

12 February 2021

The Hon. James Merlino, MP  
Minister for Education  
2 Treasury Place  
EAST MELBOURNE VIC 3002

Dear Minister Merlino

### **Statement of Expectations for the Victorian Institute of Teaching 2020-2022**

Thank you for your letter received by the Victorian Institute of Teaching (VIT) on 23 November 2020, containing your Statement of Expectations (SOE) for the VIT in 2020-2022.

On behalf of the Council, I respond to the SOE, outlining the way in which the VIT will meet your expectations and confirm the VIT's strong commitment to removing red tape and promoting greater efficiency and effectiveness of its regulatory activity.

In your letter, you acknowledge the achievements of the VIT over 2018-2020 in:

- implementing the key recommendations of the VIT Review;
- upgrading our business systems;
- implementing a new committee structure;
- reviewing our policy framework and policies;
- creating a new Principal Practitioner position within VIT;
- improving our relationships with co-regulators; and
- incorporating child well-being and safety as a new legislative function.

The Council welcomes the opportunity to inform you of the way in which it proposes to achieve the expectations. The major initiatives are contained in the accompanying table for ease of reference.

#### **Timeliness**

In the midst of responding to the COVID pandemic and with our staff working remotely, the VIT was able to completely transform our business systems and introduce a Salesforce platform, to manage our relations with our most important stakeholders: teachers. It is a great credit to the staff that they were able to successfully implement the significant changes involved while working under the difficulties of this extraordinary year.

We expect these changes to significantly improve our responsiveness and provide teachers with a quick and efficient experience.

#### **Compliance related assistance and advice**

Our new business systems will provide us with better data and enable us to define areas of need and challenge and target our messaging. This will better support teachers and early childhood teachers.

The VIT will continue to work with the Department of Education and Training to ensure good and effective support to beginning teachers (including early childhood teachers) and their mentors.

The VIT will use its information in a more intelligence-led manner to adjust its risk-based approach to reduce non-compliance. Adoption of best practice in our business systems will assist in this aim.

#### **Risk-based strategies**

The VIT Council welcomes the opportunity to review its risk-based regulatory approach so as to continue meeting its overarching function to enhance the well-being and safety of children.

#### **Clear and consistent regulatory activities**

VIT will work effectively with tertiary institutions who provide initial teacher education to ensure that programs are compliant with the Victorian Selection Framework.

VITs vision set out in its Strategic Plan is 'For all Victorian children and young people to have the best teachers'.

The VIT Council will be meeting in late February to review and develop our strategic plan 2020-2022 and your expectations will form a key touchstone for that work.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'L Lamb', written in black ink.

**Lesley Lamb**  
Chairperson

### Improvements and targets

I have identified key elements of governance and operational performance where there are opportunities for the VIT to reduce the administrative burden on teachers and ITE providers. In developing the SOE expectations and performance measures and targets I have considered the context of regulating the teaching profession and consultation between the Department and the VIT.

SOE Framework element of good regulatory practice	SOE Expectations	Performance measures and targets	VIT Response
<p><b>Timeliness</b></p> <p>Timeliness in this context refers to resolving regulatory decisions, issues and approvals in a timely manner, to avoid unnecessary administrative costs for regulated parties.</p>	<p>Improve the timeliness of VIT processes and systems, including registration, case management of professional conduct, compliance and accreditation of ITE programs</p>	<ul style="list-style-type: none"> <li>• 90% of teachers complete annual registration (including renewal) tasks by 30 September per annum</li> <li>• 90% of registration applications processed within 6 weeks (of complete application being submitted)</li> <li>• 90% of permission to teach applications completed within 6 weeks (of complete application being submitted)</li> <li>• 90% of new graduate applications processed within 2 weeks of final information being received (e.g. evidence of completion)</li> <li>• 90% of applications from provisional teachers to achieve full registration assessed within 2 weeks of employer endorsement</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to embed self-service in its business system design</li> <li>• Continue to streamline its processes</li> <li>• Continue to develop tools to assist teachers to comply</li> <li>• Explore on-line processes for ITE program accreditation</li> <li>• Collect data to assess performance against the targets</li> <li>• Results will be published annually in VIT's Annual Report</li> </ul>

<p><b>Compliance related assistance and advice</b></p> <p>Compliance-related assistance and advice in this context refers to providing effective guidance to regulated parties to support high rates of compliance with regulatory requirements.</p>	<p>Support teachers, ITE providers and employers to comply with regulatory requirements</p>	<ul style="list-style-type: none"> <li>• 10% reduction in the number of teachers working without active registration by December 2021</li> <li>• VIT will publish guidance material for teachers on their regulatory compliance obligations on the website by December 2021</li> <li>• VIT will publish guidance material for principals and teachers on common areas of non-compliance for unregistered practice on the website by December 2021</li> <li>• 75% of seminar participants were satisfied with the quality of the seminars in helping them to understand the APST and the process of moving to (full) registration</li> <li>• 60 webinars/seminars delivered by</li> <li>• Professional Practice on provisional registration across the state via face-to-face and online delivery, aiming to reach 3,000 provisionally registered teachers</li> <li>• 40 mentor training seminars delivered by Professional Practice in partnership with employers / sectors across the state via face-to-face and online delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Use data to better segment stakeholders for more effective communication</li> <li>• Work to assist stakeholders to achieve compliance through enhanced on-line information services and engagement</li> <li>• Explore opportunities to communicate with stakeholders through social media</li> <li>• Redevelop its website to improve resources for stakeholders</li> <li>• Collect data to assess performance against the targets</li> <li>• Results will be published annually in VIT's Annual Report</li> </ul>
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<p><b>Risk-based strategies</b></p> <p>Risk-based strategies in this context refers to improving regulatory outcomes by strategically focusing on activities where the risks are greatest.</p>	<p>Improve the risk-based regulatory approach to the safety and wellbeing of children, including assessing compliance against the regulatory scheme [teacher conduct against the requirements of ETRA (including ELA) and the Code and supporting Victoria Police and employers to respond to incidents].</p>	<ul style="list-style-type: none"> <li>• Less than 10% rate of recidivism for those teachers who have previously had a disciplinary condition imposed on their registration</li> <li>• 100% teachers who have conditions imposed on their registration due to disciplinary concerns comply with those requirements by their due date</li> <li>• 100% of Category A offence and Negative Notice notifications are processed within 30 calendar days of receipt</li> <li>• 100% of interim suspensions are reviewed within 30 calendar days</li> <li>• Reassess all historical disclosable court outcomes against the new requirements of the <i>Education Legislation Amendment (Victorian Institute of Teaching, TAFE and Other Matters) Act 2008 (Vic)</i> by 30 June 2022</li> <li>• All outcomes from ELA reassessments have been actioned (including cancellations for Category A offences)</li> </ul>	<ul style="list-style-type: none"> <li>• Use risk management to identify priority areas</li> <li>• Continue to develop digital solutions in its business systems</li> <li>• Embed risk-based approaches</li> <li>• Collect data to assess performance against the targets</li> <li>• Results will be published annually in VIT's Annual Report</li> </ul>
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<p><b>Clear and consistent regulatory activities</b></p> <p>Clear and consistent regulatory activities in this context refers to applying efficient practices and enforcement to reduce the regulatory burden on regulated parties and the community.</p>	<p>Continue to monitor and improve teacher quality and education, including:</p> <ul style="list-style-type: none"> <li>• reporting to the Minister on the implementation of the Victorian Selection Framework</li> <li>• Professional practice and accreditation will engage in seminars to assist pre- service teachers to understand their registration and ongoing professional obligations with all 12 ITE providers by working with ITE providers and through the accreditation of ITE programs</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of ITE providers comply with the Victorian Selection Framework per annum</li> <li>• 100% of ITE providers have engaged in at least one seminar with Professional Practice and Accreditation regarding registration and professional obligations with their pre-service teachers</li> <li>• 100% of new and modified ITE courses are assessed within nine months where all requirements are met (excluding time taken by ITE providers to respond to requests for further information)</li> <li>• 100% of fast track ITE and internship programs are assessed in less than nine months to support DET's innovation in ITE initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Improve on-line processes to assist ITE providers in meeting the requirements of the Victorian Selection Framework</li> <li>• Develop an effective working relationship with ITE program providers through engagement</li> <li>• VIT will collect data to assess performance against the targets</li> <li>• Results will be published annually in VIT's Annual Report</li> </ul>
<p><b>Stakeholder consultation and engagement</b></p> <p>communication and engagement with stakeholders to facilitate better regulator performance and outcomes</p>	<ul style="list-style-type: none"> <li>• Implement an ITE data sharing agreement with the Department to support efficient workforce planning and streamline regulation</li> <li>• Implement a permission to teach registration pathway to support DET's Tutoring in 2021 initiative</li> <li>• Engage with stakeholders to inform regulatory policy, including developing feedback mechanisms and responding to Ministerial priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Acquittal only</li> <li>• Acquittal only</li> <li>• 75% of Principals were satisfied with PTT registration process per annum (survey result)</li> <li>• 10 Stakeholder engagement meetings held per annum</li> </ul>	<p>VIT will survey Principals involved in the PTT registration process in the second quarter of 2021. Results will inform any system improvements. If the satisfaction rate falls below 75%, a second survey will be issued in the last quarter following any system improvements.</p> <p>Major stakeholder engagement meetings, including initiatives that arise from these meetings, will be reported.</p>

