

APPLICATION GUIDELINES

- Teacher registration



GUIDELINES

to completing the Application for Teacher Registration

It is a legal requirement under the *Education (Queensland College of Teachers) Act 2005* (the Act) for all persons teaching in all State and non-State schools in Queensland and those involved in either supervision or assessment of practising teachers or student teachers to be registered with the Queensland College of Teachers (QCT). The QCT is NOT an employer.

DOCUMENTARY EVIDENCE MUST BE PROVIDED

All documentation you supply to the QCT must be certified copies of the original documents.

Please attach all documentary evidence to the back of the form.

For the QCT to assess your eligibility for registration as a teacher in Queensland under the Act, it is essential that all requested information be provided with an application and relevant fees.

PRIVACY

The QCT is committed to protecting the privacy, confidentiality and security of personal information. The [Privacy Statement](#) can be viewed on the Application for Teacher Registration Form. For more information go to www.qct.edu.au.

An assessment of your application will not commence until after all required documents have been received. All documentation you supply to the QCT must be certified copies of the original documents*.

It is an offence under the Act for a person to make or submit false, incomplete or misleading information or documents. A person may be liable to a penalty and loss of registration.

HOW TO HAVE A DOCUMENT CERTIFIED

Photocopy the original document. Take the original and the photocopy to a person authorised to certify documents in your State/Country (e.g. Solicitor, Justice of the Peace, Commissioner for Declarations or Notary Public). The official must make the following statement **on every page of the documents to be certified**:

I have sighted the original document and certify this to be a true copy of the original.

The official's name and contact details and Justice of the Peace/Commissioner for Declarations registration number should be clearly indicated.

Scanned documents, photocopies and faxes of certified copies are not acceptable.

Information about Justices of the Peace and Commissioners for Declarations is available on www.justice.qld.gov.au or by phoning the Justice of the Peace Branch of the Queensland Department of Justice and Attorney-General on 1300 301 147.

STATUTORY DECLARATION

A Statutory Declaration is a legal document. Supplying false information is an offence which can result in imprisonment and/or a fine.

A Justice of the Peace is an acceptable witness for a Statutory Declaration in any Australian State or Territory in which he/she is registered to act as a Justice of the Peace.

Applicants who submit this form while interstate or overseas may have their documents certified by a similarly authorised person in that state, territory or country.

Statutory Declaration forms are available from newsagents and post offices. A Statutory Declaration form is also available on the QCT website in the 'Forms' section, as is information about who can witness a Statutory Declaration.

*unless specified otherwise

FEES FOR REGISTRATION

Fees before 1 January 2012.

	Applicant with a current Blue Card		Applicant Without a Blue Card
	No criminal history	Criminal history	
Graduate*	\$117.05	\$129.00	\$129.00
Other	\$199.05	\$211.00	\$211.00

Fees from 1 January 2012.

	Applicant with a current Blue Card		Applicant Without a Blue Card
	No criminal history	Criminal history	
Graduate*	\$121.05	\$133.00	\$133.00
Other	\$206.05	\$218.00	\$218.00

*An applicant applying within 2 years of completing an initial teaching qualification at a Queensland higher education institution. Fees are subject to change without notice.

The fee includes a compulsory \$23.50 fee for a national criminal history check as required under the QCT's legislation. This fee is \$11.55 where an applicant has no criminal history, holds a current blue card issued by the Queensland Commission for Children and Young People and Child Guardian and provides this information on the application. If a further national criminal history check is required you will be advised to pay any additional \$23.50 before your application will be processed. These fees are non-refundable. If the application is not approved or is withdrawn, part of the fees may be refunded. Once registered, all fees are non-refundable.

REGISTER OF APPROVED TEACHERS

In accordance with section 288 of the Act, the QCT must enter information about every approved teacher on the publicly available section of the register of approved teachers, including:

- the teacher's full name
- whether the teacher holds full registration, provisional registration or permission to teach
- the teacher's registration identification number
- the current period of the registration or permission to teach
- if the teacher's registration or permission to teach is suspended
- if the teacher's registration has been cancelled on disciplinary grounds.

ASSESSING YOUR APPLICATION

All applicants must meet the relevant eligibility requirements including qualification assessment, suitability to teach and English language proficiency.

- **If you are a graduating teacher** from a Queensland university, your application will be processed shortly after official results are released and the QCT has received advice directly from your university that you have successfully completed your course.
- **If you have interstate qualifications** and you are not registered with another registering authority in Australia or New Zealand please allow a minimum of 3-6 weeks*.
- **If you are an overseas trained teacher** please allow up to 10 weeks* for the assessment of qualifications.
- **If there are issues about your suitability to teach**, then depending on the seriousness of the matter, additional time will be required to assess your eligibility for registration.
- **If you are reapplying** for teacher registration in Queensland, it is suggested you contact the office to determine what documents you will need to provide.
- **If you are required to provide evidence of English language proficiency** this documentation must be included with your application for teacher registration.

* After all required documentation and fees have been submitted.

REGISTRATION

Eligibility for registration as a teacher in Queensland.

The qualifications that meet the eligibility requirements for registration in Queensland include –

- a) a course of preservice teacher education consisting of at least four years academic study, including professional studies* that are at least one year of academic study; or
- b) a graduate course of preservice teacher education consisting of professional studies* that are at least one year of academic study, following an undergraduate degree; or
- c) another course of teacher education, provided by a higher education institution, that the QCT is satisfied is the equivalent of a course mentioned in paragraph (a) or (b).

*Professional studies are studies in teacher education that include theoretical and practical aspects of education AND supervised teacher experience.

Applicants who do not meet qualification requirements for teacher registration

A person may be eligible for registration under [section s8\(1\)\(a\)\(ii\) and s9\(1\)\(a\)\(ii\) of the Act](#) if the QCT is reasonably satisfied that the person's education, abilities, experience and contribution to education establish the person meets the requirements under the professional standards for registration. The QCT has established a process to assess such applications.

It is important that any applicant who intends to apply under these sections of the Act should read the [relevant information on the QCT website](#) and contact the QCT to discuss the requirements.

Applicants registered in New Zealand or another Australian State or Territory

If you are currently registered with a teacher registration authority in

- Australian Capital Territory
- Northern Territory
- South Australia
- Tasmania
- Victoria
- Western Australia
- New Zealand

You may complete the Application for Registration under Mutual Recognition Form. Teachers accredited in New South Wales cannot apply under mutual recognition.

What happens next?

After your application is assessed you may be granted full or provisional registration or your application may be refused. If your application is refused you cannot be employed as a teacher in a Queensland school. You can apply for review of the QCT decision. For more information please refer to the QCT website.

Important

If any documentation you are required to submit to the QCT with your application is in a language other than English, you will need to provide an official translation.

PERSONAL DETAILS AND IDENTIFICATION

Personal details

IDENTITY DOCUMENTS

Your eligibility for teacher registration will not be assessed until you provide appropriate 'Proof of Identity' documents. You must provide **one primary document and one secondary identification document**. One of the 'proof of identity documents' must be issued by a government agency and include a photograph of the applicant.

Primary documents	+	Secondary Documents
<ul style="list-style-type: none">• Birth Certificate• Current passport• Australian Citizenship Certificate		<ul style="list-style-type: none">• Current driver's licence• Australian 'Over 18's' card• Australian 'Working with Children' Card• A current student card from a Higher Education Institution• National identification card

CHANGE OF NAME

Please provide a CERTIFIED COPY of evidence of all name changes, for example marriage certificate, decree nisi (only if all names listed), deed poll, or change of name certificate. If you are known by another name, please provide a Statutory Declaration stating clearly the name you are known by, if different from your official documents.



ATTACH CERTIFIED COPIES of your 'Proof of Identity' documents **and** change of name documents (if required).

EEO DATA

The *Education (Queensland College of Teachers) Act 2005* lists the functions required to be undertaken by the QCT as including keeping a registrar of, and records relating to approved teachers, and analysing and reporting on systemic information. Collecting statistical data around Equal Employment Opportunity (EEO) target groups is an important tool for the QCT to effectively analyse and report on the teaching workforce in Queensland. This information is collected voluntarily from applicants for statistical purposes only.

SCHOOL APPOINTMENT IN QUEENSLAND

Under section 71 of the *Education (Queensland College of Teachers) Act 2005* and section 36 of the *Education (Queensland College of Teachers) Regulation 2005*, teachers employed at a school on a permanent basis are required to advise the QCT of the name of the school and the day they start teaching and of any change of school at which they are employed.

TEACHING QUALIFICATIONS

Applicants for teacher registration are required to demonstrate on application that they have attained the qualifications and experience for registration prescribed under the Regulations or that their education, demonstrated abilities, experience, knowledge and skills establish that they meet the requirements under the professional standards.

QUEENSLAND TEACHING QUALIFICATIONS

QUEENSLAND GRADUANDS CURRENTLY COMPLETING A PRESERVICE TEACHING QUALIFICATION

Queensland graduands are able to commence the teacher registration application process within six months of their course completion.

Applicants who have enrolled in but have not completed their Queensland teaching course must provide proof of enrolment and progress in a preservice course, ie an unofficial transcript, studies report or other evidence available through the educational institution's student self-service facility.



ATTACH proof of enrolment and progress in your preservice teacher education course.

QUEENSLAND GRADUATES

Applicants with Queensland preservice teaching qualifications are NOT required to submit academic records of their preservice teaching qualifications or practice teaching reports as higher education institutions provide the QCT with the relevant information. Applicants are encouraged to provide their complete academic record once it is available.



ATTACH certified copies of academic records/transcripts.

INTERSTATE AND OVERSEAS TEACHING QUALIFICATIONS

If you have completed an initial teaching qualification at an interstate or overseas higher education institution, you MUST provide CERTIFIED COPIES of:

- Official academic records/transcripts of all higher education studies. Academic records/transcripts downloaded from the internet are NOT acceptable; and
- All higher education graduation testamurs/degree certificates.

If your academic record/transcripts and testamurs/degree certificates are in a language other than English, you MUST supply CERTIFIED documents in the original language AND translations which are prepared and certified as correct by an official translation service or a translator. In Australia, translators must be accredited by the National Accreditation Authority for Translators and Interpreters - NAATI.

You may also be required to satisfy the QCT of your ability to communicate in spoken and written English at a professional level with students, parents, teachers and other persons - see below.



ATTACH certified copies of academic records/transcripts AND graduation testamurs/degree certificates. Certified copies of other awards and diploma supplements may be required from applicants from some European countries. Please ensure BOTH sides of documents are supplied and certified.

OTHER HIGHER EDUCATION QUALIFICATIONS

If you have completed any other higher education studies, for example Bachelor of Arts, Bachelor of Science, you must provide:

- Official academic records of all higher education studies. Academic records downloaded from the internet are NOT acceptable; AND
- All higher education graduation testamurs/degree certificates - not required if academic records confirm completion of all program requirements.

If your academic record and documents are in a language other than English, you must supply certified documents in the original language and translations which are prepared and certified as correct by an official translation service or an accredited translator.



ATTACH certified copies of academic records/transcripts AND graduation testamurs/degree certificates.

PARTIALLY COMPLETED HIGHER EDUCATION

To ensure that all of your studies are taken into account, please supply details and documentary evidence of all incomplete higher education studies.



ATTACH certified copies of academic records/transcripts.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Under the Act, a person must meet eligibility and professional practice requirements to be eligible for registration. The *Education (Queensland College of Teachers) Regulation 2005* specifies the following as a professional practice requirement:

‘The ability to communicate in spoken and written English at a professional level with students, parents, teachers and other persons’.

REQUIREMENT TO PROVIDE EVIDENCE OF ENGLISH LANGUAGE PROFICIENCY

All applicants for registration are required to provide evidence of English language proficiency (ELP) with their application, except those who have completed the full four years of higher education study required for registration in English in one of the following countries:

- Australia
- New Zealand
- Canada
- United Kingdom
- United States of America
- Republic of Ireland

REQUIRED LEVEL OF ENGLISH LANGUAGE PROFICIENCY

The minimum requirement for English language proficiency, to ensure National consistency for the initial registration of teachers, is evidence of:

- An IELTS (Academic) assessment with an average band score of 7.5 across all four skill areas of listening, speaking, reading and writing – with no score below 7 in any of the four skills areas and a score of no less than 8 in speaking and listening; or
- An ISLPR assessment with a score of level 4 in all four areas of listening, speaking, reading and writing, such assessment to be deemed valid only if provided by approved testing sites where the assessment is teacher focused; or
- A PEAT assessment of A in all four areas of listening, speaking, reading and writing

The date of the English language test must be no more than two (2) years prior to the time of applying. All test criteria must be met on an individual test, and documentary evidence must be certified.

Further information, including details of where the English tests can be taken, may be found at <http://www.qct.edu.au/Registration/english.html>

TEACHING EXPERIENCE - *New graduates DO NOT complete this section.*

FOR APPLICANTS WITH TEACHING EXPERIENCE OVERSEAS

A written professional reference is required from each school or employing authority for whom you have taught in the past five years.

FOR APPLICANTS WITH TEACHING EXPERIENCE IN NSW AND THE ACT

A written professional reference is required from each non-government school or employing authority for whom you have taught in the past five years. If you already have such references, a certified copy of each needs to be provided with your application.

These references assist the QCT to verify your teaching experience and suitability as a teacher.

All other applicants are not required to provide references for teaching experience as the QCT will undertake checks with relevant registration or employing authorities.



ATTACH certified copies of professional references.

FULL REGISTRATION

You may be eligible for full registration if you have completed at least one year (200 days) of class room teaching in recognised schools in Australia or New Zealand in the past five years.

Teaching experience in countries other than Australia and New Zealand cannot be used to gain full registration.

To verify your teaching experience, you must include certified copies of statements of service with your application.

Your principal also needs to provide an assessment of your teaching practice against the Professional Standards for Queensland Teachers by completing the Principal's Referee Report – Full Registration.



ATTACH certified copies of statements of service.



ATTACH Principal's Referee Report – Full Registration (ATTACHMENT A).

*this includes government and independent schools registered with the relevant State or Territory authority or with the Ministry of Education in New Zealand.

DECLARATIONS

SUITABILITY TO TEACH

The QCT must be satisfied that you are suitable to teach. The factors that the QCT considers in making this determination are set out in sections 11 and 12 of the Act.

You are required to truthfully complete this declaration section and follow the directions carefully.

You must certify that the personal information you have provided on the Statutory Declaration is correct. Answering 'Yes' to any of the questions will not automatically result in refusal of your application. Each application is considered on its individual merits.

Schedule 3 of the Act defines:

“charge” as ... a charge in any form including, e.g. a charge on an arrest; a notice to appear served under the *Police Powers and Responsibilities Act 2000*, section 382; a complaint under the *Justices Act 1886*; a charge by a court under the *Justices Act 1886*, section 42(1A), or another provision of an Act; an indictment.

“convicted” as ... found guilty, or having a plea of guilty accepted in a court, whether or not a conviction was recorded.

If you answer YES to any of the questions you must ATTACH a Statutory Declaration explaining the circumstance of each charge and/or (employment/registration) incident.

BLUE CARD (IF APPLICABLE)

Blue Cards are issued by the Queensland Commission for Children and Young People and Child Guardian once it has carried out the Working with Children Check to see if a person is eligible to work in child-related employment. If you are a current Blue Card holder and you have no criminal history the QCT is able to rely on the Blue Card Working with Queensland Children Check instead of seeking information from the Queensland Police Service (QPS).

APPLICANTS WHO HAVE LIVED OVERSEAS IN THE LAST 10 YEARS

You must provide a certified copy of a national criminal record check from any country in which you resided for 12 months or more after the age of 18 years in the last 10 years. If the documentation is in a language other than English, you will need to provide an official translation. The check must not be more than 12 months old when you provide it to the QCT. For more information see <http://www.qct.edu.au/Registration/criminal.html>



ATTACH certified copies of overseas police certificates

CONTACT DETAILS FOR OVERSEAS POLICE CERTIFICATES

If you have applied and not yet received your police certificate, please attach evidence of such application. Addresses for overseas police certificates can be obtained from the QCT website <http://www.qct.edu.au/Registration/criminal.html>



ATTACH certified copies of application for overseas police certificates

FREQUENTLY USED ADDRESSES FOR OVERSEAS CRIMINAL RECORD CHECKS

New Zealand	<p>www.justice.govt.nz Ministry of Justice, PO Box 2750 Wellington NZ 0011 64 4918 8800</p> <p>Applications must be made using form F1 and the request must be for a Full Record of Convictions (the Full Record of Convictions box on form F1 must be ticked). Forms can be obtained from http://www.justice.govt.nz/services/get-a-copy-of-your-criminal-record/application-forms/.</p>
Canada	<p>For more information on obtaining a police certificate through the RCMP, please refer to www.rcmp-grc.gc.ca.</p>
Ireland	<p>Apply for a 'Police Certificate of Character' Residents apply in person at local Garda station at place of residence. Garda Headquarters can provide contact details for local Garda stations.</p> <p>Non-residents apply by mail by writing to the Superintendent in charge of the district covering the area of the applicant's principal or former place of residence in Ireland. Website www.garda.ie</p>
South Africa	<p>Apply to the Criminal Record Centre, South African Police, Private Bag X308, Pretoria, 0001. For more information, please refer to www.dfa.gov.za/consular/policeclear.htm</p>
UK & Northern Ireland	<p>You can apply for a Police Certificate from the Association of Chief Police Officers (ACPO) on their website http://www.acpo.police.uk</p>
USA	<p>The QCT will require you to provide a certified copy of a national police certificate issued by the Federal Bureau of Investigation, and not local/provincial police services. For more information on obtaining a police certificate through the FBI, please refer to www.fbi.gov.</p>
Other countries	<p>You must make your own enquiries about obtaining a police certificate either from the police in that country or the nearest embassy as appropriate.</p> <p>Further information is available from the following website http://www.immi.gov.au/allforms/character-requirements/character-penal.pdf</p>

If you are unable to provide a police certificate please [contact the QCT](#).



Level 10 Sherwood House
39 Sherwood Road
Toowong Qld 4066

PO Box 389
Toowong Qld 4066

www.qct.edu.au
enquiries@qct.edu.au

T 07 3377 4777
F 07 3876 7248

Office Hours
8.30am – 4.30pm

Toll Free for callers
outside of Brisbane
T 1300 720 944

***Please send the completed application form and ALL
required documentation and fees to:***

**Queensland College of Teachers
PO Box 389
TOOWONG QLD 4066**

