

# RENEWAL OF TEACHER REGISTRATION IN QUEENSLAND

## Fact Sheet

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*, which came into effect on 1 January 2006, introduced new requirements for fully-registered teachers to formally renew their registration every five years.

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

- who demonstrate that they meet *recency of practice* must meet the *continuing professional development (CPD)* required under the *Continuing Professional Development Framework*; and
- demonstrate their continued suitability to teach (national criminal history check through QCT); and
- pay the applicable annual fee.

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 meet *recency of practice* will have their full registration renewed subject to a *Returning to Teaching in Schools* condition and are not required to meet the requirements of the CPD Framework.

### Definitions...

#### What is recency of practice?

*Recency of practice* means having practised as a teacher in a Queensland state or non-state school for one year (200 days or 1000 hours) within the five year period of registration.

#### Who is a teacher?

A *teacher* is a person who delivers an educational program, assesses student participation in an educational program, or administers an educational program, in a school.

This means that Principals and Deputy Principals, for example, who do not engage in classroom teaching, are included in the definition of 'teacher'.

#### What is a Returning to Teaching in Schools condition?

Teachers whose registration is renewed with this condition will need to complete a *Returning to Teaching in Schools* professional development program in the 12 months prior or within 12 months of returning to teaching in a school. It will include elements focused on contemporary education issues, effective teaching practice and relevant legislation. More information is available at <http://www.qct.edu.au/Renewal/ReturningToTeach.html>

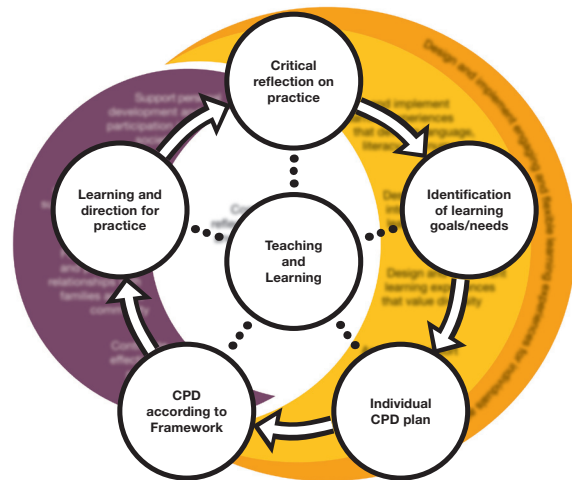
## CPD process outlined

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; and
- 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 the 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?

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 and focus on achievement of identified learning goals through a range of activities showing balance across the identified 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 and above	[1000 hours and 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

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 best suits his/her individual needs and/or employer requirements (optional tools are progressively being developed by QCT, including an online recording tool that will be available on the QCT website through 'Online Services')
- keep their records and evidence for 12 months following renewal of registration
- make the evidence available as required by QCT for auditing purposes

NOTE: Many teachers permanently employed or employed on a defined contract basis will report their renewal requirements through an approved employer arrangement. Your employer/school will advise you if an approved employer arrangement is in place.

Teachers employed on a temporary basis or employed in sites that are not part of a QCT/employer agreement will report to the QCT on an individual basis. More information including Frequently Asked Questions is available from [www.qct.edu.au/renewal/index.html](http://www.qct.edu.au/renewal/index.html)

## 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.
- Where a professional development session is provided at the school site, the presenter may provide a certificate.
- A certificate of completion or transcript of academic results will provide evidence of completed formal studies.

## Decision and review

Teachers will receive a notice from QCT advising the decision in regard to Renewal of 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.

## Notes for supply and contract teachers

The renewal of registration requirements, including engagement in continuing professional development (CPD) and ongoing suitability to teach apply to all fully registered teachers who meet recency of practice, regardless of their employment situation.

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.

CPD may be recorded in a format that 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; and
- seeking opportunities to join in appropriate school-based activities.

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

Supply/relief and contract teachers who are not part of an approved employer arrangement will report to the QCT on an individual basis. At the time of renewal, the teacher will submit information to QCT regarding the number of days/hours of teaching undertaken and completion of the required CPD. This information 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 his/her registration. The QCT will conduct random audits of individual teachers' CPD during the 12 months following renewal of registration.

More information for supply and relief teachers is available on the QCT website: [www.qct.edu.au/renewal/index.html](http://www.qct.edu.au/renewal/index.html)

## When do the CPD requirements start?

The QCT Board has set the following timeline for implementation:

- **2009:** further communication and education about the Framework and its links to the *Professional Standards for Queensland Teachers*.
- **2010:** the CPD Framework will be introduced and teachers will be required to meet all requirements including maintaining records of their professional development. However, for 2010 only, the QCT will not apply sanctions if a teacher is unable to meet the CPD required. (A Returning to Teaching in Schools condition will apply if a teacher did not meet the recency of practice requirement for renewal of registration.)
- **From 2011:** ongoing implementation of renewal processes including CPD.

## What do all teachers need to do?

All teachers need to:

- Plan and undertake the CPD required
- Record the CPD undertaken according to the CPD Framework
- Have evidence of the CPD undertaken (and hours worked if appropriate)