



**THIS UPDATE IS FOR YOUR INFORMATION ONLY –  
YOU DO NOT NEED TO TAKE ANY ACTION**

**PLEASE DO NOT REPLY TO THIS INFORMATION UPDATE**

### **This update is for ALL Registered Teachers**

*It relates to the processes to be followed in 2019 (and beyond) by:*

- **Schools/Colleges/TasTAFE, Principals/Supervisors\*, Principal Delegates,**  
[\*TasTAFE only]
- **Practice-focused Mentors** (formerly referred to as Colleague Teachers and now to be known as P-f Mentors, or simply, Mentors), **Workplace Panel Members, Classroom Observers** (teachers with Full Registration), **and**
- **Provisionally Registered Teachers (PRTs).**

### **CHANGES for 2019 and beyond include:**

1. Provisionally Registered Teachers (PRTs) intending to undertake the **Change of Registration Category Process** in 2019 will need to complete an **Expression of Interest (EOI) Form** after speaking with their Principal/Supervisor (TasTAFE) and by an *advertised deadline*
2. The TRB may NOT accept applications from teachers who have not completed the EOI and sent it to the TRB by the advertised deadline
3. **Applicants (PRTs) will be required** to attend a TRB delivered/approved information session and/or to complete the online Modules that will be released in February 2019
4. **At least ONE member of the Workplace Panel will be required** to attend a TRB delivered/approved information session and/or to complete the online Modules that will be released in February 2019
5. The TRB will NOT be auditing 100% of all portfolios but will be targeting their audits of portfolios and processes as well as conducting random audits
6. **Workplace Panels will be required** to complete a detailed recommendation/feedback report which will be submitted **by the applicant** WITH the Evidence Map, the Statement of Service, evidence of compliance with points 3 & 4 above, the Application Form and payment of the invoice; by an advertised deadline
7. **The Principal of the School/College (relevant Supervisor in TasTAFE)** where the applicant (PRT) completed the process will be required to sign the recommendation for Full Registration *when they are satisfied that the applicant meets all the requirements* – **this may NOT be signed by a delegate**

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# Change of Registration Category

## Moving from Provisional to Full Registration



TEACHERS  
REGISTRATION  
BOARD TASMANIA

8. The requirement that the **mandated elements of the Portfolio** –
  - 1) Classroom Observations
  - 2) Professional Learning Journal
  - 3) Evidence MapAre **presented using the mandated TRB templates** whether the portfolio is in a paper-based, digital or combined format. These templates are editable but the key components must NOT be deleted or changed
9. The detailed recommendation/feedback report mentioned in 6 above is electronically fillable and expandable – panels, principals and other key members of staff will need to make themselves aware of the obligations of this process hence the requirement in point 4 above
10. **Provision of a Facebook group** for all teachers who submit an EOI Form by the advertised deadline – there is no requirement to take part, but the TRB will provide additional examples and resources via this channel
11. **Provision of additional examples and resources to better support PRTs, Mentors, Principals/Supervisors/Delegates and Panels.** One of these resources (already mentioned above) is the **new Online Modules** that focus on
  - 1) The Australian Professional Standards for Teachers (APST),
  - 2) The key skills for developing and annotating reflective practice against the standard descriptors, and
  - 3) The Change of Registration Category process itselfThese modules are being developed by an external provider as a joint project between the PLI and the TRB, with the generous support of the Department of Education and AITSL
12. **A calendar of events and deadlines published by the TRB on our website and also on our Facebook page** to assist workplaces and the TRB to better plan for the support and assessment of provisionally registered teachers.

One consequence of these changes is that PRTs that meet all of the requirements for Full Registration following a rigorous Workplace Panel process, compliance with all TRB application requirements (including payment of the relevant fee) and whose ongoing good character is confirmed, will be deemed to hold Full Registration ***pending a possible audit by the TRB during the next 12 months*** (the TRB will send a formal email to the applicant and the Workplace to notify them of this). **Schools/Colleges/TasTAFE must therefore hold a duplicate copy of the application, evidence map, Statement of Service and the Portfolio of Evidence for 12 months** following receipt by the TRB of the application. ***The TRB Audit will, as always, be not only of the portfolio, but also the workplace processes.***

***If, when a portfolio is requested by the TRB for audit, the original or duplicate (held by the workplace) is not produced within a reasonably practicable time it will be deemed not to exist and the applicant will have their category of registration reverted to Provisional. There may be a 'flow-on effect' for the School and the Panel members, should this occur.***

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*NOTE: this update will be sent again to ALL Registered Teachers in January 2019*