD

All teachers should keep records of their employment and professional development activities. These records will be very important if they are asked to provide evidence in support of their renewal of registration application.

During the renewal application process, a random sample of teachers will be required to validate the declaration that they have maintained their professional practice.

## THE ROLE OF PROFESSIONAL KNOWLEDGE SOURCED FROM OUTSIDE YOUR SCHOOL

Teachers need opportunities to renew their professional knowledge and practice. This occurs when they are exposed to research-based knowledge that updates their existing understanding.

For renewal of registration, at least half the hours of PD activities completed must involve research-based knowledge that comes from sources outside the immediate school or work environment.

Knowledge comes from sources outside the immediate school or work environment when:

- teachers attend professional development activities away from their school or workplace
- teachers bring new knowledge into their school or workplace and share it with their colleagues
- educational consultants and other experts work with teachers in their school or workplace to challenge or update their knowledge or practice.

### Standards of Professional Practice

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.

# WHAT PD WILL BE RECOGNISED?

The following PD activities meet the professional practice requirements for renewal of registration. They are by no means the only activities that teachers can select. Suggestions for collecting evidence are included with each activity.



## Activities listed on Pdi

**All Pdi listed activities**  
<[www.vit.pdi.vic.edu.au](http://www.vit.pdi.vic.edu.au)>

Activities include:  
Conferences  
Workshops  
Seminars  
Online learning  
Professional reading  
Certificated courses  
School-based PD activities  
Consultants working in schools

All PD activities, courses and services from the Pdi search engine reference the standards of professional practice. This means that any PD accessed from Pdi counts towards PD for renewal.

Pdi lists an extensive array of current conferences, workshops and seminar opportunities and has a vast range of provider subscribers. Course listings are kept up to date with new courses added weekly.

**Evidence to collect:** certificates issued by providers, receipts, evaluations of provider activities and courses completed through Pdi, other evidence as appropriate

Pdi will provide information and options for teachers for recording their individual PD activities at <[www.vit.pdi.vic.edu.au](http://www.vit.pdi.vic.edu.au)>.

## SCHOOL PERFORMANCE APPRAISALS

The professional development plans and performance appraisals teachers develop and undertake on an annual basis are likely to meet renewal of registration requirements. Teachers are encouraged to use these because they relate to the professional learning needs of the teacher in the context of their school and they are usually well documented. They will not meet renewal requirements where the appraisal deals with employment matters that cannot be directly related to teacher practice and student learning.

## Courses of study leading to formal qualifications

**Postgraduate study**  
e.g. certificate, diploma, masters, or doctorate level

**Courses to change teaching specialisation**  
e.g. Institute endorsed courses at diploma and masters level

**Tertiary study in fields of interest** e.g.  
Certificated TAFE courses

**VET and industry recognised qualifications**  
e.g. VET Certificate I–IV, Cert IV in Training and Assessment

Postgraduate or other tertiary level courses relating to the teacher's current or future work in an educational setting will meet the requirements for renewal of registration.

**Evidence to collect:** enrolment and assessment documents, certificates of completion or transcripts of results

## Activities sourced from PD providers

Conferences  
Workshops  
Seminars  
Online learning  
Certificated courses  
School-based PD  
Consultancies

PD activities sourced from a broad range of PD providers can also count toward PD for renewal.

If the activity is not listed on Pdi, the reference to the standards for renewal of registration is not automatically assured. Teachers will need to make an assessment of the relevance of the activity to the standards.

**Evidence to collect:** certificates issued by providers, receipts, evaluations of provider activities and courses completed through Pdi, other evidence as appropriate

## Professional reading

Teachers may undertake professional reading individually or join discussion groups with colleagues. Where reading is an individual pursuit, the teacher must provide a written reflection on the reading.

Time spent writing the reflection will count towards PD for renewal. Guide questions and pro formas can be found on Pdi.

The Professional Reading portal on the PD search engine Pdi provides access to articles, current research and opinion pieces.

Guidelines and support for teachers wishing to establish professional reading clubs will soon be available at the site.

**Evidence to collect:** written reflections on the professional reading, validation by a school leader or employer, a certificate of participation from an Institute-registered professional reading club

**Pdi Professional Reading Portal**  
<[www.vit.pdi.vic.edu.au](http://www.vit.pdi.vic.edu.au)>

**Education publications**  
Teaching association journals, national publications, discussion papers and newsletters

**Current research**  
Research publications, web-based publications

**Opinion pieces and public commentary**



## Professional meetings

Professional learning can occur at professional or collegiate meetings that inform teachers about policies, curriculum and pedagogy that relate to teaching and learning, or require teachers to reflect on their professional practice.

The test is whether there is a clear relationship between the meeting and the standards of professional practice. This may happen in staff meetings or other meetings dedicated to teacher professional learning rather than administration.

Teachers are most likely to document meetings for renewal of registration purposes when the learning is of particular value to them and has a direct connection to changes in practice.

**Evidence to collect:** validation by a school leader or employer, a diary entry with a brief description of the professional activity and its contribution to teacher knowledge and practice, certificate or documentation provided by a school or workplace

**Meetings might include:**  
Staff meetings, unit or teaching team meetings, working parties and committees, network meetings



## School- or work-based PD activities

School- or work-based PD activities range from informal discussions with colleagues and learning team meetings to structured curriculum days and action research projects.

**Evidence to collect:** See examples and advice given for *Professional Meetings*.

**Activities might include:**  
School-based PD workshops/ days, professional learning team activities, action research projects, mentoring and peer coaching

## Other activities that inform professional knowledge or practice

Professional activities such as profession-wide working party participation or involvement with other professional organisations can contribute significantly to teacher professional learning.

**Evidence to collect:** See examples and advice given for *Professional Meetings*.

**Activities might include:**  
**Working parties and committees**  
e.g. VELS reference groups, VCE exam assessing, welfare advisory groups, education union councils, VIT Council

**Industry involvement**  
Courses and seminars, performances, exhibitions, industry/ community projects, current industry experience.



## PROVIDING EVIDENCE FOR REGISTRATION RENEWAL

### SUPPORT FOR TEACHER PROFESSIONAL DEVELOPMENT

Pdi  
<[www.vit.pdi.vic.edu.au](http://www.vit.pdi.vic.edu.au)>

Pdi is a professional development search facility that provides free access to information about PD activities, courses and services. It is a 'one stop shop' for teachers in and out of schools, professional development coordinators, principals and other school leaders.

In 2008 Pdi lists an extensive number of courses from a broad range of PD providers.

### WHAT ARE MY OPTIONS IF I HAVEN'T MAINTAINED MY PROFESSIONAL PRACTICE?

Teachers who cannot meet any or all of the requirements for maintenance of professional practice have the options of applying for an extension of their registration to meet the requirements (where appropriate) or applying for non-practising registration.

Further information about these options can be found on the Institute website <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)> at 'Professional Learning'.

Where a teacher is selected to validate their declaration, the following evidence is acceptable to the Institute:

*Evidence validating 50 days teaching, educational leadership and/or equivalent practice*

- currency of practice pro forma completed by principal or delegate, employer, business manager or other authorised person
- other appropriate evidence e.g. group certificate, statement of service.

*Evidence validating standards referenced professional development activities.* At least half of these activities must provide access to research-based knowledge that comes from sources outside the immediate school or work environment.

A summary of completed activities supported by:

- certificate of attendance or participation for professional development activities or courses
- verification by a principal, employer, professional learning coordinator or other appropriate school leader of engagement in school- or work-supported professional development activities
- receipts of payment for courses or activities
- transcripts of results for courses or enrolment and assessment documentation
- a documented reflection on the contribution of a professional development activity to the professional knowledge and professional practice of a teacher.

Further information about this type of evidence can be found on the Institute website <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)> at 'Professional Learning'.

## INFORMATION FOR CASUAL RELIEF TEACHERS AND TEACHERS NOT IN SCHOOLS

Professional registration requires teachers to maintain their professional practice and suitability to be a teacher. Therefore, PD requirements and all other requirements for renewal of registration apply to teachers regardless of their employment situation.

### Seminars

The Institute facilitates a series of seminars in metropolitan and regional areas specifically for teachers who are not in schools. Casual relief or emergency teachers, teachers on leave from their school or other teachers not currently working in schools are invited to register for these. Topics covered include current policies and curriculum in Victoria, classroom management, thinking skills, strategies for CRTs and maintaining personal professional development plans.

Information about these seminars can be found on the Institute website at <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)>. Go to 'Registered Teachers' then 'I am a Casual Relief Teacher'.

### School-based seminars for CRTS

The Institute is supporting schools to facilitate seminars for CRTs in their area or region. Topics covered usually relate to the needs of students in the school and the knowledge required by CRTs to work effectively with their students. Some sessions are more general, covering topics such as using interactive whiteboards, ICT skills including computer use, strategies for CRTs, classroom management and literacy and numeracy programs.

The Institute issues invitations for these seminars to registered teachers in the area of each school who are not identified as teaching in a school.

### CRT networks

The Institute is supporting the establishment of networks for teachers who are not in schools. Information about these networks will be made available to CRTs in the regions where the networks are developed.