

## HOLY NAME TEACHER REGISTRATION POLICY

Holy Name Primary School is a School which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life. This Policy forms part of the *Employment of Staff* which is available at [Holy Name Website](#).

### PURPOSE

Registration of teachers working in Catholic, State 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 (APST) (AITSL, 2011) for gaining and maintaining registration across all Australian states and sectors.

The policy and procedures outlined in this document relate to the information about the requirements for teachers working at Holy Name Primary School and the information about teacher registration that is kept by our school. As per CECV policy, there are additional requirements for teachers to gain and maintain the [Accreditation to teach in a Catholic school](#) that also apply to teachers at Holy Name Primary School.

### SCOPE

This policy applies to teachers employed at Holy Name Primary School.

### 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 is understood. There are two levels of accreditation, gain and maintain; and two different categories of accreditation, Accreditation to Teach in Catholic schools and Accreditation to teach Religious Education or Lead in Catholic schools.

**Australian Institute for Teaching and School Leadership (AITSL)** provides national leadership for the Australian State and Territories in promoting excellence in the profession of teaching and school leadership

**C Number** is an allocated identification number for staff 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 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 practice 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** Teachers may have conditions placed on their 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 VIT in order to be employed in a school in Victoria.

**VIT Register** is a register of teacher VIT registration numbers, category, limitations (if any), renewal and expiry dates of registration for each teacher. This register is maintained in Holy Name Primary School by the Principal or authorised delegate in electronic format.

**Working with Children Check (WWCC)** is required for child-related work in Victoria. Teachers registered with 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). If 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 their other child-related work, teachers must complete the 'Teacher notification' form.

## **POLICY**

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

Recruitment of teachers is in accordance with the MACS staffing and recruitment policies.

## 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:

- application of knowledge in teaching situations where the individual has full professional responsibility for the learning of students
- meeting the Australian Professional Standards for Teachers at the Proficient Teacher level
- they 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 attaining full registration is available on the [VIT website](#).

### Permission to Teach (PTT)

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

The individual staff member makes an application to VIT for PTT. This application requires an endorsement from the school principal as part of the application process that indicates why this exemption to employ an unqualified teacher is sought. Refer to the [VIT Permission to Teach Policy \(2017\)](#) for more information.

### Registration Conditions

Teachers may have conditions placed on their registration by 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
- **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.
- **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.

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

The conditions will be noted in Holy Name Primary School VIT register and the school will work with the individual teacher to identify ways to meet the conditions.

## 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 school 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 see the CECV Policy, [Accreditation to Teach and to Teach Religious Education or Lead in Catholic Schools in Victoria](#), available on CEVN website.