

Disclosure of change in teacher’s police information

Approved form | May 2026

Under Section 68 of the *Education (Queensland College of Teachers) Act 2005* (the Act), if there is a change in an approved teacher’s police information, the teacher must immediately disclose to the College the details of the change.

The maximum penalty for failure to do so is 100 penalty units. The current value of each penalty unit, as well as information regarding fines and special legislation, is available at <https://www.qld.gov.au/law/fines-and-penalties/types-of-fines/sentencing-fines-and-penalties-for-offences>.

For an approved teacher to whom police information does not exist, there is taken to be a change in the teacher’s police information if the teacher acquires police information. Police information is defined in Schedule 3 of the Act and includes any charge and/or conviction for an offence in Queensland or elsewhere. Section 69 of the Act states that the disclosure must be in the approved form.

Teacher details	
Full name of approved teacher	
Teacher registration number	

Change in police information details	
Name of offence	
Date charged/convicted	
Date offence was committed or is alleged to have been committed	
Details of charge or offence	
Date of court appearance	
Name of court	
If convicted, was the conviction recorded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sentence imposed	

Teacher’s declaration	
I declare the above particulars to be true and correct.	
Signed	
Date	

Please email a completed form for each new offence to professionalconductunit@gct.edu.au. Please contact us via the below channels if a different method is required.

Phone: 07 3377 4777

Address: PO Box 389, Toowong Qld 4066 Australia