



# Applying for Registration Policy

## Purpose

This policy details the Teachers Registration Board of Tasmania (Board)'s requirements for individuals who are applying for registration in Tasmania.

## Policy Statement

The Board will consider an application for registration from suitably qualified Tasmanian residents and non-residents who are seeking (or have a bona fide intention of seeking) employment as a teacher in a Tasmanian school, college or TasTAFE.

## Best Interests of Students

Section 7A of the Act requires that -

*In performing its functions and exercising its powers, the Board must consider the welfare and best interests of students to be of paramount importance.*

Therefore, in considering matters that may affect a person's eligibility to teach, good character and/or fitness to teach, the Board will take into consideration the welfare and best interests of students as a primary factor.

## Legislation

Section 12 of the Teachers Registration Act 2000 states that:

- 1) A person may apply to the Board for registration.
- 2) An application is to be –
  - a. in an approved form; and
  - b. accompanied by the prescribed application fee.
- 3) The Board may require the applicant –
  - a. to provide any further information it considers necessary to consider the application; and
  - b. to authorise the Board, in writing, to obtain information relating to the applicant from an corresponding registration authority or any other person, government department or government body that the Board considers may have information relevant to the determination of the application.

## Guidelines & Procedures

### Applications

The Board will assess an application for registration against the requirements of Sections 12, 13 and 13A of the *Teachers Registration Act 2000* and against the provisions of relevant Board policies.

To meet the criteria for registration applicants must:

- have appropriate qualifications,
- be able to communicate in the English language at a professional level,
- be of good character and fit to teach; and,
- accept the Board's [Code of Professional Ethics](#) as a guide for their conduct as a member of the teaching profession in Tasmania.

The specifics of each criterion are dealt with in the relevant Board Policies listed on page 4.

In order to be considered, an application for registration must be made via the Board's online application system – TRB Online and the application process must be completed within 4 months of being initiated.

An application will be regarded as completed when:

- All required fields within the online application are completed including details of holding current Registration to Work with Vulnerable People with the Department of Justice, Tasmania,
- Correct payment has been received and reconciled; and,
- All required documentation has been received.

If an application is not completed within 4 months of being initiated, the application will be made dormant. If the person wishes to seek registration again, a new application must be lodged.

### Outcome

After assessing an application for registration, the Board will make one of the following decisions:

- If satisfied that the applicant meets the criteria for full registration (see [Full and Provisional Registration Policy](#)) must grant the applicant full registration, or
- If not satisfied that the applicant meets the criteria for full registration but satisfied that the applicant meets the criteria for provisional registration (see [Full and Provisional Registration Policy](#)) must grant the applicant provisional registration, and
- If satisfied that the applicant meets the criteria for specialist vocational education and training registration (see [Specialist Vocational Education and Training Registration Policy](#)) must grant the applicant specialist vocational education and training (VET) registration.

If not satisfied that the applicant meets the criteria for any category of registration the Board will refuse to grant the applicant registration.

## Dual Registration Status

The *Act* also allows the Board to grant Specialist VET registration AND general school-sector registration to teachers who have qualifications suitable for both education sectors – vocational and school.

## Conditions placed on Registration

If the Board grants registration to an applicant, the Board may determine under Section 17 of the *Act* to place conditions on the registration. Unless otherwise stated as part of a specific condition, all conditions placed on a grant of registration must be met or satisfied within the cycle of registration to which they apply.

Provisional registration will always be granted subject to one or more conditions. In most cases, these conditions will list the registration criteria that must be met before the person can apply to move to full registration. The Board expects that individuals with provisional registration will take action to meet these conditions and apply to move to full registration within their first cycle of provisional registration granted by the Board.

Unless otherwise notified by the applicant the Board will assume that applicants who are granted provisional registration accept the conditions placed on this type of registration.

Registration condition relating to moving to Full Registration:

- Meet Board requirements for full registration and complete the change of registration category process within the current cycle of registration.

Some registrants have other conditions placed on their registration. These conditions are usually specific to the registrant and may be as a result of an outstanding evidence requirement or an issue that has come before the Board.

Examples of other conditions:

- Meet the Board's English language proficiency requirements within the first year of registration.
- Provide International Criminal History Check as required within 6 months.
- Demonstrate teaching competence by meeting renewal requirements and provide the Board with a confirmation of competence from your Principal within two years.

If the Board determines to grant conditions on registration the applicant can appear before the Board to discuss the conditions and the reasons for placing these on the registration.

## Notification of Decision

Section 28 of the *Act* requires that the Board is to give a person written notice of any decision it makes that affects that person and the reasons for that decision.

## Review of Decision

Section 29 of the *Act* provides that a person may apply to the Magistrates Court (Administrative Appeals Division) for a review of a decision that the person is given notice of under section 28.

## Relevant Sections of the *Teachers Registration Act 2000*

- Section 12. Application for registration
- Section 13. Determination of application for registration
- Section 17. Amendment of conditions of registration
- Section 17J. Determining whether person of good character
- Section 17K. Determining whether person fit to be teacher
- Section 17L. Police report
- Section 28. Notification of decision
- Section 29. Applications for review

## Related Policies

- Full and Provisional Registration
- Specialist Vocational Education and Training Registration
- English Language Proficiency Policy
- Determining Good Character and Fitness to Teach
- Fees and Payments Policy

(see all [Board Policies on our website](#))

## Related Documents

[Responsibilities of Applicants](#)

## Version Control

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