

The 7 Steps to take BEFORE you apply to change your Category of Registration

1

Speak to your Principal regarding undertaking this process

- Fill-in Expression of Interest Form and send to the TRB by the due date
- Your Principal/Delegate will establish a Workplace / Assessment Panel to support you

- Ensure you are completely familiar with the APST Standard Descriptors (Proficient Stage)

2

Begin collecting or collating your artefacts of practice (evidence)

Ensure you use the mandated TRB templates for mandated aspects

- Try using the AITSL *Documentary Evidence Examples Proficient Teachers* as a guide
- You might also find the Evidence Annotation Scaffold on page x of this handbook useful

3

Attend an advertised TRB Information Session and/or complete the ONLINE MODULES

4

Compile your Portfolio as per TRB Tasmania requirements and obtain a Statement of Service

5

Present completed Portfolio to Principal/Delegate for Workplace Assessment

6

Receive Panel Report and act on Feedback

7

Complete Application (including Declarations) and post/deliver to the TRB