

**If teaching the QSA Kindergarten Guideline, submit only a Form K. Do not use this form.**

Under the *Education (Queensland College of Teachers) Act 2005 (the Act) (s22-24)* holders of provisional registration are required to meet professional practice requirements prescribed in the *Regulation (s6 (1))* as:

(a) *successful completion of 1 year of duties as a teacher; or*

(b) *other experience the College is satisfied is the equivalent of successful completion of 1 year of duties as a teacher at a school.*

Experience in a 'prescribed school' in Queensland or a recognised school in other Australian states or in New Zealand is acceptable. Other institutions may apply to the College for the experience in that setting to be recognised for equivalence of experience for provisional registration purposes.

The *Act* s74 (1) defines 'prescribed school' as:

- *a state or non-state school*
- *an institution or place or part of an institution that offers an educational program based on a syllabus approved or accredited by the QSA (this does not include the home in cases where formal home schooling is delivered by the parent)*

Teaching in a setting other than a prescribed school is acceptable if delivering a syllabus or kindergarten guideline approved or accredited by the Queensland Studies Authority.

Completion of this application by other settings is necessary to provide the information required by the College in order for the College to be satisfied about the equivalence of the experience. All criteria must be met.

### Section 1: EDUCATIONAL INSTITUTION DETAILS

<b>Name of institution</b>			
Type of institution (e.g. child care centre)			
<b>Institution address</b>	Street/Unit No and Street name		
	City/Town/Suburb		State Postcode
	Email address		
	Website		
<b>Postal address (if different from above)</b>	PO Box		
	City/Town/Suburb		State Postcode

### Nominated contact for the institution

Title	Last name				
Given name(s)	Preferred name				
Position					
Work phone	Facsimile	Email			

### Section 2: EQUIVALENCE CRITERIA

<b>Teaching Role</b>	
Is the provisionally registered teacher responsible for planning, delivering, and assessing the educational program outlined below? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Educational Program (Please attach Program Profile)</b>	
1. The educational program, delivered by your institution, is derived from a dedicated curriculum and endorsed or approved by a recognised authority:	
• approved or accredited by the Queensland Studies Authority	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Australian Qualifications Framework training package endorsed by the National Quality Council	YES <input type="checkbox"/> NO <input type="checkbox"/>
• based on the Early Years Learning Framework	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Attachment provided (evidence of approval/accreditation/recognition by QSA/AQF) if applicable.	
<b>If program is not approved by one of the above organisations Section 3 must also be completed</b>	

<b>Educational Program (continued)</b>					
<p>2. The program is delivered to both individuals and groups: size of group(s) _____</p> <p>3. The program must be developmental - occurs over a reasonable period of time [e.g. a semester], is taught to the same group of learners, builds on prior learning and prepares for subsequent learning time frame of program _____ weeks</p> <p>4. Educational outcomes are specified in the program. Describe, with reference to attached program documentation. <input type="checkbox"/> Attachment provided.</p> <p>5. The age levels of learners in the educational program may include adolescent and adult learners but cannot extend to learners aged more than two years below those of school age [Prep minus 2 years]. Age level of learners _____ years</p>					
<b>Supervision</b>					
<p>1. The provisionally registered teacher must be supervised by the Principal or other person responsible for the educational program in the institution. The supervisor must be a fully registered teacher with at least five years of teaching experience. Provide details of the person responsible for supervision of the provisionally registered teacher. [If there is more than one supervisor, attach details of each.]</p>					
<b>Supervisor:</b>	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">Name</td></tr> <tr><td style="text-align: center;">QCT Registration Number</td></tr> <tr><td style="text-align: center;">Position in Institution</td></tr> <tr><td style="text-align: center;">Years of teaching</td></tr> </table>	Name	QCT Registration Number	Position in Institution	Years of teaching
Name					
QCT Registration Number					
Position in Institution					
Years of teaching					
<p>2. Describe the nature of the supervision, including the amount of contact with the provisionally registered teacher. <input type="checkbox"/> Attachment provided.</p>					
<b>Induction and Professional Support</b>					
<p>1. Professional support, induction and regular supervision is provided as required by the process for moving to full registration. <input type="checkbox"/> Attachment provided (induction and professional support).</p>					
<b>Educational Institution</b>					
<p>1. <input type="checkbox"/> The learning site must be in Queensland.</p> <p>2. The institution must operate in a regulated/accredited environment. <input type="checkbox"/> Attachment provided (details of applicable regulation/accreditation requirements).</p> <p>3. <input type="checkbox"/> An attachment is provided with details of teaching staff including registered teachers at the learning centre.</p> <p>4. <input type="checkbox"/> The institution agrees to enter into an agreement with the College that requires them to report to the College investigations involving allegations of harm to students or termination of employment due to either incompetence or harm to children.</p>					

If the program is approved or accredited by the Queensland Studies Authority, endorsed by the National Quality Council (Australian Qualifications Framework) or based on the Early Years Learning Framework proceed to **Section Four**.

**All other applicants proceed to Section Three.**

### Section 3: DETAILS (FOR ASSESSMENT of CURRICULUM COMPONENT of PROGRAM)

This section needs to be completed only for programs that have not been approved/recognised/accredited by the Queensland Studies Authority, endorsed by the National Quality Council as an Australian Qualifications Framework training package or based on the Early Years Learning Framework. The Queensland College of Teachers will arrange for an external assessment using the curriculum expertise of QSA, for which a fee of \$440 (including GST) is applicable. Please complete items 1-3, supply a copy of the program profile, and attach the fee.

Name of the program					
Program Profile is attached	Yes	No	Assessment fee attached (\$440 inc GST)	Yes	No

Please provide detail regarding each of the following criteria, including page references in the program documentation:

#### 1. Rationale

Include a rationale that:

- establishes for whom the program has been developed
- establishes why the program and its intended learning outcomes are appropriate for the educational needs of these learners
- provides details of how further learning, employment or community engagement are enhanced by completing the program including, if applicable, any relevant links to other accredited learning.

#### 2. Program Specification

Program details should be provided that include:

- specific details of
  - key ideas and concepts
  - expected learning outcomes
- details as applicable of
  - required learning experiences
  - resource requirements and learning environment
- details of the amount of learning required for completion of the program
  - core elements (breadth and complexity of learning)
  - sequence of learning
  - the typical length of a program of study
- details as applicable of:
  - elective elements (breadth and complexity of learning)
  - compulsory formal and/or experience-based learning (extent)
- details of conditions of significant junctures, for example, completing the program, interim judgments of achievement, or significant stages of recognition
- a description of the process to be used to make judgments of achievement (for example, application of criteria and standards) including:
  - the process for differentiating achievement
  - details of any relevant links to other accredited learning
  - a description of the assessment techniques that will be used to make judgments about achievement
  - an outline of the assessment requirements of the program, for example, a combination of techniques, or formative and summative judgments

#### 3. Compliance

A program must not either implicitly or explicitly encourage or condone contravention of Commonwealth and State laws. Provide details of any relevant legislation e.g. Queensland *Anti-Discrimination Act 1991*

#### Section 4: Certification

I certify that the information contained within this document is correct and accurate at the time of completion.

I agree to enter into an agreement with the College that requires reporting to the College investigations involving allegations of harm to students or termination of employment due to either incompetence or harm to children.

_____	_____
Signature	Date
_____	_____
Full name (PLEASE PRINT)	Institutional Title

**Form return**

**Assistant Director, Professional Studies**

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

**Fax: (07) 3876 7248**

**Email: [professionalstandards@qct.edu.au](mailto:professionalstandards@qct.edu.au)**

**For further information, please contact QCT on telephone: (07) 33774777**



An institution assessed as meeting the criteria retains its 'QCT Recognition of an Educational Setting for Equivalence of Experience for Provisional Registration Purposes' status for a period of two years, unless acceptance is withdrawn earlier by the College based on information that the institution no longer meets the criteria.