



## Frequently Asked Questions Applying for a UTAS Student Good Character Determination

*Please use the navigation on the left to target your question.*

### Why do I need a Student Good Character Determination (SGCD)?

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 do I apply for a SGCD?

We have an online application for a Student Good Character Determination (SGCD). Go to [TRB Online](#) click on Create Login to start an account with us then you will receive your login details to the online application process by email. Please make sure you enter your email address accurately.

To commence processing your application we need to receive:

- Your online application and payment.
- Your UTAS Student ID Number.
- Your Registration to Work with Vulnerable People (working with children check) number.
- Your Statement of Consent and Indemnity (see page [4 of the Applying for a Student Good Character Determination guide](#)).
- Proof of identity – full birth certificate, passport and if you have been known by other names marriage certificate or name change documentation.

The Teachers Registration Board of Tasmania is unable to accept electronic or facsimile copies of documentary evidence. Post us certified copies of these documents to the Teachers Registration Board of Tasmania at GPO Box 539, Hobart, TAS, 7001. Or bring in the original document to copy and certify in our offices at [213 Cambridge Road, Warrane](#).

For a step by step guide to the Student Good Character Determination (SGCD) application process please see [the Applying for a Student Good Character Determination guide](#).

### How long will the application process take?

We can commence processing your application only once we have received your online application, the required evidence and payment. The application process can take from less than two weeks up to six weeks (for some international applicants). You will receive an email notification once your SGCD has been approved, and then you can login to your TRB Online account and view and print your SGCD.

## **My approved SGCD contains the wrong course**

It is likely that when you initially applied for your Student Good Character Determination you simply left that field on default rather than making a selection.

As the approval is for the period of enrolment of the course it is important the course title is correct. Please email [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au) with your UTAS Student ID and correct program title and your approval will be updated.

## **I applied for my SGCD prior to 2011 and received my SGCD approval letter but my TRB Online account is indicating that I do not have a SGCD?**

You do not need to reapply for a Student Good Character Determination (SGCD) as you already have Board approval for the whole duration of your course. You received this approval by letter. You only need to reapply if you have changed your enrolment from one qualification to another.

The button on your TRB Online account is the way future education students will apply for their SGCD. Please ignore it.

## **I have changed my enrolment with UTAS and I am now studying a different specialization (primary, secondary etc.). Do I need to reapply for a new SGCD?**

You do not need to reapply for a Student Good Character Determination (SGCD) however you will need to let us know so we can update your existing SGCD to reflect the correct program.

Email [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au) quoting your Student ID and date of birth requesting this change.

## **I hold current Specialist Vocational Education and Training Registration do I need a SGCD?**

No you do not require a SGCD. The Board has already determined that you are of good character and fit to enter the teaching profession as part of your application for registration.

## **I am graduating in August when am I eligible for registration?**

If you are graduating in August, have completed all your course requirements and have no impediments to your graduation, we do have the option of granting registration prior to graduation.

We use a letter from the Faculty of Education, UTAS that confirms you have completed ALL the course requirements and are eligible to graduate, and a copy of your academic record (downloadable from the UTAS Student Centre) as evidence of qualification. Then once you graduate you will need to provide the Board with a certified copy of your academic transcript.

You need to apply for registration in your TRB Online account and discuss this pathway with our Registration Team.

Please note you will also need to hold current Registration to Work with Vulnerable People (working with children check) with the Department of Justice and provide these details to the Board in your TRB Online application.

### **I am studying with UTAS but doing my professional experiences in another state or territory, do I need a SGCD?**

The Teachers Registration Board of Tasmania has no jurisdiction over your professional experience. We only deal with UTAS students enrolled in Initial Teacher Education programs at UTAS where their professional experience will be undertaken in a Tasmanian school.

### **I am studying with another university (not UTAS) but doing my professional experience in a Tasmanian school, do I need a SGCD ?**

The Teachers Registration Board of Tasmania has no jurisdiction over your professional experience in Tasmania. We only deal with UTAS students enrolled in Initial Teacher Education programs approved by the Board.

For your professional experience you will need to comply with the requirements of the school/ employer.

You will need Registration to Work with Vulnerable People (working with children check) with the Department of Justice, Tasmania and it is likely the principal will be able to clarify any other pre-professional experience requirements for you.



Still don't know the answer to your question?

For a prompt response email: [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au)