

RENEWAL OF TEACHER REGISTRATION IN QUEENSLAND

Fact Sheet

Updated October 2011

Recognised hallmarks of a profession are the distinctive body of knowledge and skills shared by its members along with their acknowledgement of the importance of engagement in professional renewal and ongoing development across their career. The renewal of registration process incorporates recognition of the importance of recency of practice and continuing professional development.

The knowledge base on which a teaching career is based has deepened and calls for teachers to engage with it on an ongoing basis as lifelong learners (Coolahan, 2002).

Understanding the requirements of renewal of full registration:

The *Education (Queensland College of Teachers) Act 2005* came into effect on 1 January 2006 and introduced new requirements for fully-registered teachers to formally renew their registration every five years. **At the end of the five year period of registration, registration ends and teachers must apply to renew their registration. This is a new process and involves more than payment of the annual fee.**

To meet the requirements to renew their teacher registration, fully registered teachers:

- must be of continued suitability to teach
- must pay the applicable annual fee
- and if they have *recency of practice* must meet the *continuing professional development (CPD)* required under the *Continuing Professional Development Framework*

It is the individual teacher who is responsible for maintaining his/her registration and for meeting requirements for renewal of registration.

NOTE: Fully registered teachers who do not have recency of practice will have their full registration renewed subject to a *Returning to Teaching* condition.

Definitions

What is recency of practice?

Recency of practice means having practised as a teacher, or having attained experience the QCT recognises as the equivalent of teaching at a school, for one year (200 days or 1000 hours) within the five year period of registration. Please refer to the QCT website for details.

Who is a teacher?

A *teacher* is a person who delivers an educational program, assesses student participation in an educational program, and/or administers or provides consistent and substantial leadership to an educational program, in a school or in another setting where the educational program is based on a syllabus or kindergarten guideline approved or accredited by the Queensland Studies Authority. (In years prior to 2011, teaching the early years learning framework to 3-5 year old children is also acceptable.)

This means, for example, that education advisers who regularly work in schools and Principals who do not engage in classroom teaching, are included in the definition of 'teacher'.

What is a Returning to Teaching condition?

Teachers whose registration is renewed with this condition will need to complete a Returning to Teaching professional development program within 12 months before or after returning to teaching. It will include elements focused on contemporary education issues, effective teaching practice and relevant legislation. More information is available at www.qct.edu.au.

NB: For the purposes of this document, the term 'school' is taken to include other acceptable settings.

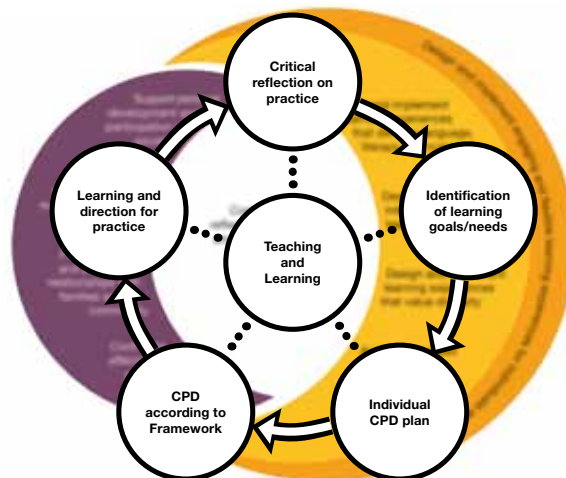
CPD process outlined

The teacher:

- critically reflects on his/her practice and work role;
- identifies learning goals and needs;
- plans and undertakes CPD to meet framework requirements;
- records and retains evidence of the CPD undertaken;
- monitors and considers application for his/her practice as an individual and as a member of professional teams.

The process outlined here reflects the expectations of Standard 10 – *Commit to reflective practice and professional renewal* from the QCT's *Professional Standards for Queensland Teachers*.

THE CONTINUING PROFESSIONAL DEVELOPMENT CONCEPT A STANDARDS AND DEVELOPMENT FOCUS



Continuing professional development required?

The CPD undertaken by teachers must have regard to the *Professional Standards for Queensland Teachers* and demonstrate:

- a balance across the following areas
 - employer directed and supported CPD
 - school supported CPD
 - individually identified CPD
- a range of types of CPD activities
- completion of at least the minimum amount required

These areas acknowledge that professional responsibility for maintaining knowledge and skills extends beyond the individual's personal professional development to meet their responsibilities

as a member of a team and school staff. The balance may vary according to the particular teacher's situation. For example, in some employer settings the first two areas may merge. For relief teachers a greater emphasis on individually identified CPD may be appropriate.

What CPD activities can I include in my individual CPD planning?

CPD must be differentiated from activities that are normal expectations of the teacher's role or engagement in extra-curricular activities. Only the professional development component of an activity may be included to meet the requirements.

In deciding how much of any particular activity may be included, key considerations include the appropriateness for the teacher's role, contribution to achievement of identified learning goals, the range of activities and balance across the required areas.

Table 1. CPD Activities

The following is an indicative not exhaustive list.

- Active contribution to education system initiatives, pilots, trials and projects
- Courses, workshops (including school-based), conferences, vacation schools or online courses relevant to teaching context
- Syllabus, curriculum and assessment professional development conducted by QSA or employer
- Training for and development from participation in national and state test marking, QSA and school-based teacher consistency of judgement procedures
- Formal presentations to colleagues on classroom practices, research findings or contemporary issues in education
- Leading school-based curriculum and/or policy development
- Preparation for and development through providing collegial professional support for preservice or beginning teachers as part of supervising/mentoring role
- Educational research/action research projects
- Active involvement in approved overseas teacher exchange, encompassing pre-preparation, on-site professional development and subsequent reporting
- Professional reading linked to activities such as research, preparation of articles, presentations to colleagues and professional practice
- Formal study leading to a qualification in education or field related to teaching area.

Amount of CPD required:

A full-time teacher must undertake at least 30 hours of CPD per year. Teachers who are employed less than full time must meet at least the hours of CPD required in the pro-rata schedule.

CPD Amount: requirements for teachers employed full-time and less than full-time

Days / hours of teaching employment per year	CPD requirements per year
Teaching full time	At least 30 hours
200 days & above [1000 hours & above]	At least 30 hours
160 – 199 days [800 – 999 hours]	At least 25 hours
120 – 159 days [600 – 799 hours]	At least 20 hours
80 – 119 days [400 – 599 hours]	At least 15 hours
40 – 79 days [200 – 399 hours]	At least 10 hours
Under 40 days [Under 200 hours]	Nil

The amount may include the professional development undertaken on student free days as well as other opportunities.

The QCT recognises teachers' individual circumstances and will provide advice on an individual basis for teachers taking long-term leave. For example, for teachers who have recency of practice but who are able to provide evidence that they took leave for a year (and did no teaching in that year) or engaged in alternative employment for the whole year, the CPD requirement is nil for the year.

Recording CPD requirements:

It is the responsibility of the individual teacher to:

- record CPD undertaken in a format that meets QCT requirements and best suits his/her individual needs and/or employer requirements. The QCT has an online recording tool that is available through 'Online Services' on the QCT website
- keep their records and evidence for 12 months following renewal of registration
- make the evidence available as required by QCT for auditing purposes.

More information including Frequently Asked Questions is available from www.qct.edu.au.

Evidence of CPD:

- will vary according to the nature of the activity
- should be verified at the time the activity is undertaken
- will include reference to the professional standards addressed

Examples:

- For engagement in courses, workshops, seminars, summer schools, evidence could be in the form of a certificate provided by the organisation or provider.
- For school-based CPD, evidence could include school records such as minutes, sign on sheets or agendas that confirm who attended and the amount and type of CPD involved, annual/term statements provided by the school using the usual school/system's recording arrangements or certificates provided by a presenter.
- A certificate of completion or transcript of academic results will provide evidence of completed formal studies.
- Professional reading evidence could be in the form of a log including bibliography and the outcome such as a presentation to colleagues, report or implementation into planning.

Auditing:

- At the time of renewal of registration, the QCT will identify a random sample of registered teachers and request that they supply records and/or evidence to establish that, for instance, the required CPD for renewal has been undertaken and the correct information given to the QCT on the application.
- From 2011 the audit will be used by the QCT in making a decision on renewal of the teacher's registration, including, for example, whether registration will be renewed with a condition.

How do teachers apply to renew their registration?

- Prior to the end of their period of registration, teachers will receive notification from QCT about applying for renewal of their registration.
- If a teacher does not apply to renew their registration before the end of their period of registration, they will have to apply to restore their registration (if within three months of the due date) or re-apply for registration. An additional fee applies for restoration of registration and re-applications incur the full application fee.
- Registration continues, as long as an Application for Renewal of Full Registration has been submitted before registration ends and the annual fee has been paid.
- The end date of the current period of registration is stated on a teacher's registration card and certificate. It is also shown on the public register on the QCT website.
- From 2011, a failure to meet CPD requirements may have implications for a teacher's registration.

Please DO NOT send CPD records or evidence to QCT unless QCT requests you to do so!

INFORMATION FOR SUPPLY AND CONTRACT TEACHERS

All fully registered teachers who have recency of practice, regardless of their employment situation, will need to meet continuing professional development (CPD) and 'suitability to teach' requirements in order to renew their registration.

For renewal purposes, teachers involved in supply and relief work or short term contracts have a responsibility to maintain records of their employment/hours of teaching practice and CPD. These records will need to be supported by Statements of Service from the range of employers, if requested by QCT on audit.

CPD may be recorded in a format that meets QCT requirements and best suits the individual teacher. The minimum amount of CPD required is determined by the number of teaching days/hours within the given year (please refer to the pro-rata schedule on the previous page).

Teachers are encouraged to be proactive in:

- building relationships with the range of schools with which they work
- knowing who in these schools coordinates school-based professional development opportunities

- knowing how to access information about professional development opportunities
- seeking opportunities to join in appropriate school-based activities.

An optional recording tool, developed by the QCT, is available on the QCT website. Evidence should be verified by the provider at the time the CPD is undertaken.

At the time of renewal, teachers will be asked by QCT whether they have met the CPD requirements according to the number of days/hours of teaching undertaken. Teacher records must be supported by evidence of both the amount of teaching undertaken and CPD completed.

It is the responsibility of each teacher to retain his/her CPD records and evidence for 12 months following the renewal of their registration.

More information for supply and relief teachers is available on the QCT website: www.qct.edu.au.

When do the CPD requirements start?

The CPD Framework was introduced in 2010 and fully registered teachers are required to meet all requirements including maintaining records of their professional development from 2010 onwards.

Decision and Review

Teachers will receive a notice from the QCT advising them of the QCT's decision on renewal of their registration.

If renewal is granted, a new registration certificate and card will be issued.

There are provisions for review of a registration decision and full information about the review process will be provided where applicable.

What do all teachers need to do?

So that they can renew their registration at the end of their five year registration period, teachers should:

- Plan and undertake the CPD required (if they will have recency of practice)
- Record the CPD undertaken according to the CPD Framework
- Have evidence of the CPD undertaken (and hours worked if appropriate)
- Apply to renew their registration at the end of their five year period