



### On appointment at St John's Regional College

The Principal or authorised delegate completes the following tasks:

- Check photo ID of the applicant (as well as other application conditions).
- Check for current VIT registration by accessing the VIT website.
- Determine whether a C Number is required and, if so, apply to MACS for this.
- For staff new to the Catholic system, set up a personnel file containing all details of qualifications, verified by transcripts from the conferring university/college.
- Review the details contained in MACS' personnel system of newly appointed staff with the staff member and update if required.
- Sight the current VIT registration card and add the teacher to St John's Regional College VIT register. Any registration conditions are noted on the VIT registration card, i.e. 'This teacher's registration has conditions'. A record of this limitation will be kept on the school's teacher register.

### Maintenance of records

- Updating of records is completed by the Human Resources Officer
- All teachers will be required to show proof of re-registration with the VIT each year to the school, and the school's register will be updated by the Principal or authorised delegate. This information will be kept in the Electronic VIT Register and reviewed each term by the Human Resources Officer.
- **Change in name:** If the VIT does not already hold evidence of both a teacher's previous and new names on record, teachers are required to provide a certified photocopy evidencing the change of name (e.g. marriage certificate, deed poll, decree nisi, birth certificate, change of name certificate, divorce order). The name change form is available on the VIT website.
- Teachers with a C Number have read-only access to their personnel file on the CEVN website. Changes can only be made by persons with authority to edit files.