



Application Form

Experienced Provisionally Registered Teachers
Differentiated Pathway to Full Registration

This form is **only** to be used by teachers with **Provisional Registration** who have been approved to Progress to Full Registration under this pathway.

Note:

- Specialist Vocational Education and Training Registration does not provide a pathway to Full Registration.

This form is to be lodged **in person** at the Teachers Registration Board of Tasmania (TRB TAS) **213A Cambridge Road, Warrane** OR **by post** with the Teachers Registration Board of Tasmania at: **GPO Box 539, Hobart 7001.**

Part 1 - Your Details

Full Name:		TRB Number:	
Email address:		Postal address:	
School/Workplace:		Principal/Delegate	

Part 2 – Evidence of recent or current employment as a teacher

Please Note: If the SOS provided to the TRB when submitting the Principal/ Delegate Report and matrix is now more than 3 months old, please request a new SOS be emailed directly from HR to prov.standards@trb.tas.gov.au

Your Statement of Service (SOS) from your employer(s) is evidence for this application.

- A SOS is supplied by your employer/s and provides evidence of your employment (at least 8 years and generally, more than two cycles of satisfactory teaching service working in a Tasmanian School, College or TasTAFE or an Australian or New Zealand jurisdiction)
- You can supply an SOS from more than one employer.
- For DoE employment a SOS from the HR section of your Learning Service is required.
- For employment in Catholic schools, official HR records are required.
- For Independent schools formal HR records are required where available, but also an official letter from the Principal (original or certified copy) detailing the terms of your employment is required.

Part 3 – Declarations

Please read the following information and then complete the Declarations on this and the following page.

Good Character

As part of determining whether an applicant for full registration is of good character, *section 17 J* of the *Teachers Registration Act 2000* requires the Board to take into account any conviction or charge made against the applicant. In order to fulfill this requirement, the Board undertakes a national Record of Conviction (ROC) check on each applicant. If an applicant has resided overseas for more than 12 months as an adult, and has not previously provided the Board with a ROC check from the country in which the applicant resided, the applicant will be required to provide this ROC check as part of his/her application. Information on these requirements can be found at: www.trb.tas.gov.au

International Residency

I have resided outside of Australia, as an adult, for a period of more than 12 months, in the countries listed below:

Country	Month/Year from:	Month/Year to:

Answer EVERY question by ticking the correct answer	No	Yes*
1. Have you ever had your registration or any other entitlement to teach cancelled or suspended or withdrawn in Australia or in any other country?		
2. Have you ever been refused registration or any other entitlement to teach in Australia or in any other country?		
3. Have you ever been dismissed or asked to resign or retire from a teaching position in Australia or in any other country?		
4. Have you ever been (or are you currently) the subject of disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment in Australia or in any other country?		
5. Are you currently, or have you been within the last five years, subject to a performance management process (or similar) as a result of under-performance?		
6. Have you experienced and/or suffered any medical, psychiatric or psychological conditions that impact on your ability to undertake the duties of a teacher?		
7. Have you ever been issued with a Police Infringement Notice? (A Police Infringement Notice is issued electronically and enables offences to be dealt with without a court appearance).		

Declarations continue on the next page

Declarations continued:

8. Have you ever been charged and/or convicted with a Public Nuisance offence? (E.g., Fail to comply with direction of a Police Officer, Disorderly Conduct)		
9. Have you had minor traffic offences? (E.g., speeding and parking fines)		
10. Have you ever been charged and/or convicted with a prescribed offence? A prescribed offence is an offence, committed in Tasmania or elsewhere, where a sentence of imprisonment may be imposed (whether or not it is imposed). (E.g., Driving under the influence, Common Assault, Stealing, Drug offences).		
11. Are you currently residing in a country other than Australia? If yes, please state the country and how long you have lived there.		
12. Have you, as an adult (over 18 years of age), ever resided outside of Australia for a period of more		
* <i>If you have answered 'Yes' to any questions, please provide additional information here.</i>		
13. I hereby consent to a check of the records of Tasmania Police and other Australian police jurisdictions and to the release of police records recorded against my name by the Tasmania Police to the Chief Executive Officer, Teachers Registration Board of Tasmania.		
14. In consideration of Tasmania Police releasing police records, I hereby indemnify the services of the CrimTrac Agency, other police jurisdictions and the State of Tasmania, its servants and agents including all members of the Department of Police and Emergency Management, against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever that may be brought or made against it or them by anybody or person by reason of, or arising out of, the release of police records recorded against my name or purporting to either relate to or concern me.		
15. I have read the TRB's Code of Professional Ethics and accept it as my guide for my conduct as a member of the teaching profession in Tasmania.		
16. I have read the TRB's Professional Boundaries - Guidelines for Tasmanian Teachers and accept it as my guide for my conduct as a member of the teaching profession in Tasmania.		
17. I authorise that the Teachers Registration Board of Tasmania may make enquiries of, and exchange information with, any corresponding registration authority or any other person, employer, government department or government body that the Board considers may have information relevant to the determination of my application.		

Declaration

I declare that the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.

I understand that my evidence presented to my workplace assessment panel must be submitted to the TRB, for audit, if requested at any time in the 12 months following receipt of this application.

Full Name: _____

Signature: _____

Date: _____

Incomplete applications will lapse after 4 months (from the date above).

A lapsed application does not attract a refund of the application fee and means you will be required to pay a new application fee when you submit a new application.

SAMPLE NOT FOR USE

Part 4- Personal Statement of Proficient Practice

Use this section to document the ways in which your annotated evidence demonstrates your proficiency in each of the seven standards. Ensure that you include references to the evidence agreed by your principal and you in the matrix and clearly identify the positive impacts your work has had on student outcomes (and how you know).

This section must be completed prior to your panel assessing your evidence against the proficient career stage of the Teacher Standards. This personal statement will form part of their assessment to recommend you for Full Registration.

Remember:

Proficient teachers meet the requirements for Full Registration by demonstrating achievement of the seven Standards at this career stage.

These teachers create effective teaching and learning experiences for their students. They know the unique backgrounds of their students and adjust their teaching to meet their individual needs and diverse cultural, social, and linguistic characteristics. They develop safe, positive, and productive learning environments where all students are encouraged to participate.

They design and implement engaging teaching programs that meet curriculum, assessment, and reporting requirements. They use feedback and assessment to analyse and support their students' knowledge and understanding. Proficient teachers use a range of sources, including student results, to evaluate their teaching and to adjust their programs to better meet student needs. Proficient teachers are active participants in their profession and with advice from colleagues identify, plan and evaluate their own professional learning needs.

Proficient teachers are team members. They work collaboratively with colleagues; they seek out and are responsive to advice about educational issues affecting their teaching practice. They communicate effectively with their students, colleagues, parents/carers and community members. They behave professionally and ethically in all forums.

Australian Professional Standards for Teachers, Australian Institute for Teaching and School Leadership (AITSL), 2011, p. 6.

and

Domains of Teaching	The Australian Professional Standards for Teachers: Proficient Stage
Professional Knowledge	1. Know students and how they learn
	2. Know the content and how to teach it
Professional Practice	3. Plan for and implement effective teaching and learning
	4. Create and maintain supportive and safe learning environments
	5. Assess, provide feedback and report on student learning
Professional Engagement	6. Engage in professional learning
	7. Engage professionally with colleagues, parents/carers and the community

Personal Statement

- Each [Standard](#) contains Descriptors specific to each of the four career stages.
- Full Registration is concerned **only** with the Proficient stage.
- Your statement should be an explicit substantiation of the ways in which your annotated evidence demonstrates your proficiency in each of the seven standards. Ensure that you include references to the evidence agreed by your principal and you in the matrix and clearly identify the positive impacts your work has had on student outcomes (and how you know).

STANDARD 1

Know the students and how they learn

STANDARD 2

Know the content and how to teach it

STANDARD 3

Plan for and implement effective teaching and learning

STANDARD 4

Create and maintain supportive and safe learning environments

STANDARD 5

Assess, provide feedback and report on student learning

STANDARD 6

Engage in Professional Learning

STANDARD 7

Engage professionally with colleagues, parents/carers and the community

You may need to insert further lines in each Standard. Alternatively, remove the lines and simply type into the spaces under each Standard.

Part 5 - Recommendation by Principal/Manager and Practice Focused Mentor

Panel members must be teachers with full registration. Two panel members are required (note that one member must be the Principal/Delegate and one must be the Practice-focused Mentor).

Panel members:	Name	TRB #
1. Chair (Principal/Delegate*)		
2. Practice-focused Mentor*		

* Denotes a category of panel member that is mandated.

Workplace where the assessment undertaken: _____

Date of Panel assessment: _____

Annotated evidence and Personal Statement assessed by Panel as follows:

Domains of Teaching	The Australian Professional Standards for Teachers: Proficient Stage	✓ Met	X Not Yet Met
Professional Knowledge	1. Know students and how they learn		
	2. Know the content and how to teach it		
Professional Practice	3. Plan for and implement effective teaching and learning		
	4. Create and maintain supportive and safe learning environments		
	5. Assess, provide feedback and report on student learning		
Professional Engagement	6. Engage in professional learning		
	7. Engage professionally with colleagues, parents/carers and the community		

On the basis of the evidence provided the assessment panel has recommended:

full registration **OR** Further work to be done and re-submit

*Where further work is required to fully evidence a Standard, please indicate which Standard/s the Applicant is required to address here and any other guidance/feedback:

Standard/Descriptor:	Guidance/Feedback:

In case of Quality Assurance Audit, a copy of the signed application form and the evidence portfolio will be retained **by the Applicant and by this school** for 12 months following recommendation.

Recommendation continues on the next page

In our opinion the teacher:

- Knows, understands and adheres to the legal and ethical obligations of a teacher.
- Is suitable and otherwise satisfies the requirements for full registration.
- Is aware of the nature of professional behaviour as described in the Australian Professional Standards for Teachers – Proficient Stage.
- We therefore recommend Full Registration.

Declarations:

- This assessment has been undertaken in accordance with the requirements for the Progressing to Full Registration process as specified by the Teachers Registration Board of Tasmania.
- Evidence presented to the panel, a copy of the completed and signed application form, evidence of relevant staff completing the mandated training and a copy of the evidence map will be retained at the school for a period of 12 months in order for the application and process to be audited.

Name & Signature of Practice Focused Mentor: _____

TRB Number: _____

Date: ____/____/____

Name & Signature of Principal: _____

TRB Number: _____

Date: ____/____/____

Is your application complete?

- Make sure you include:
 - ✓ your **application (which includes your declarations and Personal Statement, your workplace panel and Principal recommendations and declarations)**,
 - ✓ a copy of your **Matrix (only include if verified changes were made)**
- Your original and complete application is to be lodged with the Teachers Registration Board of Tasmania at: **GPO Box 539, Hobart 7001** or delivered in person to **213A Cambridge Road, Warrane, TAS**. Scanned and emailed or faxed copies **will NOT be accepted**.
- Once your application is received an invoice for the [Progressing to Full Registration fee](#) will be generated in your account on TRB Online. **This invoice must be paid in full before your application can be processed.**
- All the evidence presented by you for this assessment must be retained at the school where the assessment was undertaken, for a **period of 12 months** from the date of the application to the TRB; and if requested must be made available to the TRB in order for the application and process to be audited.
- Please **contact the TRB** for advice or clarification regarding any aspect of this process.

Please Note: If the SOS provided to the TRB when submitting the Principal/ Delegate Report and matrix is now more than 3 months old, please request a new SOS be emailed directly from HR to prov.standards@trb.tas.gov.au