

Completing the census of teachers

Guidelines

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Log in

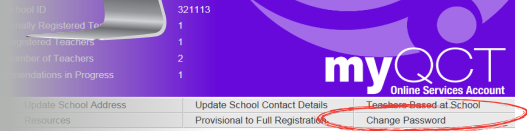
Enter your user name provided in your census email to access your school's myQCT account.



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Go to your list of teachers

Click on the 'Teachers Based at School' tab.



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ADD AND REMOVE TEACHERS

Add

- All teachers at your school (except casual/supply teachers)

Note:

Contract teachers - A teacher with a number of contracts at different schools should be included in the list of teachers for the school to which their permanent/substantive position is attached or the school in which the majority of their teaching duties are performed.

Confirm each teacher's identity by matching the date of birth.

Remove

- All teachers who have retired, resigned, been transferred or are on extended periods of leave for more than 12 months.

Note:

Teachers who are on long service leave, sick or extended leave but will return within 12 months should not be removed.

SEARCH HINTS

If you cannot find a person, search for any former names.

If you locate two or more teachers with the same name, double check your teacher's date of birth, registration number and other details to ensure you add the correct person.

REMEMBER – PRIVACY IS IMPORTANT

The Queensland College of Teachers (QCT) has obligations under the *Information Privacy Act 2009* to keep personal information secure. You have been given a username and password to assist the QCT to make appropriate amendments to the data held by the QCT and to ensure that teachers' personal information is accurate. Please take all reasonable steps to ensure you will not use or disclose the information for a purpose other than the purpose for which the information was disclosed. For more information please refer to the privacy guidelines, available on the Office of the Information Commissioner Website.

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SUBMIT

Don't forget to tick the box confirming that the list of teachers at your school is correct. Press the submit button when finished.

Contact us

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