



Sacred Heart
College
GEELONG

TEACHER REGISTRATION POLICY

Rationale

Registration of teachers working in Catholic, government and independent school settings is a joint endeavour involving teachers, mentors, leaders, employers, sectors and jurisdictions, and is underpinned by the national Framework for Teacher Registration (the Framework) that was endorsed by all state education ministers in 2011. The Framework embedded the Australian Professional Standards for Teachers for gaining and maintaining registration across all Australian states and sectors.

The policy and procedures outlined in this document relate the requirements for teachers working at Sacred Heart College Geelong (the 'College') and the information about teacher registration that is kept by the College. As per the Victorian Catholic Education Authority (VCEA) policy, there are additional requirements to gain and maintain accreditation to teach in a Catholic school that also apply to teachers at the College.

This policy supports the Mercy values of justice and respect.

Scope

This policy applies to teachers employed at Sacred Heart College Geelong.

Definitions

Accreditation to teach in a Catholic school: Leaders and teachers require accreditation to teach in a Catholic school to ensure the Church's mission and purpose are understood. There are two levels of accreditation – Accreditation to Teach in a Catholic School, and Accreditation to Teach Religious Education or Lead in a Catholic School – both of which must be gained and maintained.



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Australian Institute for Teaching and School Leadership (AITSL) provides national leadership for the Australian states and territories in promoting excellence in the profession of teaching and school leadership.

C Number is an allocated identification number for staff that is used in the Catholic education system in the Archdiocese of Melbourne.

A **mentor** (working with provisionally registered teachers) is an experienced teacher who has completed a Victorian Institute of Teaching approved mentoring program and is assigned as a mentor to support a provisionally registered teacher through the process of moving from provisional to full registration.

Permission to Teach (PTT) is used to address a shortfall in qualified staff, or as a pathway to teacher registration. It is a non-renewable form of registration and limited to a three-year grant. If a teacher holds PTT, then they are not registered as a qualified teacher.

Provisionally registered teachers are those new to the profession and/or who have not yet practised as a qualified teacher in an Australian or New Zealand school, or are returning to the teaching profession after an absence of five or more years.

A **registered teacher** is a qualified teaching professional suitable to practise as a teacher in a Victorian school or early childhood setting. A registered teacher is one who demonstrates the following requirements:

- a demonstrated proficiency in the Australian Professional Standards for Teachers
- the ability to maintain professional practice
- suitability to teach.

Registration as a teacher is an important mechanism to assure the safety, competency and quality of the profession. Its design is underpinned by a clear intent to set and uphold high standards of professional practice.

Registration conditions are conditions that may have been placed on a teacher's registration which should be recorded in the Victorian Institute of Teaching register.

Victorian Institute of Teaching (VIT) is an independent statutory authority which regulates members of the teaching profession. All teachers must be registered with the VIT in order to be employed in a school in Victoria.



VIT register is a register of VIT registration numbers, category, limitations (if any), and renewal and expiry dates for each teacher. This register is maintained at the College by the People and Capability Team.

Working with Children Check (WWCC) is required for child-related work in Victoria. Teachers registered with the VIT are exempt from the requirement to obtain a WWCC as the VIT registration process includes checks for suitability for child-related work. Teachers must notify Working with Children Check Victoria (WWCCV) of any child-related work they do outside the school (whether paid or voluntary). In the event a teacher's VIT registration is suspended or cancelled, WWCCV may notify the organisations listed that the teacher exemption no longer applies. To notify WWCCV of other child-related work, teachers must complete the 'Teacher notification' form.

Workplace participants refers to College employees, contractors, consultants, students on placement and volunteers (hereafter referred to as Workplace Participants), both inside and outside of the workplace.

Policy Statement

All teachers practising in Victorian Catholic schools are required to be registered with the VIT, the independent authority which regulates members of the teaching profession.

Recruitment of teachers is in accordance with the College's recruitment policy and VCEA Guidelines.

Teacher Registration – Limitations

- **Provisionally registered teachers**

Provisional registration is granted until teachers demonstrate they meet the standards at the Proficient Teacher level. Teachers have a period of two years to demonstrate that 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 an Australian or New Zealand school.

A mentor will be assigned to a provisionally registered teacher seeking full registration. More information about the process to attain full registration is available on the [VIT website](#).



- **Permission to Teach (PTT)**

PTT may be granted to teachers offered short-term employment at the College to undertake the duties of a teacher in delivering and/or assessing student participation in the College's curriculum program when a more suitable and registered applicant is not available.

The individual staff member makes an application to the VIT for PTT. This application requires an endorsement from the Principal as part of the application process that indicates why this exemption to employ an unqualified teacher is sought. Refer to the VIT's [Permission to Teach Policy](#) (2021) for more information.

- **Registration conditions**

Teachers may have conditions placed on their registration by the VIT. These 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 teachers who have not yet met the special needs requirement 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](#).

Conditions are usually placed for a period of 6–12 months, with documentation required to meet the condition(s); however, this may differ depending on individual circumstances.

The condition(s) will be noted in the College's VIT register and the College will work with the individual teacher to identify ways to meet the condition(s).



Accreditation to teach in a Catholic school

There are two levels of accreditation in recognition of the different roles that leaders and teachers undertake:

1. Accreditation to Teach in a Catholic School (gain and maintain)
2. Accreditation to Teach Religious Education or Lead in a Catholic School (gain and maintain).

All teachers employed by the College are required to gain and maintain Accreditation to Teach in a Catholic School. All teachers of Religious Education and leaders are required to gain and maintain Accreditation to Teach Religious Education or Lead in a Catholic School.

Note: Meeting the study and currency requirements of Accreditation to Teach Religious Education or Lead in a Catholic School also satisfies the requirements of Accreditation to Teach in a Catholic School.

Teachers should refer to the Accreditation to Teach and to Teach Religious Education or Lead in Catholic Schools in Victoria policy available on the [VCEA website](#).

References and Related Documents

- [Guidelines on the Engagement of Contractors in Catholic Schools](#)
- [Guidelines on the Employment of Staff in Catholic Schools](#)
- [Guidelines on the Engagement of Volunteers in Catholic Schools](#)
- SHC VIT Registration Procedure



Document Control

Date Approved: 25 August 2025

Name: Anna Negro, Principal

Signature:  _____

Date presented at Advisory Council Meeting: 20 August 2025

Sponsor: People and Capability Leader

Person responsible for implementation: People and Capability Leader

Reviewed by:

- School Committee:
- Sub Committee of the College Council:
- Student Leadership House Focus Team:

Location checklist: Hub>Site Admin Compass(Families/Students) Website

VERSION HISTORY

Version	Date approve	Next review
1.0	May 2022 (creation)	2025
2.0	May 2025	2028





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