

Appearance Policy

Scope

This policy applies to all persons who submit an application in line with the *Teachers Registration Act 2000* (the Act) under any of the below:

- Assessment of Registration Application (s12 and s13A)
- Full registration following a period of provisional registration (s14)
- Renewal of full registration and specialist vocational education and training registration (s17A)
- Limited Authority to Teach (s17C and s17D).

Purpose

The purpose of this policy is to provide the process by which teachers are to be given an opportunity to appear before the Board in those circumstances required by the Act. The policy will ensure procedural fairness principles are upheld for the applicant whilst always ensuring the Teachers Registration Board (TRB)'s primary objective to act in the best interests of the students when determining applications for registration.

Policy Statement

In assessing an application for registration under the Act, where the TRB is likely to determine that the applicant is either: not of good character, not fit to be a teacher or intends to grant registration that is subject to conditions, the TRB is to provide an opportunity for the applicant to appear before the Board. The TRB will provide written notification to the applicant regarding an opportunity to appear before the Board. The written notification is to include the possible outcome(s) of the TRB's determination based on available evidence and the associated reasons. The appearance will provide the applicant the opportunity to make a statement and respond to questions by the TRB. The applicant can choose not to appear before the Board.

Following the appearance, the TRB is able to make a decision that may include any of the following:

- Grant teacher registration, without conditions.
- Grant teacher registration, but subject to imposed conditions.
- Determine that the applicant is not of good character or is unfit to be a teacher and registration is refused.

The applicant will be notified in writing of the decision made by the TRB within 21 days of the appearance.

Roles and Responsibilities

The TRB will:

- provide written notification to the applicant, allowing sufficient time for them to prepare for the appearance at a minimum of 21 days prior to the appearance.
- provide the applicant with all evidence that will be considered when determining the application
- ensure fair and unbiased consideration and assessment of information provided before, at or following the appearance, in the determination of the application
- provide prompt written notification of the determination of the application to the applicant
- ensure that Board members with a perceived or actual conflict of interest will not participate.

Applicants will:

- provide the TRB with requested documentation in a timely manner
- have the opportunity to present information to the Board at the appearance, or if the Applicant chooses not to appear, a decision will be made on the evidence available.
- cooperate and engage constructively in discussions with the TRB.

Related Policies

[Applying for Registration Policy](#)

[Consideration of Criminal History Policy](#)

[Determining Good Character and Fitness to Teach Policy](#)

[Limited Authority to Teach Policy](#)

[Renewal of Registration Policy](#)

Related Procedures

Nil.

Supporting Information

[Responsibilities of Applicants](#)

Definitions

Fit to be a teacher is determined by the TRB in the assessment of an applicant seeking teacher registration against criteria in s17K of the Act.

Good character is determined by the TRB in the assessment of an applicant seeking teacher registration against criteria listed in s17J of the Act.

A **hearing** is a process undertaken in a similar format to an inquiry, but with the presence of external persons such as the subject of the inquiry and witnesses that they wish to include.

An **appearance** is a scheduled appearance before the Board of the TRB, during which an applicant has an opportunity to put their case for registration to be granted.

Registered teacher is a person who holds full registration, provisional registration or specialist vocational education and training registration and whose name appears on the register of teachers.

Legislation

Teachers Registration Act 2000

- Section 12 allows for a person to apply for teacher registration.
- Section 13 outlines the criteria against which an applicant will be assessed in relation to their category for registration.
- Section 13A outlines the requirement for the TRB to notify the applicant of the opportunity to appear before the Board where, based on the available evidence, approval for the registration specified in the application may not be approved.
- Section 14 outlines transitioning to full registration following a period of provisional registration.
- Section 17A outlines renewal of full registration and specialist vocational education and training registration.
- Section 17C outlines the criteria for Limited Authority to Teach.
- Section 17D specifies what the TRB considers when determining an application for a Limited Authority to Teach.
- Section 17J specifies what the TRB considers when determining whether a person is of good character.
- Section 17K specifies what the TRB considers when determining if the applicant is fit to be a teacher.

Authorisation

• Authorised by:	
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