Dimboola Memorial Secondary College
TEACHER REGISTRATION POLICY

Rationale:
This document outlines the procedures to ensure all teachers are VIT registered.

Aims: to ensure only registered teachers are employed

Implementation:

- The Principal/Business Manager will print out teacher registration details each semester or as new staff are employed.
- A record of this check will be stored in the VIT file in the General Office.
- Principal will remind staff of their VIT registration requirements prior to the due date for their annual membership.

Evaluation
This policy was last ratified by School Council in **February 2020** and is due for renewal in 2022.

Teacher	Registration Number	Registration Status	Registration Type	Expiry D

Example of blank VIT summary of registration sheet.