

# Moving from Provisional to Full Registration (P2F)



## WORKPLACE PANEL GUIDE

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## Acknowledgement of Country

We acknowledge the Tasmanian Aboriginal Community as the traditional and continuing custodians of Lutruwita, where Palawa have cared for their children and prepared them for life since the beginning of time.

We honour Elders, past and present, and pay our respects to all Aboriginal and Torres Strait Islander colleagues, families and friends.



## Introduction

The Teachers Registration Board (TRB) grants provisional registration to graduate teachers, overseas trained teachers and those re-entering the profession after an extended period away. It is an expectation that provisionally registered teachers (PRTs) will move to full registration.

The role of the workplace in this process is critical. Teachers new to the profession, new to the context or re-entering after a time of absence need to be supported to develop their practice in line with the expectations of the [Australian Professional Standards for Teachers \(APST\)](#). These standards are a national expectation and are tied to teacher development and professional growth.

The standards support teacher induction and mentoring in the early phases of practice. The Inquiry process culminates the work done by the PRT and their mentor in advancing from the Graduate to the Proficient level of the APST.

While practices may vary across workplaces, it is expected that schools will:

- ensure that the workplace has **fully registered mentors** to support the process
- support PRTs by forming a **Workplace Panel** – a group of three experienced, fully registered teachers who can assess whether the PRT has met the APST
- provide a **Workplace Panel report** once the PRT has completed the Inquiry process.



## Provisional Registration Requirements

P2F is undertaken in collaboration with other fully registered teachers who can provide the PRT with feedback and support in the development of their practice.

PRTs will be able to apply for full registration when they:

- have taught for at least **185 days in one or more Australian or New Zealand schools** (with the inclusion of up to 20 days from a school-specific, fixed term LAT).
- can provide evidence that they have **met the APST at the Proficient teacher level** using the Inquiry process.

## The Inquiry Process

The TRB's Inquiry process is used to demonstrate the development of the PRT's knowledge and practice and gather evidence to demonstrate they have met the APST at the Proficient teacher level. The focus of the Inquiry is upon the development of the teacher's practice. For early careers teachers, this is a supported program that aligns with workplace induction and mentoring processes.

## Workplace Panel Meeting

The Workplace Panel is a group of experienced and **fully registered teachers**, this will involve:

- the **school principal (or their delegate)**- who will assume the role of **panel chair**
- the PRTs **mentor – a fully registered teacher**
- **another fully registered teacher** – who can be from another school or setting.

In some circumstances, workplaces may find it challenging to convene a panel (for example, due to the size and or remoteness of the workplace). Where this is an issue, or if a workplace has any other concerns regarding the formation of a Workplace Panel, the [TRB Professional Standards Team](#) should be contacted for further guidance.

The intent of the panel is to be a celebration of the teachers practice, so, professional discussions and feedback should ensure that any issues are highlighted well before any panel is convened. Workplace Panels should not be convened unless the PRT, mentor and panelists are confident that the panel outcome will be successful.

To assess whether a PRT is performing at the Proficient level of the APST, the context of their teaching needs to be understood. This is best managed by the PRTs working in the school. The Workplace Panel process should be organised and documented so that all participants are clear regarding their roles and responsibilities. The Workplace Panel will assess the PRT's documented evidence of practice and decide whether they have met the requirements to obtain full registration.

Once the Workplace Panel has assessed the evidence presented and is confident that the PRT can demonstrate professional practise at the Proficient level, the panel chair will write a recommendation report. The PRT is responsible for submitting their Inquiry Plan and their Workplace Panel Report to the TRB Professional Standards Team at: [prof.standards@trb.tas.gov.au](mailto:prof.standards@trb.tas.gov.au)

## Formation of the Workplace Panel

When a PRT has made significant progress with the Inquiry process they or their mentor should approach their school principal (or delegate) to arrange a date for the Workplace Panel.

When and how the panel meeting happens must be determined by the workplace in communication with the PRT and their mentor. The panel must communicate any requirements based upon the processes determined by the workplace. This may include matters such as when the Inquiry Plan and supporting evidence needs to be given to the panel prior to the meeting and in what format.

## Prior to the Meeting

PRTs should provide their **Inquiry Plan and supporting evidence to panel members prior to the meeting**. Panel members must ensure:

- they are familiar with the content
- any questions are addressed
- they can identify any aspects requiring further exploration before the meeting.

The principal/delegate (the panel chair) in a pre-panel meeting should guide discussions about the format of the panel meetings and expectations that may need to be communicated to the mentors and PRTs, such as how long before the meeting the teacher should submit their evidence.

## During the Panel Meeting

The panel meeting will take 30-45 minutes where the PRT will present their Inquiry Plan and supporting evidence (a maximum of 10 items) to the Workplace Panel. Panels should follow the below guidelines:

- panel's may choose to use the [TRB Workplace Panel Feedback Tool](#) to help them determine how the PRT has demonstrated their Proficiency across the seven standards. This is **not a mandatory form and does not need to be sent to the TRB**.
- **PRTs provide a brief overview of their evidence**, showing where they have demonstrated the [APST at the Proficient career stage](#). They should be encouraged to discuss the selection of their inquiry focus, the improvements in learning they were seeking and what they managed to achieve. Panel members are encouraged to ask clarifying questions where appropriate
- the process of **verifying whether the evidence meets the Proficient teacher level** of the APST must be **objective**. There must be enough evidence for the Workplace Panel to be confident the PRT has met each of the seven teacher standards
- where undocumented evidence is presented, the panel must ask the PRT to document it within their Inquiry Plan. This ensures full documentation of the evidence on which a panel decision is made, which is particularly important for PRTs who may be selected for audit by the TRB.

## Providing Feedback and Completing a Workplace Panel Report

The panel chair should act on behalf of all panel members to provide feedback, this includes the Workplace Panel report, to the PRT after the meeting.

The feedback should be about:

- whether the panel has determined that the Proficient teacher level of the APST has been met
- strong and positive aspects of practice
- aspects of practice providing a focus for future professional learning.

After feedback is provided and the assessment of the evidence is complete, the **panel chair must complete the Workplace Panel report** which is available on the [TRB website](#). The report must be signed by all three panel members.

It is the **responsibility of the teacher to send their Inquiry Plan and Workplace Panel report to the TRB**. The TRB Professional Standards Team will assess the PRT's application along with the Panel report and when all requirements have been met, the PRT will be granted full registration. Occasionally, the PRT may be asked to provide their supporting evidence if the TRB needs to clarify any areas before approving full registration. This is routine and helps to ensure consistency and equity in the P2F process.

### When a PRT hasn't achieved the standards

In the circumstance where a PRT cannot reach the expected standard in one or more area(s) of practice, mentors are encouraged to raise this with the appropriate leaders. This provides further support for a PRT to develop their practice and meet the standards and ensures the discussion about their practice is continued.

In such circumstances, it is unlikely a PRT will seek a panel meeting as they will know they cannot meet all of the APST. However, if they do seek a meeting, then it is strongly advised that there is a standards-based conversation about their practice.

In the event that the PRT does not agree with the Workplace Panel and initiates action to have the decision reviewed or changed, this should be managed by the panel chair in discussion with the other panel members. It is important to remember that the panel is simply making a recommendation based on the Inquiry Plan and supporting evidence presented by a PRT about their practice at that time.

The TRB cannot intervene in these circumstances, however the panel chair is encouraged to clarify with TRB any aspects of the panel process that will assist them to resolve the issue.

### TRB Audits

PRTs may be selected to provide the TRB with their evidence of professional practice. This is used to assure that across workplaces:

- the process is undertaken consistently
- judgements about the standards are made consistently.

The teachers are randomly selected in this audit process to submit their evidence of professional practice. Should TRB determine there is insufficient evidence to meet the APST, the PRT will be given an opportunity to provide explanation and information that will satisfy the requirements.

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

t. **03 6165 5977**

e. [prof.standards@trb.tas.gov.au](mailto:prof.standards@trb.tas.gov.au)

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