

Provisionally Registered Teachers

P2F - Frequently Asked Questions

Starting the P2F process questions:

How do I start the P2F process?

- ensure you have completed **185 days of FTE teaching, including up to 20 days from a school fixed term LAT**. This is equivalent to approximately, one year of full-time teaching. You can ensure you have met this criteria by requesting a **Statement of Service** from your HR department or Business Manager in your setting
- attend an online or in-person **P2F Information Session**, these can be booked on the TRB website
- complete the [AITSL self-assessment tool](#) and discuss your readiness and logistics with your principal

Do I have to complete a P2F Information Session before starting the Inquiry process?

Yes, you need to attend an **P2F Information Session** before starting the Inquiry Plan process. Your attendance will be recorded on the TRB database, certificates will not be issued.

I have a significant amount of teaching experience; do I need to complete the Inquiry process model?

The Inquiry model is the **only pathway** to full registration. To gain full registration PRTs must demonstrate their Proficiency of the [Australian Professional Standards for Teachers \(APST\)](#) by completing the Inquiry model process.

The Inquiry Plan form questions:

Do I need to complete the Inquiry Plan using the form on the website?

Yes, you must complete your Inquiry Plan using the form on the TRB website. **Please do not use your own template.**

Does the Inquiry Plan form have a word count?

Yes, see the [Inquiry Plan form](#) for the recommended word counts.

Does my Inquiry Plan question need to be SMART?

Yes, we encourage all PRTs to make the Inquiry Plan question SMART and use the [SMART tool](#) on our website. When designing an Inquiry question:

- **keep the question specific** to your teaching context and focus learners
- think about your **learners needs** and your **school focus for learning**

Can I use the same inquiry question as another PRT in my school?

Yes, the Inquiry process aligns well with school wide collaborative practices such as Professional Learning Teams, (PLT's). Your inquiry question will be informed by similar learner needs across the school and possibly school priorities. Working together in this way is part of a teachers' ongoing professional learning.

What is meant by focus learners?

Focus learners are the specific students you concentrate on during the Inquiry process. These are the learners from whom you gather work samples and other evidence to demonstrate your proficiency against the APST. The focus learners are a **small group of 3-5 students within your whole class context**. The idea is to show how your teaching practice benefits these students and, by extension, the entire class. You might, for example, choose 3 learners from your class, with 1 student being above standard, 1 student at standard and 1 student below standard. Whilst you can use your whole class as the focus learners, this is not encouraged by the TRB.

How long do I need to teach the focus learners for?

The teaching component of the Inquiry Plan process will be a **4–6 week period** depending on your Inquiry question and context. This period should be sufficient time to demonstrate your impact on student outcomes. We recommend allowing up to **10 weeks** to complete the Inquiry Plan and Workplace Panel.

Do I have to show evidence for each of the 37 descriptors?

Yes, to meet the P2F requirements, teachers **need to show they are Proficient in all 37 descriptors**. This should be a natural part of your teaching practice. By having a strong Inquiry question, a thoughtful plan, and effective teaching methods, you should cover most of the 37 descriptors. If you are finding it challenging to demonstrate your Proficiency of a particular descriptor, you may use additional supporting evidence. You can add up to **10 pieces of supporting evidence** alongside your Inquiry Plan.

Do I need to submit my supporting evidence within the Inquiry Plan form to the TRB?

No, you do not need to include your supporting evidence within the Inquiry Plan form.

Mentor questions:

Can my principal be my mentor?

Yes, but there must be **3 fully registered teachers on the Workplace Panel**.

Does my mentor have to complete the three observations?

No, if the mentor cannot complete your observations, then the observations can be completed by another **fully registered teacher**. This teacher may be from another school.

Supporting Evidence questions:

Do I need to annotate my supporting evidence?

You are required to annotate those pieces of supporting evidence that need it, for example, a photo of an activity or a student work sample will require a short annotation, explaining the links to the APST standards. Supporting evidence such as a lesson plan, observation notes or learning plan should be self-explanatory and will not require an annotation.

How far back can I use supporting evidence from?

Supporting evidence must be **2 years old or less**.

How long do I need to keep my supporting evidence for?

You are required to keep your **supporting evidence** for **12 months** from when the TRB have approved your application. The PRT and the school keep a copy of this in the event you are invited to audit

Fees and processing time questions:

Is there a cost associated with the P2F process?

Yes, once you have completed your P2F process and emailed this into the TRB you will receive an invoice for an **application fee of \$62.10**. The application fee is set by Regulation and may change each financial year.

How long does the P2F assessment process take?

Once you have completed your Inquiry Plan and Workplace Panel and sent it through to the TRB, it will take approximately **4-6 weeks to assess your application**. After this period, you will receive an email with the outcome of your application to the email address you have registered with the TRB.

Why has my colleague received an outcome of full registration before me?

Your colleague may have received their Record of Conviction (ROC) from the Tasmanian police more quickly. The Teachers Registration Board (TRB) requires a ROC to grant full registration. Processing times for ROCs can range from 1 to 20 working days.

For further information and support please contact the TRB Professional Standards Team:

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