

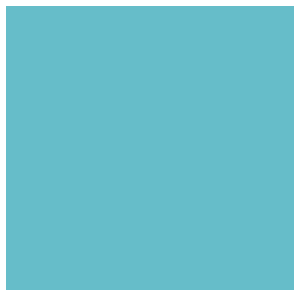


TEACHERS  
REGISTRATION  
BOARD TASMANIA

# Applying for a Student Good Character Determination



A guide to  
the process





# Student Good Character Determination

## About Student Good Character Determination (SGCD)

**SGCD is only for University of Tasmania students undertaking their professional experience in Tasmania.**

The Teachers Registration Board of Tasmania will undertake an assessment of pre-service teacher education students enrolled at the University of Tasmania against good character and fitness to be a teacher provisions as described in Sections 17J and 17K of the *Teachers Registration Act 2000*.

This determination is to ensure students are of good character and fit to enter the teaching profession before commencing their study. Only those students who are deemed to be of good character and fit to be a teacher under this process will be approved to undertake professional experience in Tasmanian schools, colleges and TasTAFE.

## How to apply for a Student Good Character Determination (SGCD)

### 1. Create a record in TRB Online.

If you are applying for the first time you will need to **Create a Login** to establish an account [on TRB Online](#).

If you already have a record with us login and request a [password reset](#) if required.

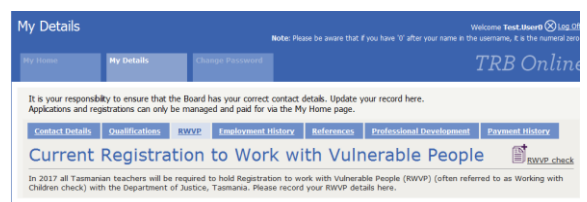
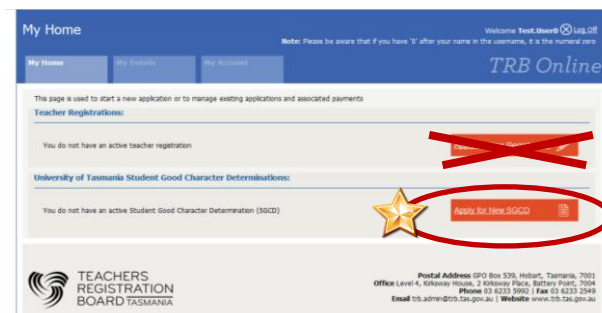
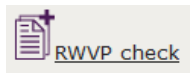
### 2. Login into your TRB Online account



**DO NOT** "APPLY for NEW Registration" the first option on TRB Online. This is the process for graduated and qualified teachers. The application fee for teacher registration is not refundable, so this can be a costly mistake.

- a) Apply for a New SGCD
- b) Make a payment of \$27.00.
- c) Add your [Registration to Work with Vulnerable People](#) (working with children check) details:

My Details>> RWVP >>>



### 3. Provide the required documentation

- Your completed, signed and witnessed on the same day **Statement of Consent and Indemnity Form** (see Page 4).
- Certified copies of documentary evidence as listed (see Page 6).

### 4. Receive updates on the progress of your application by email

- When your payment is received and reconciled.
- If you are required to provide any additional information to the Board.
- When documentary evidence has been received.

### 5. How long will my application take?

A **SGCD application is considered complete** when the online application is submitted, payment is reconciled, the signed and witnessed **Statement of Consent and Indemnity Form** and proof of identity documentary evidence are received in a standard required by the Board.

When your application is complete we will generate an internal national record of conviction (RoC) request from our CrimTrac Agency. Approximately 40 % of RoCs are returned in approximately 10 – 21 days.

[How does this record of conviction report differ from Registration to Work with Vulnerable People?](#)

We need to wait until we receive that report back to confirm your character and fitness to teach before final approval can take place, and we cannot gauge how long that might take. Every application is processed as quickly as possible.

Applications where international residency requirements must be met may take longer to process.

### 6. Notification of Student Good Character Determination status

If the Board **approves your application** for a Student Good Character Determination:

- You will be notified by email. UTAS will also be notified.
- You can then log into your TRB Online account to
  - view/ print your certificate, and
  - read about your rights and responsibilities as a student teacher.

If the Board **does not approve your application** you will be notified in writing.



**You cannot commence your professional experience in a Tasmanian school until your Student Good Character Determination has been formally approved.**

## Statement of Consent and Indemnity

### Your Details

|                       |               |             |
|-----------------------|---------------|-------------|
| First Name            | Middle Name   | Family Name |
| .....                 | .....         | .....       |
| Previous/ Other Names | Date of Birth |             |
| .....                 | .....         |             |

### Statement of Consent and Indemnity

I hereby consent to a check of the records of Tasmania Police or other Australian police jurisdictions, and to the release of police records recorded against my name. In consideration of Tasmania Police releasing police records, I hereby indemnify the services of the CrimTrac Agency, other police jurisdictions and the State of Tasmania, its servants and agents including all members of the Department of Police and Emergency Management, against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever that may be brought or made against it or them by anybody or person by reason of, or arising out of, the release of police records recorded against my name or purporting to either relate to or concern me.

I hereby agree to the release of information from Tasmania Police for the purposes of obtaining a UTAS Student Good Character Determination as defined in the *Memorandum of Understanding* between the Teachers Registration Board of Tasmania and the University of Tasmania.

Information will be released to:

Registrar, Teachers Registration Board of Tasmania  
213 Cambridge Road, Warrane, Tasmania 7018  
GPO Box 539, Hobart, Tasmania 7001

Are you facing any pending or current charges laid by Tasmania Police or any other Australian police jurisdictions?

Yes

No

If **Yes**, you must attach details of the matter & the charge/s that have been laid.

|           |           |       |
|-----------|-----------|-------|
| Applicant | Signature | Date  |
|           | .....     | ..... |

|         |                                  |                      |
|---------|----------------------------------|----------------------|
| Witness | Signed before me<br>(print name) | Date                 |
|         | .....                            | .....                |
|         | At<br>(print address)            | Witness<br>Signature |
|         | .....                            | .....                |

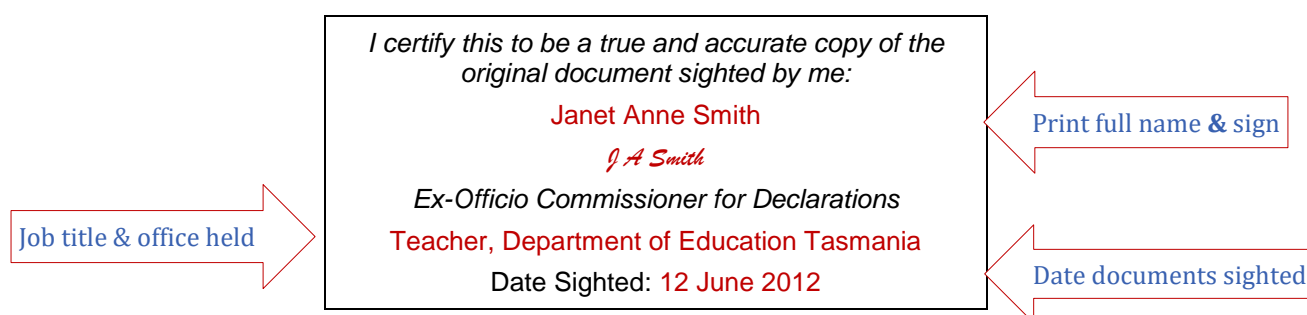
## Certifying your documentary evidence correctly

All documentary evidence must be certified correctly to be considered by the Board.

A certified copy is a photocopy of an original document which has been certified by a Justice of the Peace, Commissioner for Declarations or, if overseas, a Notary Public.

### Important Guidelines for Certification:

- The person certifying the copy must also sight the original document.
- Certified copies must bear **original signatures**. Faxes, scans or copies of certified copies are not acceptable.
- The certification must be on the actual copy, not on the back of the page and not on another page and attached to the copy.
- The certification must be on the actual copy and not on a sticker (unless the original signature extends beyond the edge of the sticker and onto the copy).
- Certified documents supplied to the TRB as part of an application **will not be returned** to an applicant.
- The TRB will not accept certified copies of electronic/scanned documents or downloads from the internet.
- The **front** of each individual page of the copy is to be marked **exactly** in the example shown below.



## Who can certify my documents?

In Tasmania, [Commissioners for Declarations](#) include ([all professional groups listed here](#)):

- Full-time teachers at a school or tertiary institution
- Bank officers with 5 years continuous service
- Ministers of religion under the Marriage Act 1961
- Public sector permanent employees with 5 years continuous service
- Police officers
- Members of Parliament, or local government councillors
- TRB Staff

## Translations

If any of your documents are in a language other than English, you will need to provide certified copies of the documents in the original language **plus** translations that are prepared and certified as correct by an official translation service or an accredited translator.

## Providing the documents to the Board

Post your certified documentary evidence to:

Teachers Registration Board of Tasmania,  
GPO Box 539,  
Hobart 7001, Tasmania, Australia

Alternatively bring your original documents to our office at [213A Cambridge Road, Warrane](#) and we will make a certified copy for our records.

## Documentary evidence required

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You must include your **completed, signed and witnessed Statement of Consent and Indemnity** (see page 4) and provide **certified copies** of the following:

### 1. **Proof of Identity**

You need to provide evidence of ALL names by which you have been known. Certified copies of **one** of the following documents are accepted for proof of identity.

- A full birth certificate (birth extracts are not be accepted), or
- A current or expired passport, or
- An Australian naturalisation or citizenship document is only valid for this purpose if it **contains your place of birth**.

If you have been known by any other names you will need to provide certified copies of documentary evidence of **ALL** those names. For example:

- A marriage certificate, or
- A deed poll, or
- A divorce certificate/order (decree absolute), or
- Other name change documentation.

If you are or have been known by a name for which an official name change has not been made, you will need to provide a statutory declaration clearly stating the name by which you are or have been known.

### 2. **International Record of Conviction Check**

If you have resided overseas or outside of Australia *as an adult for periods of more than one year*, the Board requires a Record of Convictions check (or its equivalent) from the country/countries in which you resided.

In this instance you should email the Board to ascertain what documentation is required:

[conduct@trb.tas.gov.au](mailto:conduct@trb.tas.gov.au)

## Other information on our website

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- [Rights and Responsibilities of Student Teachers](#)
- [Frequently Asked Questions](#)