Mr Don Paproth  
Chairperson  
Victorian Institute of Teaching  
PO Box 531  
MELBOURNE 8007

Dear Mr Paproth

**STATEMENT OF EXPECTATIONS FOR THE VICTORIAN INSTITUTE OF TEACHING**

I am pleased to provide you with this Statement of Expectations for the Victorian Institute of Teaching (VIT).

The Statement sets out my expectations of the VIT to improve the efficiency and effectiveness of its regulatory activities. This Statement applies for the period 2014–15 and 2015–16, or until otherwise amended.

As Minister for Education, I am responsible for administering the *Education and Training Reform Act 2006*, which provides for a high standard of education and training for all Victorians, including by setting out the functions and powers of the VIT. This Statement should be read within the context of the objectives, obligations and functions outlined in the Act, as amended.

I recognise the work the VIT has undertaken in recent times to improve and streamline its regulatory processes, reduce the regulatory burden on teachers and increase transparency. The VIT’s *Strategic Plan 2013-16* sets out the Institute’s commitment to timely and efficient regulation, good governance, accountability and transparency, and stakeholder engagement.

I expect the VIT to undertake the full range of functions and powers provided to it in legislation. In undertaking this role, I expect the VIT to continue to improve the efficiency and effectiveness of its regulatory activities while minimising the burden on teachers. I have identified the following areas where there are opportunities for the VIT to improve its performance:

- I expect the VIT to improve the targeting of its regulatory activity on areas of the greatest risk. By December 2014, I expect the VIT to develop and publish a risk-based compliance and enforcement framework that reduces the burden on teachers and applicants presenting a low risk of non-compliance, with implementation to occur in 2015.
• I expect that the VIT will continue to reduce the time it takes teachers to comply with the requirements of registration by completing the migration of its regulatory processes to an online environment. By January 2016, I expect all application types to be available to teachers to complete online, where it is practical to do so.

• I expect the VIT to maintain high standards of professional practice for teachers to be registered in Victoria, and to support teachers to meet those standards. By December 2014, I expect the VIT to develop information and resources for existing teachers, graduate teachers, and those returning to the profession, about meeting and maintaining the Australian Professional Standards for Teachers. I further expect the VIT to develop a communications strategy to inform teachers and other stakeholders about emerging issues and changes to renewal of registration standards and policy.

• I expect the VIT to plan for its role in registering early childhood teachers from September 2015. I expect the VIT to clearly define and communicate its role and responsibilities, and to ensure that these new responsibilities are effectively and efficiently incorporated into its existing regulatory processes. I expect the VIT to support early childhood teachers to understand the registration process, the expectations of teachers under the Australian Professional Standards for Teachers, and the Victorian Teaching Profession Code of Conduct.

• I expect the VIT to deepen its engagement with teachers, employers and other stakeholders, to inform the ongoing improvement of its regulatory activities. By December 2014, I expect the VIT to publish a stakeholder engagement strategy that commits to consulting with teachers, employers and universities to ensure it understands their changing needs and to seek their feedback on the VIT’s policies and processes. The strategy should prioritise the development of the VIT’s website to support stakeholder engagement and feedback.

• I expect the VIT to improve its accountability and responsiveness to its stakeholders by developing and publishing a formal policy for responding to complaints made about the VIT or its staff by December 2014. I expect the VIT to monitor the complaints it receives and to adjust its processes in response to issues identified.

• I expect the VIT to promote greater cooperation, information sharing, regulatory coherence and efficiency with other regulators and key partners. By December 2014, I expect the VIT to establish and publish Memoranda of Understanding or other formal arrangements to streamline processes and share information with:
  o Victoria Police, with respect to the administration of State police record checks, and teachers who have been convicted or found guilty of an offence;
  o the Victorian Registration and Qualifications Authority, with respect to the coordination of regulatory activity; and
  o the Department of Education and Early Childhood Development, with respect to the Department’s responsibility for providing policy advice to Ministers about education, early childhood development, higher education and training in Victoria, its role as the regulatory authority for education and care services, and its role as an employer of teachers.

I expect the VIT to identify and report on the activities it will undertake to achieve these performance improvements and targets outlined above. In undertaking these, I expect the VIT to consult with stakeholders and the broader community as appropriate.
Reporting on progress should be undertaken in the context of annual financial reporting to avoid dual reporting streams. I also expect that these performance improvements and targets will be incorporated into the VIT Strategic Plan, and that this Statement of Expectations be published on the VIT website upon receipt. I expect that by 1 July 2014, the VIT will outline how it intends to meet these expectations, including details of the specific activities that will be undertaken.

I look forward to seeing the VIT continue to work towards achieving best practice in its critical role as the regulator of teachers in Victoria.

Yours sincerely

[Signature]

The Hon. Martin Dixon, MP
Minister for Education