

APPLICATION FOR PERMISSION TO TEACH

Guidelines and application form

Education (Queensland College of Teachers) Act 2005 Section 14
FORM 2/V01/DEC 2010

APPLICATION

for permission to teach in Queensland

Under section 82 of the *Education (Queensland College of Teachers) Act, 2005* (the Act), only approved teachers may be employed as teachers in prescribed schools in Queensland, including State or non-State schools. An approved teacher means a person who is a registered teacher or a person who holds permission to teach.

This application form is for permission to teach.

WHEN TO USE THIS FORM

You can apply to the Queensland College of Teachers (QCT) for permission to teach **only** if all of the following apply to your situation:

- You are not eligible for registration as a teacher.
- You have a confirmed offer of a teaching position.
- Your prospective employer is unable to find an appropriate registered teacher to fill the position.

Please Note: Permission to teach is NOT a form of registration. It cannot be used outside the specific teaching appointment and time frame for which it is granted.

FEES FOR PERMISSION TO TEACH

Current as of 1 July 2010 and subject to change without notice.

Application received	Applicant with a current blue card		Applicant without a blue card
	No criminal history	Criminal history	
From 1/1/2011	\$199.05	\$211.00	\$211.00

The fee includes a compulsory \$23.50 fee for a national criminal history check as required under the QCT's legislation. The fee is reduced by \$11.55 where an applicant has no criminal history, holds a current blue card issued by the 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 an additional \$23.50 before your application will be processed. These fees are non-refundable. If the application is not approved, you will be entitled to a refund of part of the application fee. Once granted permission to teach, all fees are non-refundable.

ELIGIBILITY FOR PERMISSION TO TEACH

Under section 10 of the Act, a person is eligible for permission to teach if the QCT is reasonably satisfied that the person:

- Has been offered a teaching position in a school and the employer cannot find an appropriate registered teacher for the position; and
- Has knowledge, qualifications, skills or training reasonably considered by the QCT to be relevant to the offered position; and
- Is suitable to teach; and
- Meets any other professional practice requirements for permission to teach prescribed under a regulation. (This includes the ability to communicate in spoken and written English at a professional level with students, parents, teachers and other persons.)

The Act also makes provision for conditions to be imposed on permission to teach.

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 part of the Register of approved teachers, including:

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

COMPLETING THE FORM

The application form has two sections – an Applicant Section and an Employer Section. BOTH sections must be completed in full.

Please Note: An application without the Employer Section completed will be not be considered.

All requested documentation and the required fee must be submitted with the application. All documentation must be certified copies of the original documents. An incorrect or incomplete application will result in delays in processing.



This symbol is used throughout the form to indicate when documentary evidence **MUST** be provided.

HOW TO HAVE A DOCUMENT CERTIFIED

Photocopy the original document. Take the original and the photocopy to a Solicitor, Justice of the Peace or Commissioner for Declarations. 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 photocopies 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 3239 6098, or for calls from outside Brisbane, 1300 301 147.

ASSESSMENT OF YOUR APPLICATION

Your application will not be assessed until all required documentation and the fee have been received. Every effort will be made to assess applications for permission to teach expediently. However, it may take two to three weeks to assess an application.

APPLICANT SECTION

APPLICATION FOR PERMISSION TO TEACH

1 OFFER OF A TEACHING POSITION

Do you have a confirmed offer of a teaching position in a Queensland school?

Yes No

If 'No', you are unable to apply for permission to teach and you should not proceed with this application.

If 'Yes', please provide details.

Name of school or institution

Address of school or institution

Postcode

Commencement date

Finish date

PLEASE NOTE: If your application is successful, permission to teach will be granted only for the specific timeframe and teaching assignment outlined on the certificate of permission to teach.

2 TEACHER REGISTRATION BACKGROUND

Have you ever applied for teacher registration in Queensland?

Yes No

Have you ever been granted teacher registration in Queensland?

Yes No

If 'Yes', previous registration number (if known)

Have you ever applied for permission to teach in Queensland?

Yes No

Have you ever been granted permission to teach in Queensland?

Yes No

If 'Yes', previous permission to teach number




If 'Yes', please attach certified documentary evidence.

3 PERSONAL DETAILS AND IDENTIFICATION

PERSONAL DETAILS

Title (Ms, Mr, Mrs, Miss)	Gender	M - Male	F - Female
Surname / Family name			
All former surnames			
Given names			
All former given names			

 **Attach a CERTIFIED COPY of evidence of all name changes, for example marriage certificate, deed poll, or change of name certificate. If you are known by another name, please provide a Statutory Declaration clearly stating the name you are known by, if different from your official documents.**

CONTACT DETAILS

Street / Postal	
City	
State	Postcode
Country	
Home telephone	Work telephone
Mobile	Email

BIRTH DETAILS

Date of birth	___ / ___ / ___	(DD / MM / YY)
Place of birth	Town	State
	Country	

 **Attach CERTIFIED COPIES of your identity documents – SEE FOLLOWING for details.**

IDENTITY DOCUMENTS TO BE PROVIDED

Your eligibility for permission to teach will not be assessed until identification records which meet the AUSTRAC 100 Point Check have been received. The following is an example of some of the documents you may provide. For the complete list please visit http://www.austrac.gov.au/files/201_point_check.pdf

1. A certified copy of a passport (70 points); **OR**
2. A certified copy of a birth certificate (70 points);

PLUS

3. A certified copy of your recent Australian driver's licence (40 points); **OR**
4. A certified copy of your tertiary education institution student identification card (40 points); **OR**
5. A certified copy of your identification card issued by the Commonwealth, a State or Territory as evidence of your entitlement to a financial benefit (40 points); **OR**
6. Certified copies of TWO types of credit/debit cards one of which must be issued by a different financial institution (25 points each)

4 QUALIFICATIONS


Have you completed any higher education, TAFE, or trade qualifications?

Yes

No

If Yes, please provide details.

Name of qualification	Year completed	Name of institution	State or country	Length of program (full-time equiv.)

 Attach **CERTIFIED COPIES** of the graduation testamurs/certificates for the qualifications listed together with official academic records and official English translations if the documents are in a language other than English. Academic records downloaded from the internet are **NOT** acceptable.

5 STUDIES TOWARDS A TEACHER EDUCATION QUALIFICATION

Are you currently studying a preservice teacher education program?

Yes

No

If Yes, please provide details.

Name of program	Name of institution	Length of program (full-time equiv.)	Expected completion date

 If you are currently studying a preservice teacher education program you **MUST** provide the following:

- An up to date academic record showing the studies you have completed in the program to date, and your current enrolment. A download from the university's student website will be sufficient for this section.**
- A statement from the program coordinator outlining:**
 - what studies remain to be completed in the program**
 - whether or not all supervised teaching practice has been completed**

6 PARTIALLY COMPLETED STUDIES

Have you undertaken any studies that have not led to a completed qualification, other than any listed in Section 5?

Yes

No

Name of program	Name of institution	Number of subjects completed	Year last subject undertaken	Total subjects in program	Are you currently enrolled?

 Attach certified documentary evidence including all academic records.

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 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 a 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 Children Check instead of seeking information from the Queensland Police Service (QPS).


AUSTRALIAN CITIZENS OR RESIDENTS WHO HAVE LIVED OVERSEAS

You must provide a certified copy of a criminal record check that is no more than 12 months old at the time of presentation to the QCT, from any jurisdiction 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.

 ATTACH certified copies of overseas police certificates


OVERSEAS APPLICANTS

You must provide a certified copy of a criminal record check that is no more than 12 months old at the time of presentation to the QCT, from any jurisdiction in which you resided for 12 months or more (after the age of 18) in the last 10 years. If the documentation is in a language other than English, you will need to provide official translations.

 ATTACH certified copies of overseas police certificates

CONTACT DETAILS FOR OVERSEAS POLICE CERTIFICATES

If you have applied and not yet received your police certificate (criminal record check), please attach evidence of such application. Addresses for overseas police certificates can be obtained on www.immi.gov.au/allforms/character-requirements/character-penal.pdf or further advice can be obtained from the relevant Consulates in Australia. Consulate addresses can be found at www.yellowpages.com.au

 ATTACH certified copies of application for overseas police certificates

The following questions are relevant to the QCT's consideration of your suitability to teach. Read carefully before responding. It is an offence under the Act to provide false, incomplete or misleading information or documents to the QCT.

If you answer YES to any questions below, please ATTACH a Statutory Declaration explaining the circumstances. Your response will be considered when evaluating your application.

Have you ever had registration, licensing, classification or eligibility for employment as a teacher or any other entitlement to teach cancelled, suspended or withdrawn in Australia or in any country? Yes No

Are you subject to any conditions in practising the profession of teaching in any State, Territory or country? Yes No

Have you ever been refused registration, licensing or classification as a teacher in Australia or in any other country for reasons other than insufficient qualifications? Yes No

Have you ever been subject to a preliminary investigation, or resigned whilst the subject of any proceeding or disciplinary action in respect to your professional conduct, competence, or capacity? Yes No

Have you ever been, or are you currently, the subject of action in response to allegations concerning incompetence as a teacher, misconduct as a teacher, or fitness to be a teacher? Yes No
Actions include any preliminary investigation or proceeding, either informal or formal, in any jurisdiction.

Have you ever been CHARGED with any criminal offences in any Australian State or Territory or in any country? Yes No

Have you ever been CONVICTED, whether or not a conviction is recorded, of any criminal offences in any Australian State or Territory or in any country? Yes No

Date	Charge
Court	
Result	

Note: If there is a change to your criminal history between now and when your registration is finalised, you must disclose to the QCT the details of the change.

BLUE CARD DETAILS (IF APPLICABLE)

Blue cards are issued by the 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 the areas of child-related work covered by the Commission's Act. If a person is eligible they are issued a positive notice letter and a blue card. The QCT is able to rely on the Blue Card Working with Children Check if you have no criminal history and hold a current blue card. Please provide the details below AS THEY APPEAR ON THE BLUE CARD.

Given/First name	Middle name/s	Surname / Family name
Card number	Expiry (DD/MM/YYYY)	

Have you lived in any country other than Australia for more than 12 months in the past ten years?

No **Go to SECTION 10** Yes, as listed here

Country*	From	To
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* If you have lived in more than one country, please attach.

Please provide the following

Overseas police certificate (criminal record check) attached **OR**

Evidence of application for an overseas police certificate (criminal record check) on ___ / ___ / ___ **AND**

Statutory Declaration** that outlines any criminal history or, if you do not have a criminal history, states that you have never been charged nor convicted nor convicted of any criminal offence. The Statutory Declaration should also acknowledge that you will post the relevant criminal history clearance certificates to the QCT when received.

** Statutory Declaration form available online at www.qct.edu.au/forms.html

Must be signed before a person authorised in your state or country to witness statutory declarations.

I _____
Applicant's name

of _____

Applicant's address

do solemnly and sincerely declare that to the best of my knowledge and belief all the information in this application is true and correct and I have read the Application Guidelines.

I give consent to the making of inquiries of, and exchange information with, authorities of any jurisdiction regarding any matter relevant to this declaration, including employers, government agencies and professional registering authorities.

By submitting this application, I acknowledge that the QCT is authorised to:

- seek information from the Queensland Police Service and other Police Services in Australia for any details of charges, convictions (including findings of guilt or pleas of guilt, whether or not a conviction was recorded) and certain investigative information;
- seek additional information from courts, police and prosecuting authorities;
- refer information to Queensland Police Service to monitor changes in criminal history information.

I have provided this information in the knowledge that a person making a false declaration could be charged with an offence and if convicted, fined or jailed or both.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Declared by _____ (*Signature of Applicant*)

at _____

Place

this _____ day of _____

Day of the month

Month

Year

before me _____

Name of witness

Status e.g. JP, Solicitor, etc.

signed _____

Witness' signature

Address of Witness _____

Phone number _____

Registration JP/CommDec Number _____

Privacy

The *Education (Queensland College of Teachers) Act 2005* (the Act) authorises the Queensland College of Teachers (the QCT) to collect and use personal information for the purposes of carrying out its statutory obligations, duties and functions including:

- Assessing applications for registration, permission to teach and for renewal and restoration of registration as a teacher in Queensland.
- Maintaining registration details including those on the Register of Teachers.
- Providing you with information about teacher registration matters (such as professional standards and professional development programs).
- Undertaking and supporting reviews and research concerning regulation of the teaching profession.

In carrying out its functions the QCT will give some personal information to other parties including:

- the Queensland Police Service;
- the Director for Public Prosecutions;
- the Commission for Children and Young People and Child Guardian;
- teacher employing authorities;
- interstate regulatory authorities; or
- service providers engaged by the QCT

Further details about the QCT's Privacy Statement and collection of personal information may be found on the QCT's website, www.qct.edu.au.

EMPLOYER SECTION

APPLICATION FOR PERMISSION TO TEACH

This section is to be completed by the applicant's prospective employer. For Education Queensland schools, it must be completed by a representative from the relevant Regional Office, not by the school principal.

ELIGIBILITY FOR PERMISSION TO TEACH

Under section 10 of the *Education (Queensland College of Teachers) Act, 2005*, a person is eligible for permission to teach if the QCT is reasonably satisfied that the person:

- Has been offered a teaching position in a school and the employer cannot find an appropriate registered teacher for the position; and
- Has knowledge, qualifications, skills or training reasonably considered by the QCT to be relevant to the offered position; and
- Is suitable to teach; and
- Meets any other professional practice requirements for permission to teach prescribed under a regulation. (This includes the ability to communicate in spoken and written English at a professional level with students, parents, teachers and other persons.)

1 NAME OF APPLICANT FOR PERMISSION TO TEACH

Please provide the full name of the applicant for permission to teach for whom you are completing this section.

Surname / Family name	Given name/s
Date of birth __ / __ / __ (DD / MM / YY)	

2 DETAILS OF POSITION OFFERED TO APPLICANT

Name of school or institution	
Address of school or institution	
City	
State	Postcode
Telephone	Facsimile
Name of Principal	

FOR EDUCATION QUEENSLAND SCHOOLS:

Name of Regional Office

Postal address of Regional Office

Postcode

Is the position full time? Yes No

If 'No', please state the number of hours per week.

DURATION OF PROPOSED EMPLOYMENT:

Commencement date Finish date

FULL DETAILS OF SUBJECTS TO BE TAUGHT:

PLEASE NOTE: It is essential that the details provided below are accurate, as they will form the parameters of the permission to teach if the application is successful. A permission to teach is not a form of registration and CANNOT be used outside the specific time frame and teaching assignment for which it is granted.

Subject	Year level	Number of lessons per week

Please list any specialist skills or knowledge required for the position, and explain why they are important.

3 DETAILS OF SEARCH FOR AN APPROPRIATE REGISTERED TEACHER FOR THE POSITION

Please explain how the position became vacant and why a permission to teach is required.

Please provide full details of all steps, including advertising and system processes, that were used to attempt to find an appropriate registered teacher for the position.

Further space overleaf

If the position was advertised, please provide full details.

Name of publication	Date/s on which advertisement/s appeared



Please attach evidence of each advertisement. This should be a copy of each advertisement as it appeared in the publication, or other evidence that shows the advertisement and confirms the publication and day on which it appeared.

Details of all persons who applied or were available for the position:

Full Name	Qualifications	Registration number, if applicable



Please attach copies of all applications received. (Please ensure that each applicant is aware that his/her application is being used for the purpose of assessing this application for permission to teach.)

Please provide detailed reasons for not considering this person/these persons appropriate.
(Attach further information if space is insufficient.)

Name	Reasons

Please provide a full explanation of why the applicant was considered suitable?

4 ENGLISH LANGUAGE PROFICIENCY OF PROPOSED APPOINTEE

A professional practice requirement for eligibility for permission to teach under the *Education (Queensland College of Teachers) Act 2005* is the ability to communicate in spoken and written English at a professional level with students, parents, teachers and other persons.

Some applicants may be required to undertake a formal English language proficiency assessment, or to provide other evidence of their English language proficiency, before being granted permission to teach.

5 EMPLOYER DECLARATION

FOR STATE SCHOOLS:

I confirm that

- i. The applicant has been offered the position outlined above.
- ii. Education Queensland as the employer is unable to find an appropriate registered teacher for the position.
- iii. I am satisfied that the applicant has the relevant knowledge and skills to perform the duties of a teacher in the position.

Education Queensland Regional Office Representative -

Name:

Position:

Telephone:

Facsimile:

Email:

Signature:

Date: ___ / ___ / ___

Privacy

The *Education (Queensland College of Teachers) Act 2005* (the Act) authorises the Queensland College of Teachers (the QCT) to collect and use personal information for the purposes of carrying out its statutory obligations, duties and functions including:

- Assessing applications for registration, permission to teach and for renewal and restoration of registration as a teacher in Queensland.
- Maintaining registration details including those on the Register of Teachers.
- Providing you with information about teacher registration matters (such as professional standards and professional development programs).
- Undertaking and supporting reviews and research concerning regulation of the teaching profession.

In carrying out its functions the QCT will give some personal information to other parties including:

- the Queensland Police Service;
- the Director for Public Prosecutions;
- the Commission for Children and Young People and Child Guardian;
- teacher employing authorities;
- interstate regulatory authorities; or
- service providers engaged by the QCT

Further details about the QCT's Privacy Statement and collection of personal information may be found on the QCT's website, www.qct.edu.au.

FOR NON-STATE SCHOOLS:

I _____
(Full name of Principal)

confirm that

- i. I have offered the applicant the position outlined above.
- ii. I am unable to find an appropriate registered teacher for the position.
- iii. I am satisfied that the applicant has the relevant knowledge and skills to perform the duties of a teacher in the position.



Signature:

Date: ___ / ___ / ___


CHECKLIST

The application will not be assessed without all the required documentary evidence and fees.

FOR APPLICANT - HAVE YOU:

- Completed the Applicant Section of the form in full?
- Signed the Statutory Declaration/s in front of a person who is qualified to take Statutory Declarations?
-  Attached documentary evidence of:
 - all name changes?
 - proof of identity?
 - all qualifications?
 - all academic records?
 - statement from program coordinator, if applicable?
 - curriculum vitae?
 - statements of service and/or references from previous employers, if applicable (Section 7)?
 - overseas criminal history checks, if applicable?
 - Had all these documents certified as accurate copies of the originals ON EVERY PAGE by an official such as a Justice of the Peace or person authorised to do so?
-  Attached the fee payment?

HAS YOUR EMPLOYER:

- Completed the Employer Section of the form in full?
-  Attached:
 - copies of all advertisements for the position if applicable?
 - copies of all applications received for the position if applicable?

DO NOT USE STAPLES

- Cheque
 - Money Order
 - Credit Card
- Please make cheque / money orders payable to Queensland College of Teachers; overseas bank drafts should be in Australian dollars and drawn on an Australian Bank.*
- For credit card processing please complete the following:*

Name on credit card:	
Please charge \$ _____	to: <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa
Card Number: _____	Expiry Date: ____ / ____
Cardholder's signature:	

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

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



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**

