

**Retention and Disposal Authority for Records of the Victorian Institute of Teaching**

Authority number: PROS 10/07 VAR 2



PROS 10/07 VAR 2

**Retention and Disposal Authority for Records of  
the Victorian Institute of Teaching**

Issued Date: 13/12/2022

# Retention and Disposal Authority for Records of the Victorian Institute of Teaching

Authority number: PROS 10/07 VAR 2

## Variation 1

**Public Records Act 1973 (Section 12)**

**Retention & Disposal Authority for Records of the Victorian Institute of Teaching (PROS 10/07)**

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to records of the Victorian Institute of Teaching, issued as Public Record Office Standard (PROS 10/07) on 21/05/2010, as follows:

Extension of the application of this Standard until 30/06/2023.

The addition of the following text to the scope of the RDA and across the body of the RDA as a footer:

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead **agencies must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

This Variation shall have effect from its date of issue.

[Signed]

**Justine Heazlewood**

Director and Keeper of Public Records

Date of issue: 02/09/2019

## **Retention and Disposal Authority for Records of the Victorian Institute of Teaching**

**Authority number: PROS 10/07 VAR 2**

### **Variation 2**

**Public Records Act 1973 (Section 12)**

**Retention & Disposal Authority for Records of the Victorian Institute of Teaching (PROS 10/07)**

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to records of the Victorian Institute of Teaching, issued as Public Record Office Standard (PROS 10/07) on 21/05/2010, as follows:

Extension of the application of this Standard indefinitely.

This Variation shall have effect from its date of issue.

[Approved]

**Justine Heazlewood**

Director and Keeper of Public Records

Date of issue: 13/12/2022

## Retention and Disposal Authority for Records of the Victorian Institute of Teaching

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## Disclaimer

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## Retention and Disposal Authority for Records of the Victorian Institute of Teaching

Authority number: PROS 10/07 VAR 2

## Retention and Disposal Authority for Records of the Victorian Institute of Teaching

<b>Retention and Disposal Authority No</b>	PROS 10/07 VAR 2
<b>Scope</b>	<p>This retention and disposal authority covers records documenting the function of regulating the teaching profession in Victoria.</p> <p>This Retention and Disposal Authority <b>must not be used</b> for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.</p> <p>Instead <b>agencies must use PROS 19/08</b> Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.</p>
<b>Status</b>	Issued by Keeper
<b>Issue Date</b>	13/12/2022

## Retention and Disposal Authority for Records of the Victorian Institute of Teaching

**Authority number: PROS 10/07 VAR 2**

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# Retention and Disposal Authority for Records of the Victorian Institute of Teaching

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## Introduction

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### Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

### Context of this Authority

#### Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from [www.prov.vic.gov.au](http://www.prov.vic.gov.au). These documents set out the procedures that must be followed by Victorian public offices.

#### Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

### Normal Administrative Practice

*PROS 22/04 Disposal Standard* authorises the destruction of some public records under Normal Administrative Practice (NAP) principles. Low value facilitative records described below are authorised for destruction by *PROS 22/04* under NAP principles:

- working documents, such as notes or calculations, used to assist in the preparation of other records
- minor drafts and transitory documents, where the content is reproduced elsewhere, and the information will not be needed to show how the work has progressed or actions approved
- minor updates of content, such as those in databases, which will not be needed to show actions, decisions, or approvals
- communications for the purpose of making minor arrangements
- duplicate copies.



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## **Transfer of records to Public Record Office Victoria**

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

## **Use of Other Authorities**

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

## **Explanation of Authority Headings**

### **Class Number**

The class number or entry reference number provides citation and ease of reference.

### **Description**

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

### **Status**

This entry provides the archival status of each class - either permanent or temporary.

### **Custody**

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent records must be managed and transferred in accordance with PROV Standards.

## Retention and Disposal Authority for Records of the Victorian Institute of Teaching

**Authority number: PROS 10/07 VAR 2**

### Concurrence of Public Office

This Authority has the concurrence of:

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Signature: [signed]

Name: Matthew Hibbert

Position: Acting Chief Executive Officer

Date: 17/05/2010

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### Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of the Victorian Institute of Teaching. This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked.

[signed]

**Justine Heazlewood**, Director & Keeper of Public Records

Date of Issue: 21/05/2010

## Retention and Disposal Authority for Records of the Victorian Institute of Teaching

Authority number: PROS 10/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
1	<b>STANDARDS DEVELOPMENT AND ACCREDITATION MANAGEMENT</b>	The development of standards of professional practice and the accreditation of teacher education programs and providers. Includes the development of standards for teacher education and the registration of teachers, and the review, assessment and approval of pre-service teacher education programs. Also includes the registration of providers offering professional development courses to registered teachers.		
1.1	<b>Standards Development</b>	The development of standards of professional practice. The content of pre-service teacher education programs and professional development courses must meet these standards for programs and providers to be accredited. Teachers must also meet these standards to be registered and to have their registration renewed.  For the provision of professional development opportunities by the Victorian Institute of Teaching, see REGULATION OF TEACHERS - Provision of Professional Development Opportunities.		
1.1.1		Records documenting the development of standards of professional practice. Includes the development of standards relating to the registration and renewal of registration for teachers, standards outlining the required content of pre-service teacher education programs and standards for professional development courses for registered teachers.	Permanent	Retain as State archives

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

## Retention and Disposal Authority for Records of the Victorian Institute of Teaching

**Authority number: PROS 10/07 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>STANDARDS DEVELOPMENT AND ACCREDITATION MANAGEMENT - Pre-service Teacher Education Program Accreditation</i>				
1.2	<b>Pre-service Teacher Education Program Accreditation</b>	The accreditation of pre-service teacher education programs offered by higher education institutions. Includes the assessment and approval or endorsement of pre-service teacher education programs where, on successful completion of the course, a graduate can be registered as a qualified teacher.		
1.2.1		Records documenting the final approval or endorsement of pre-service teacher education programs offered by higher education institutions. Includes the summary report and letter of approval.	Permanent	Retain as State archives
1.2.2		Supporting documentation provided by higher education institutions that are approved or endorsed to provide pre-service teacher education programs.	Temporary	Destroy 50 years after program is no longer accredited.
1.3	<b>Registration of Professional Development Providers</b>	<p>The assessment and registration of providers offering professional development courses to extend the professional skills of qualified teachers. Includes providers offering courses to qualified teachers returning to the profession following absence.</p> <p>For reporting about providers, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.</p> <p>For the management of contracts with providers, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.</p>		

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**Authority number: PROS 10/07 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>STANDARDS DEVELOPMENT AND ACCREDITATION MANAGEMENT - Registration of Professional Development Providers</i>				
1.3.1		Summary record of all registered professional development course providers. Includes details of courses offered by the providers.	Permanent	Retain as State archives
1.3.2		Records documenting the registration of professional development course providers. Includes records of quality assurance processes and dispute resolution. Also includes records of potential providers.	Temporary	Destroy 50 years after last action.
2	<b>REGULATION OF TEACHERS</b>	The regulation of the teaching profession. Includes registration of individuals to allow them to teach within Victoria, the ongoing monitoring of their fitness to teach, auditing to ensure compliance with registration requirements and any disciplinary action undertaken. Also includes the management of professional development opportunities offered by the Victorian Institute of Teaching.		
2.1	<b>Teacher Registration</b>	The registration of teachers to allow them to teach within Victoria. Includes the initial assessment of an individual, the provisional or full registration of a teacher, the renewal of a teacher's registration and the assessment of their fulfilment of all requirements. Also includes the granting of permission to teach.		
2.1.1		Summary record of every individual permitted to teach within Victoria. Includes individuals that are	Permanent	Retain as State archives

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### *REGULATION OF TEACHERS - Teacher Registration*

		fully registered, provisionally registered and those granted permission to teach.		
2.1.2		Records documenting the registration of individual teachers. Includes records of the application and of the completion of registration requirements such as academic transcripts, identification documents and any other relevant documentation. Also includes records of registration renewal.	Temporary	Destroy 75 years after registration has concluded.
2.1.3		Records that document the refusal of applications for registration, including permission to teach.	Temporary	Destroy 50 years after date of refusal.
2.1.4		Records of Australian criminal record checks conducted for the assessment of initial applications and renewals for teacher registration.	Temporary	Destroy 3 months after assessment concluded.
2.1.5		Records of overseas criminal record checks collected for the assessment of initial applications and renewals for teacher registration.	Temporary	Destroy 10 years after assessment concluded.
2.1.6		Records documenting the auditing of registered teachers to ensure teacher compliance with the registration process. Includes the auditing of professional development declarations.	Temporary	Destroy 5 years after audit conducted.
2.1.7		Inputs into the ongoing management of teacher registration. Includes records of changes of address.	Temporary	Destroy after administrative use concluded.

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## Retention and Disposal Authority for Records of the Victorian Institute of Teaching

**Authority number: PROS 10/07 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION OF TEACHERS - Provision of Professional Development Opportunities</i>				
2.2	<b>Provision of Professional Development Opportunities</b>	The development and delivery by the Victorian Institute of Teaching of professional development opportunities for teachers.  For the registration of other providers offering professional development courses, see STANDARDS DEVELOPMENT AND ACCREDITATION MANAGEMENT - Registration of Professional Development Providers.		
2.2.1		Records documenting the development of professional development opportunities supporting teachers to meet standards of professional practice. Includes the development of seminars and the management of mentor training.	Temporary	Destroy 10 years after last action.
2.2.2		Records documenting the facilitation of professional development seminars and mentor training. Includes booking records.	Temporary	Destroy 2 years after last action.
2.3	<b>Management of Disciplinary Action</b>	The management of disciplinary action against registered teachers. Includes investigations and hearings into complaints about a registered teacher's misconduct, incompetence or fitness to teach. Also includes the response to applications to the Victorian Civil and Administrative Tribunal (VCAT).		
2.3.1		Summary record documenting the outcomes of disciplinary action.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>REGULATION OF TEACHERS - Management of Disciplinary Action</i>				
2.3.2		Records documenting disciplinary action where a registered teacher has been de-registered.	Permanent	Retain as State archives
2.3.3		Records documenting disciplinary action where a registered teacher has had a sanction other than de-registration. Includes suspensions and limits on teaching.	Temporary	Destroy 75 years after teacher's registration has concluded.
2.3.4		Records documenting disciplinary action where a registered teacher has had a formal or informal hearing but no sanction has been applied.	Temporary	Destroy 25 years after last action.
2.3.5		Records documenting an initial investigation where there is no recommendation to undertake either a formal or informal hearing or if the complaint is found to be vexatious.	Temporary	Destroy 7 years after last action.
3	<b>PROFESSIONAL CONDUCT DEVELOPMENT</b>	The development of codes of conduct and ethics for the teaching profession.		
3.1	<b>Code Development</b>	The development of codes of conduct and codes of ethics for teachers within Victoria.		
3.1.1		Records documenting the development and formulation of codes of conduct and ethics for the teaching profession. Includes summaries of consultation undertaken.	Permanent	Retain as State archives

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<i>PROFESSIONAL CONDUCT DEVELOPMENT - Code Development</i>				
3.1.2		Records documenting the consultation undertaken in developing codes of conduct and codes of ethics. Includes completed surveys.	Temporary	Destroy after when code is superseded.
4	<b>RESEARCH MANAGEMENT</b>	The conducting of research into teaching and learning practices. Includes analysis in regard to present and future requirements for teaching and learning practices within Victoria and measurement of the effectiveness of teacher education courses.		
4.1	<b>Research</b>	The process of undertaking research. Includes the commissioning of research and the use and dissemination of research outcomes.		
4.1.1		Records documenting the results of original research undertaken. Includes research into teaching trends, forecasting of the number of teachers required in the future as well as research into the effectiveness of accredited teacher education programs.	Permanent	Retain as State archives
4.1.2		Records that facilitate original research. Includes reference materials and other inputs assisting in the undertaking of research.	Temporary	Destroy 7 years after research is finalised.
5	<b>AWARDS</b>	The management of awards and competitions designed to recognise teacher achievement and celebrate excellence.		

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*AWARDS - Management of Awards*

5.1	<b>Management of Awards</b>	The management of all awards and competitions.		
5.1.1		The development of competitions and awards. Includes selection criteria.	Temporary	Destroy 7 years after competition or award discontinued.
5.1.2		Records documenting the receipt and assessment of successful nominations, entries and submissions for competitions and awards.	Temporary	Destroy 7 years after last action.
5.1.3		Records documenting the receipt and assessment of unsuccessful nominations, entries and submissions for competitions and awards.	Temporary	Destroy 2 years after last action.
5.1.4		Records documenting the administration of competitions and awards. Includes records of obtaining and awarding prizes.	Temporary	Destroy 7 years after last action.

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Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.