

PROGRESSING TO FULL REGISTRATION (P2F) OVERVIEW



Assess your readiness and seek Principal endorsement

01

Ensure you meet the eligibility criteria (185 days of FTE teaching, including up to 20 days FTE from a school specific fixed term LAT). Complete the [AITSL self-assessment](#) to assess your readiness. Once you have Principal endorsement, attend a P2F Information Session, complete an EOI and supply your statement of service. Your Principal will help to identify a Mentor and will establish a Workplace Panel.



The Inquiry question, professional learning and professional responsibilities

02

With your Mentor, use the S.M.A.R.T tool to design an Inquiry question, based on content coming up in your planned work. Complete 1 x observation of another fully registered teacher, record 1 x professional discussion and ensure completion of Safeguarding and Young People Mandatory Reporting modules/ program.



Apply knowledge to teaching practice through Inquiry Plan

03

Use the Teacher Guidebook and Inquiry Plan Template to help plan your Inquiry. This will include informing data, your PL, inclusive practice, resources, strategies, activities, assessments and your reflections.



Implement your Inquiry Plan

04

Teach your planned content (usually over 4-6 weeks). Gather evidence of the strategies used that relate to the standards and student outcomes. Have 3 x observations of practice by your Mentor or other fully registered teacher.



Evaluate Effectiveness of Practice

05

Reflect on your Inquiry by recording your key findings and learnings, the effect the Inquiry had on your teaching practice and the impact that your teaching had on student outcomes. Summarise how you will develop your PL further and how you can share your learning with others.



Supporting Evidence and Evidence Map

06

List any supporting evidence within Section 6 (pg. 9) of the Inquiry Plan, a maximum of 10 items. Use the Evidence Map (pg. 10) to indicate the evidence within the Inquiry Plan and your additional supporting evidence (if any) against the standards.

Declarations and the Workplace Panel

07

Complete the declarations and present your Inquiry Plan to the Workplace Panel for assessment. You may need to refine your Inquiry Plan (depending on feedback from the Panel). The Workplace Panel will collaboratively write a report.

Submit your application to the Teachers Registration Board

08

Submit and email your Inquiry Plan and the Workplace Panel Report (no need to submit all of your evidence) to the TRB. Await a TRB email request for the application fee and pay the fee. Keep your evidence for up to twelve months, for auditing purposes.



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