

Progressing from Provisional to Full Registration

Quick reference checklist



When you commence teaching:

- Get to know the Teacher Standards; particularly the 37 Proficient stage Standard descriptors.
- Work through the TRB resources for the Change of Registration Category and complete the mandated learning.



During your second or subsequent year of employment (preferably Term1)

- Seek your Principal's support, clarify process with your Practice-focused Mentor and schedule regular meetings with them.
- Set learning goals with your mentor using the *Australian Professional Standards for Teachers*.



Continue to:

- Develop a portfolio of evidence of day-to-day practice at the Proficient stage of the Australian Professional Standards for Teachers, identifying areas of strength and for development, with the support of your mentor.*



In subsequent school Terms:

- Continue to collect and reflect on evidence of day-to-day practice, including lesson observation, reflection and feedback, application of professional learning, and impacts on student outcomes.*
- Monitor progress and seek a presentation date.
- Review portfolio and check for alignment of evidence, descriptors and annotations.



After you have been teaching for a minimum of 185 FTE days: (preferably longer)

- Finalise portfolio of 10 -14 pieces of annotated evidence or evidence sets that demonstrate your achievement at the Proficient stage of the Professional Standards.
- Complete your evidence map and obtain Statement/s of Service (SoS).



After ticking all of the boxes above, to progress from Provisional to Full Registration, you will also need to:

- Consult with Principal (or delegate) to confirm assessment panel date.
- Provide a copy of your portfolio (including the completed Evidence Map), semi-complete application form and Statement of Service to Principal at least one week prior to meeting.
- Receive and retain a copy of Panel Report, act on feedback and re-submit (if necessary) until the Panel provides a Recommendation for Full Registration
- Provide your Principal (a delegate is not appropriate) with your application form so that they can complete Section 3.
- Complete Section 1 Part 3 and check your application is complete, signed and dated by all relevant parties. Provide a copy to your Principal to store with the School copies of your portfolio, SoS, etc
- Personally deliver or post your originals of the application form (with all 3 sections completed in full), Evidence Map, Evidence of completion of the mandated learning by you and at least one Panel member and your SoS.