

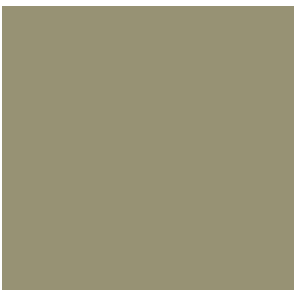


TEACHERS  
REGISTRATION  
BOARD TASMANIA

# Assessment of International Qualifications



A guide to  
the process





## Assessment of International Qualifications

**IMPORTANT:** It is **essential** that Tasmanian teachers are qualified to teach.

It is a requirement that you hold a teaching qualification to be eligible for teacher registration in Tasmania and other states/ territories of Australia.

If you do not hold a completed teaching qualification/program (see page two for the essential elements of a teaching qualification) please contact the TRB Office for advice before requesting this assessment of your qualifications. [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au)



### About the assessment of your International Qualifications

The *Teachers Registration Act 2000*, Section 39 -Regulations (2) (c) provide for the Teachers Registration Board of Tasmania (Board) to undertake a formal assessment of an individual's qualifications prior to applying for Tasmanian teacher registration. We assess your qualifications for comparability to Australian qualification levels, against the national requirements for teacher education, Board policy and for alignment with the Australian Curriculum.

As part of this formal assessment we can also ascertain if you meet the Board's English language proficiency requirements. You will be formally notified in writing by the Board of the outcome of the assessment. If you meet the Board's qualification requirements you can then apply for Tasmanian registration in your TRB Online account.

For your consideration: qualification requirements are only one specific component of a determination of eligibility for Tasmanian registration, other criteria as stated in Part 3 Section 13 (2), (3) and (3A) of *Teachers Registration Act 2000* are:

- (b) the applicant is of good character;
- (c) the applicant is fit to be a teacher;
- (ca) the applicant is registered under the *Registration to Work with Vulnerable People Act 2013* in respect of a regulated activity, within the meaning of that Act, that primarily relates to children;
- (d) the applicant, in the opinion of the Board, is sufficiently proficient in the English language.

It is recommended that you familiarise yourself with all Board policies available on our website at: [www.trb.tas.gov.au](http://www.trb.tas.gov.au) >> About the Board >> [Board Policies](#).

### Timeframes

Assessments generally take 6 weeks from the Board receiving the reconciled payment and all the required documentary evidence (certified to the standard required by the Board), including the self-assessment. The Board has a limited capacity to assess international qualifications and related documents. We often need to contact regulatory authorities in other jurisdictions to tap into expertise which can create significant delays in processing assessments. It is not unusual for some assessments to take up to eight to ten weeks to process.

You should **only submit your request for an international assessment** when you have compiled **all** the required documentation and completed and included the self-assessment.

**Note:** Any requests for international assessment where either documentation is outstanding or a payment is not received will be cancelled after four months. The assessment fee is non-refundable.

## Check you meet the qualification criteria for teacher registration in Tasmania.

To be eligible you must be able to state the following (all four points):

### I hold a teaching qualification

A teaching qualification (**initial teacher education program**):

- prepares students to be teachers;
- contains general education studies;
- contains discipline-specific curriculum and pedagogical studies, and;
- includes professional experiences in a school setting.

### I hold a conferred degree (or degrees) awarded by a higher education institution(s) that equates to four years (full time equivalent) of tertiary study.

### My pattern of tertiary study aligns with one of the Board requirements (a, b, c or d) listed below:

The Board may recognise the following higher education qualifications (a degree awarded by a higher education institution) for teacher registration:

- (a) other national and international four-year undergraduate initial teacher education programs assessed as comparable to those currently approved by the Board;
- (b) other national and international two-year graduate entry or postgraduate initial teacher education programs assessed as comparable to that currently approved by the Board, combined with the equivalent of a suitable 3 year undergraduate degree (minimum);
- (c) other national and international one-year graduate entry or postgraduate initial teacher education programs assessed as comparable to those currently approved by other Australian Regulatory Authorities or AITSL combined with the equivalent of a suitable 3 year undergraduate degree (minimum);
- (d) other national and international programs of teacher education, as the Board may determine in a particular case, where the applicant has tertiary qualifications that, when combined with the teacher education programs are assessed as being equivalent to a 4 year degree (minimum).

### The professional experience component of my initial teacher education program is sufficient and evidenced (see point 4 on the checklist for the required documentary evidence).

The professional experience components of an initial teacher education program must consist of supervised and assessed teaching practice undertaken over a substantial and sustained period and in a recognised school setting. The professional experiences are as diverse as practicable and provide opportunities for pre-service teachers to observe and participate purposefully in a school/site as early as practicable in a program.

The initial teacher education program (above) should contain:

- (a) no fewer than 80 days in four year undergraduate and double-degree teacher education programs.
- (b) no fewer than 60 days in two year graduate entry or postgraduate initial teacher education programs.
- (c) no fewer than 45 days in one year graduate entry or postgraduate initial teacher education programs.

**Follow the steps on the next page ONLY if you meet the qualification criteria for teacher registration.**

## Step 1: Conduct the self-assessment

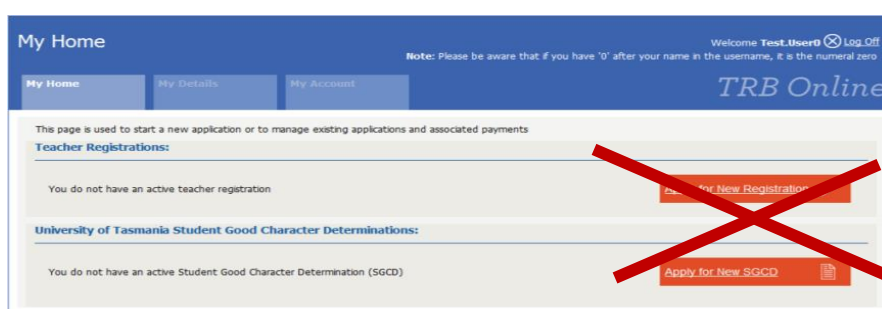
Use the links to the appropriate self-assessment tool for your teaching degree (see the first item on the check list on page 4). Print off your self-assessment tool and complete the tool as directed.

## Step 2: Organise your evidence

Only apply for the assessment when you can provide ALL the required evidence listed on the checklist on page 4.

## Step 3: Establish an account in TRB Online

Use New User Sign Up in [TRB Online](#) to establish an account.



Remember **do not apply for new registration** until your formal assessment is complete and you have received a determination from the Board.

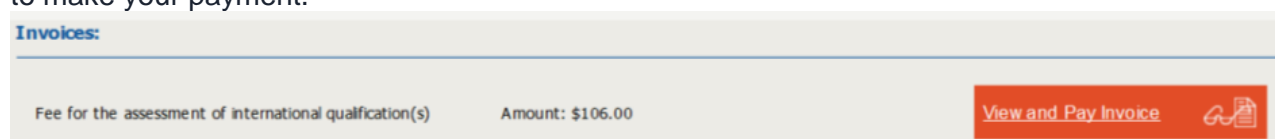
## Step 4: Apply for an Assessment

Make a request in writing by emailing [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au) with your full name and date of birth requesting an assessment of your international qualifications. In this email please confirm you have completed the self-assessment and compiled all the required and certified documentary evidence.

We will generate an invoice which will then appear in your TRB Online account. We will email you notifying you to make your payment.

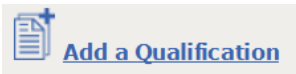
## Step 5: Organise your payment.

Log in to your TRB Online account and click on “View and Pay Invoice” for the details you will require to make your payment.



Payments can take up to 2 - 3 business days to reconcile in our system. You will receive an email notification once your payment is reconciled.

## Step 6: List your qualifications in TRB Online.

See second blue tab “My Details” and select the heading “Qualifications”. Use  to add your qualifications. List separate entries for each qualification awarded and include your majors and minors.

## Step 7: Post the required documentary evidence

Post the required documentary evidence using the checklist on the following page and ensure your evidence is certified as required or it will not be accepted (details on page 5). Our postal address is also listed on page 5.

## Documentary evidence required

### 1. Completed Self-Assessment Tool

Please use the link below to locate the relevant self-assessment tool for your type of teaching qualification:

- a) four-year undergraduate initial teacher education program either: [primary](#), [secondary](#) or [specialised](#)
- b) postgraduate initial teacher education program either: [primary](#), [secondary](#) or [specialised](#)

Complete the self-assessment tool using the information listed on your academic transcript and include a copy of the completed tool with your documentary evidence.

### 2. 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.

### 3. Proof of qualifications

Certified copies of ALL the following documentation for international tertiary qualifications:

- Full academic transcripts that list all the units studied during the program and each units results/marks/grade indicating that the degree/award was conferred/awarded
- Testamur (degree certificate)
- Grading schema to assist in the assessment of the qualification (usually printed on the reverse of the transcript)
- Diploma Supplement (for European countries only)

### 4. Proof of professional experience

For Tertiary Teaching Qualifications

A letter from the awarding university (not teaching college if affiliated) providing details of the practicum (professional experience) undertaken as part of the course indicating the:

- name of the initial teacher education program
- school(s), location, level (primary, secondary, etc.) and grade where you undertook the practicum, and
- the total number of days that involved directly teaching students in the school(s).

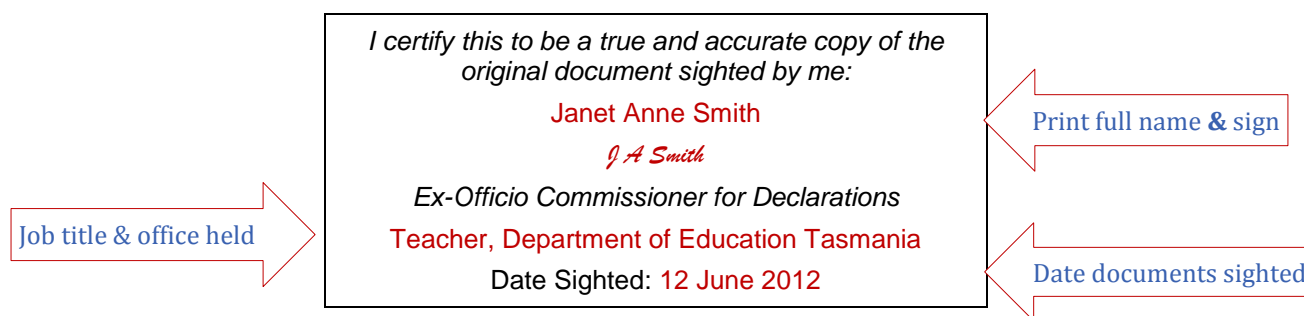
## Certifying your documentary evidence correctly

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 [213 Cambridge Road, Warrane](#) and we will make a certified copy for our records.