

# APPLICATION GUIDELINES

Teacher registration under mutual recognition

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# GUIDELINES

## to completing the Application for Registration under Mutual Recognition form

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 fee.

### 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 under Mutual Recognition Form. For more information go to [www.qct.edu.au](http://www.qct.edu.au).

**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.**

Notification to the Queensland College of Teachers under Section 19 of the *Mutual Recognition Act 1992 (Cth)* or Section 18 of the *Trans Tasman Mutual Recognition Act 1997 (Cth)*.

### MUTUAL RECOGNITION PRINCIPLE

The Mutual Recognition Principle is that a person who is registered for an occupation<sup>1</sup> in the first state<sup>2</sup> is entitled to registration in the second state, for the equivalent occupation.

To qualify for registration under the Mutual Recognition Principle, you must:

- complete this application form

AND

- provide evidence that you are currently registered with a teacher registration authority in an Australian State or Territory and are applying for registration in Queensland under the *Mutual Recognition (Queensland) Act 1992*

OR

- provide evidence that you are currently registered in New Zealand and are applying for registration in Queensland under the *Trans Tasman Mutual Recognition (Queensland) Act 2003*.

You will be **deemed registered** in Queensland from the date your completed application is received by the Queensland College of Teachers.

The QCT then has one month to decide whether to grant (with or without any conditions), postpone (for up to six months) or refuse your **substantive registration**. During this time, the QCT will take steps to verify the accuracy of the registration information provided by contacting the relevant teacher registration authority.

The QCT will notify you in writing when a decision is made to grant, postpone or refuse substantive registration.

You have to have current registration with a relevant teacher registration authority in Australia or New Zealand to be mutually recognised in Queensland.

**NOTE: All documents submitted must be correctly certified.**

<sup>1</sup> an occupation is defined as a profession that may be carried on by registered persons only.

<sup>2</sup> state includes an Australian State or Territory and New Zealand.

## 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 a 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](http://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.

## FEES FOR REGISTRATION

Fees before 1 January 2012.

	Applicant with a current Blue Card		Applicant Without a Blue Card
	No criminal history	Criminal history	
Fee	\$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	
Fee	\$206.05	\$218.00	\$218.00

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.

## NOTIFICATION TO THE QCT



ATTACH certified copies of Current Certificate of Registration issued by an Australian State or Territory or New Zealand teacher registration authority

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

#### 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 EXPERIENCE AND WRITTEN PROFESSIONAL REFERENCES

### 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

## OTHER HIGHER EDUCATION QUALIFICATIONS (OPTIONAL)

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.

## 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 Queensland Blue Card holder and you have no criminal history the QCT is able to rely on the Blue Card Working with 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 official translations. 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 criminal records checks

### CONTACT DETAILS FOR OVERSEAS CRIMINAL RECORDS CHECK

If you have applied and not yet received your criminal records checks, please attach evidence of such application. For example, the completed application form used to request the criminal records check. Addresses for overseas criminal records checks can be obtained from the QCT website <http://www.qct.edu.au/Registration/criminal.html>

The most frequently used addresses for overseas criminal records checks are included in this guide (over page)



ATTACH certified copies of application for overseas criminal records checks

## FREQUENTLY USED ADDRESSES FOR OVERSEAS CRIMINAL RECORD CHECKS

New Zealand	<p><a href="http://www.justice.govt.nz">www.justice.govt.nz</a> 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 <a href="http://www.justice.govt.nz/services/get-a-copy-of-your-criminal-record/application-forms/">http://www.justice.govt.nz/services/get-a-copy-of-your-criminal-record/application-forms/</a>.</p>
Canada	<p>For more information on obtaining a police certificate through the RCMP, please refer to <a href="http://www.rcmp-grc.gc.ca">www.rcmp-grc.gc.ca</a>.</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 <a href="http://www.garda.ie">www.garda.ie</a></p>
South Africa	<p>Apply to the Criminal Record Centre, South African Police, Private Bag X308, Pretoria, 0001. For more information, please refer to <a href="http://www.dfa.gov.za/consular/policeclear.htm">www.dfa.gov.za/consular/policeclear.htm</a></p>
UK & Northern Ireland	<p>You can apply for a Police Certificate from the Association of Chief Police Officers (ACPO) on their website <a href="http://www.acpo.police.uk">http://www.acpo.police.uk</a></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 <a href="http://www.fbi.gov">www.fbi.gov</a>.</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 <a href="http://www.immi.gov.au/allforms/character-requirements/character-penal.pdf">http://www.immi.gov.au/allforms/character-requirements/character-penal.pdf</a></p>

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



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39 Sherwood Road  
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Toowong Qld 4066

[www.qct.edu.au](http://www.qct.edu.au)  
[enquiries@qct.edu.au](mailto: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**

