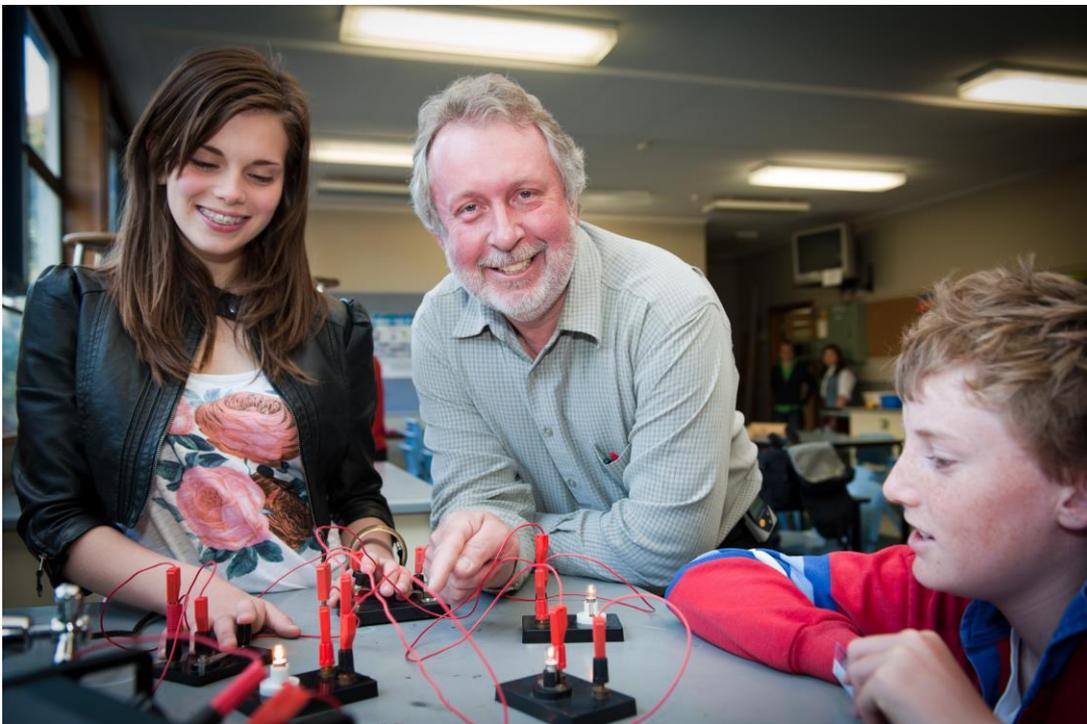




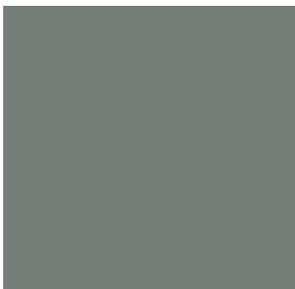
TEACHERS  
REGISTRATION  
BOARD TASMANIA

# Managing the Annual Registration Process



Board Policy

27<sup>th</sup> May 2020



# Managing the Annual Registration Process

*Section 16 of the Teachers Registration Act 2000 states that:*

*(2) Registration –*

*(a) takes effect on the day it is granted or a later day specified in the grant of registration; and*

*(b) ends –*

*(i) on 31 December occurring in the year specified in the grant of registration; or*

*(ii) if no such year is specified, on 31 December fifthly occurring after the registration takes effect*

Teacher registration is granted for a period of up to 5 years. This period is referred to as the cycle of registration.

Each year of the cycle of registration is subject to an annual registration fee. This fee must be paid on or before 31 December of the previous year in order for registration to be maintained in the next year of the cycle.

At the end of the registration cycle the registration of a person with full registration and/or specialist vocational education and training registration will expire. If the person wishes to hold registration again they can apply to renew their registration. This application must be lodged before the current registration cycle expires.

At the end of the registration cycle the registration of a person with provisional registration will expire. If the individual wishes to hold registration again they must submit a formal application to the Board as a new applicant. This application can be lodged for a period prior to or at any time after the current registration cycle expires.

Each year there are many current registrants who must:

- Pay for the next year of their current cycle of registration.
- Apply to renew their full or specialist vocational education and training registration, as they have come to the end of the current cycle of full or specialist vocational education and training registration.
- Apply for registration again, as they have come to the end of their current cycle of provisional registration.

The process put in place to manage these applications and payments is called the Annual Registration Process.

## Roles and Responsibilities

It is the responsibility of each teacher to ensure that they have current registration before they are employed or engaged to teach in any Tasmanian school, college or TasTAFE.

It is the responsibility of each employer to ensure that they only employ or engage to teach, persons who are registered or have approved status with the Board.

The Board assists teachers and employers to manage the Annual Registration process and comply with the requirements of the Act in the following ways:

- Providing each teacher with their own secure account on TRB Online from which the teacher can:
  - check registration or approval status,
  - check financial and cycle expiry dates,
  - check conditions on registration,
  - apply for registration,
  - make payments,
  - apply to renew or reapply for a new cycle of full registration from the 1<sup>st</sup> September onwards each year,
  - read about the Rights and Responsibilities of Registered Teachers.
- Providing each school/employer with its own secure account on TRB Online from which the school/employer can:
  - establish a watched list of teacher employees,
  - check the registration or approval status of teachers on the watched list,
  - check registration expiry and cycle expiry dates.

The Board, through the Board office also undertakes the following activities as part of the Annual Registration Process:

- Advertising the Annual Process via:
  - Department of Education Infostream Notices or similar employer notices
  - Letters and follow up emails to major employers and unions asking them to remind principals/members/teachers
  - Letters and follow up emails to principals
  - Ongoing reminders on TRB website and through Facebook and Twitter
- Between October and December of each year the Board, through the Board office sends email reminders and notifications through TRB Online to all teachers who are required to take action as part of the Annual Registration Process. It is crucial to have your correct email address as all communication from the Board is channelled through a registrant's email address.
- Between October and January of the following year the Board office sends email reminders through TRB Online to all schools and TasTAFE team leaders to monitor the registration status of teachers at their school or TasTAFE.

The Board expects that all teachers will take responsibility for their own registration status utilising the information and access provided to them via TRB Online and the Board's website.

## Version Control

Version 4 – 27<sup>th</sup> May 2020

Reviewed 27<sup>th</sup> May 2020 by Teachers Registration Board of Tasmania

Policy Established: 22/06/2012