

APPLICATION FOR PERMISSION TO TEACH



Education (Queensland College of Teachers) Act 2005 S14 FORM 018 V02 JUL 2016

WHEN TO USE THIS FORM

You can apply for permission to teach only if all of the following apply:

- 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
- You have knowledge, qualifications, skills or training relevant to the position you have been offered

This application form has two sections – an **Applicant section** and an **Employer section**. Both sections must be completed in full. The original of the completed application form is required to be sent to the Queensland College of Teachers (QCT).

HOW TO HAVE A DOCUMENT CERTIFIED

Documents you supply to the QCT to support an application for permission to teach must be certified copies of the original documents.

To have a copy of a document certified you need to show the original document and the photocopy to one of the following authorised persons:

- Justice of the Peace
- Notary Public
- Solicitor
- Commissioner for Declarations
- School Principal/Headmaster
- Chartered Accountant
- Commissioner for Oaths
- Magistrate
- Registered Medical Doctor
- Judge of the Court
- Certified Practising Accountant

The person must make this statement on the front of every page:

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

The person must sign and date the statement, and provide their full name, designation (eg Justice of the Peace), registration number where applicable, and contact telephone number.

TRANSLATIONS

Documents in a language other than English must be accompanied by translations that are prepared and certified as correct by an official translation service or an accredited translator.

PRIVACY STATEMENT

The *Education (Queensland College of Teachers) Act 2005* authorises the Queensland College of Teachers (QCT) to collect and use personal information for the purpose of carrying out its statutory obligations and functions which include deciding applications for registration and permission to teach, maintaining the register of teachers and undertaking reviews and research.

In carrying out its functions the QCT will give some personal information to other parties including the Queensland Police Service, the Director of Public Prosecutions, the Public Safety Business Agency, teacher employing authorities, or service providers engaged by the QCT.

A de-identified or aggregate form of data may be released on an open data website.

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.

Application for permission to teach

Applicant section

The *Permission to teach policy* is available on the QCT website.



An application fee applies. Please see the checklist page at the end of the form for information.

A 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.

School/Institution										
Address/Postal										
City			State		Post Code					
Proposed commencement date			/			/				DD/MM/YYYY
Proposed finish date			/			/				DD/MM/YYYY

PLEASE NOTE: Permission to teach is not a form of teacher registration. If your application is successful, permission to teach will be granted only for the specific time frame and teaching assignment outlined on the certificate of permission to teach.

B PERSONAL DETAILS AND IDENTIFICATION

PERSONAL DETAILS

Title (Ms, Mr, Mrs, Miss)		Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Surname/Family name						
Given names						
All former names / other names known by						

BIRTH DETAILS

Date of birth			/			/				DD/MM/YYYY
Place of birth										
Town						State				
Country										

PROOF OF IDENTITY

All applicants must provide two proof of identity documents from the following list:

- Full birth certificate
- Current passport
- Current driver's licence
- Australian Citizenship Certificate
- Australian visa
- Australian Government ImmiCard
- Proof of age card/identity from any Australian state or territory
- National Identification card from any country

(If you cannot provide two of the documents listed, please contact the QCT for advice.)

OTHER NAMES

If you have ever been known by, or are currently known by, any name other than the one in which you are applying for permission to teach, you must provide documents that verify all name changes, such as:

- Marriage certificate
- Deed poll
- Official name change certificate
- Decree nisi if different surnames are included
- Statutory declaration confirming name change

(If you are or have been known by a name for which an official name change has not been made, you will need to provide a statutory declaration clearly stating the name by which you are or have been known.)



Attach CERTIFIED COPIES of your 'proof of identity' documents and any required change of name documents.

C APPLICANT CONTACT DETAILS

Street / PO Box

Suburb / Town State Postcode

Country

Email

Mobile phone Home phone

Work phone

D 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 known)

E EEO DETAILS

Equal Employment Opportunity (EEO) data is collected voluntarily from applicants for statistical purposes only.

I am an Aboriginal or Torres Strait Islander

I have a disability

I am from a non-English speaking background

My first language is

I do not wish to provide this information

F 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 **If you are currently studying a preservice teacher education program please attach 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 is sufficient.**
- A statement from the program coordinator outlining:**
 - what units remain to be completed in the program;**
 - the approximate date on which final grades are currently expected to be certified; and**
 - how many days of supervised teaching practice have been completed.**

J

DECLARATIONS (COMPLETE ALL ITEMS IN THIS SECTION)

OVERSEAS RESIDENCY

If you have lived in any country other than Australia for more than 12 months in the last 10 years while over the age of 18, you need to provide a national criminal record from that country. The check needs to cover the whole time you lived in the country, and must be issued by the national police service of the country, not by the local/state/provincial/county police services. The check needs to include screening for working with vulnerable persons.

Have you lived in any country other than Australia for 12 months or more in the last 10 years, while over the age of 18?

Yes No

If 'Yes', please provide details.

Country 1

Name of country

Duration of stay / /

(insert dates)

to

/ /

(insert dates)

I will attach to my application –

- A certified copy of a national police check that covers the entire time I lived in the country.
- OR
- Evidence of my application for a national record check. plus
 - A completed statutory declaration that includes; (i) whether or not I have been charged or convicted of any criminal offence in the country; (ii) the date I applied for the police record check; (iii) that I will post a certified copy to the QCT once I receive the check.

Country 2

Name of country

Duration of stay / /

(insert dates)

to

/ /

(insert dates)

I will attach to my application –

- A certified copy of a national police check that covers the entire time I lived in the country.
- OR
- Evidence of my application for a national record check. plus
 - A completed statutory declaration that includes; (i) whether or not I have been charged or convicted of any criminal offence in the country; (ii) the date I applied for the police record check; (iii) that I will post a certified copy to the QCT once I receive the check.

K

BLUE CARD DETAILS (IF APPLICABLE)

Blue cards are issued by the Public Safety Business Agency (PSBA), and previously the Commission for Children and Young People and Child Guardian, after completion of a Working with Children Check. 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. An Exemption Card is not a Blue Card for the purposes of this form.

Please provide the details below **as they appear on your blue card**.

Given/First name

Middle name/s

Surname / Family name

Card number

Expiry / /

DD/MM/YYYY

L

ENGLISH LANGUAGE PROFICIENCY

Under the Act, a person must meet eligibility and professional practice requirements to be eligible for permission to teach. 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'.

Some applicants may be required to provide evidence of English language proficiency before being granted permission to teach. Full details of the QCT's English language policy for permission to teach, may be found in the *Permission to teach policy* on the QCT website at the following page – www.qct.edu.au/registration/other-approval-permission-to-teach.

If you think the English language requirement may be applicable to you, you should contact the QCT for advice and clarification.

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 QCT's *Permission to teach policy*.

I give consent to the making of inquiries of, and exchange of 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 _____

This section is to be **completed by the applicant's prospective employer.**

For Department of Education and Training schools, it must be completed by a representative from the relevant Regional Office, not by the school principal.

The *Permission to teach policy* is available on the QCT website.



An application fee applies. Please see the checklist page at the end of the form for information.

ELIGIBILITY FOR PERMISSION TO TEACH

Under section 10 of the *Education (Queensland College of Teachers) Act, 2005* (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.)

A 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.

Title (Ms, Mr, Mrs, Miss)

Surname/Family name

Given names

Date of birth

 DD/MM/YYYY

B ENGLISH LANGUAGE PROFICIENCY OF PROPOSED APPOINTEE

A professional practice requirement for eligibility for permission to teach under the Act 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 provide evidence of English language proficiency before being granted permission to teach. Details of the QCT's English language policy for permission to teach, may be found in the *Permission to teach policy* on the QCT website.

You have offered the applicant a teaching position. Please explain how the position became vacant.

DURATION OF PROPOSED EMPLOYMENT

Proposed commencement date / / DD/MM/YYYY

Proposed finish date / / DD/MM/YYYY

Is the position full-time?

Yes

No

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

SUBJECTS FOR WHICH APPROVAL NEED NOT TO BE SOUGHT

Sports coaches, instrumental music instructors, other instructors whose duties relate to co-curricular or extra-curricular programs, or trainers delivering vocational education and training packages that do not constitute an educational program are not considered to be undertaking the duties of a teacher.

The provision of religious instruction in schools in Queensland is not considered to constitute the duties of a teacher unless the subject being taught is based on either the national curriculum developed and administered by the Australian Curriculum, Assessment and Reporting Authority or a syllabus developed, revised or purchased for a senior subject or P-10 subjects by the Queensland Curriculum and Assessment Authority.

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. Permission to teach is not a form of teacher registration and cannot be used outside the specific time frame and teaching assignment/s 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.

D **DETAILS OF SEARCH FOR AN APPROPRIATE REGISTERED TEACHER FOR THE POSITION**

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

Please provide full details of all advertising.

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



Please attach evidence of all advertising. This should be a copy of each advertisement as it appeared in the print or electronic media, or other evidence that shows the advertisement and confirms the media and the date/s of publication.

Please provide details of all persons who expressed interest or were contacted about the position, and why each is not taking up the position.

Full Name and registration number if known	Qualifications	Full details of reasons they are not taking up the position or were not considered appropriate



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.)

E

EMPLOYER DETAILS

Name of school or institution

Postal address

Postcode

Telephone

Name of principal

Principal's email

Principal's mobile number

F

EMPLOYER DECLARATION

FOR STATE SCHOOLS

I confirm that

- i. The applicant has been offered the position outlined above.
- ii. The Department of Education and Training 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.

Department of Education and Training Regional Office representative -

Name

Position

Name of regional office

Postal address of regional office

Telephone

Email

Signature:

Date

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.

PRIVACY

Employers need to ensure you have consent for any personal information to be provided in support of this application

Signature

Date

CHECKLIST

Your application will not be assessed until all the required documentary evidence and fees have been received by the QCT.

The QCT does not accept scanned, emailed or faxed documents.

PLEASE CHECK THAT YOU HAVE:



- 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 the relevant documentary evidence required for your application to be processed, such as:
 - Two identity documents, e.g. full birth certificate and current driver's licence
 - All name changes
 - All qualifications
 - All academic records/transcripts
 - Statement from program coordinator, if applicable
 - Curriculum vitae
 - Statements of service and/or references from previous employers, if applicable
 - Overseas police records checks, if applicable
 - Official translation of any document in a language other than English
- Had all the 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

NOTE:

If you have previously applied for teacher registration, any documents held by the QCT that remain current would not need to be provided again.

PLEASE CHECK THAT YOUR EMPLOYER HAS:



- 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

Documents submitted with your application become the property of the QCT.



FEE

Details of the **current fee** for an application for permission to teach may be found on the QCT website at qct.edu.au/registration/fees.

The fee may be paid by the applicant or the employer. Please indicate who will be paying the fee for this application for permission to teach -

- The fee will be paid by the applicant.
- The fee will be paid by the employer.

The QCT will contact the nominated person after the application for permission to teach has been received, to provide details of how the fee can be paid.

Email address for the QCT to contact regarding payment of the fee:

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

Queensland College of Teachers
GPO Box 702
Brisbane Qld 4001

Contact us

0772 | FO05 | 0716

07 3377 4777

or call 1300 720 944

GPO Box 702
Brisbane Qld 4001 Australia

Email: enquiries@qct.edu.au



www.qct.edu.au