

Principal Checklist

The Principal may delegate any aspect of the tasks involved with the progressing to full registration process except their responsibility to make the final recommendation (SECTION 3 – application form)

- ☐ Read the *Principal, Panel & Mentor Handbook*; work through the resources and tools that are available for panels from the TRB website; and be familiar with the proficient career stage Standard descriptors of the Australian Professional Standards for Teachers.
- ☐ Attend relevant TRB approved information session and/or complete the online webinar (recommended).
- ☐ Create a rolling plan (including calendar & resourcing) re: support for PRTs.
- ☐ Meet with the applicant, determine readiness to undertake process, and if resources available and provisionally registered teacher (PRT) ready, appoint a practice-focused mentor (mentor) and other workplace panel members, to mentor and support the PRT.
- ☐ Negotiate the date for the panel members preparation session – the Principal may be the Chair of the panel or may delegate this role.
- ☐ Support the PRT/applicant and panel member/s to attend relevant information sessions or webinars.
- ☐ Support the mentor by providing the resources to enact this role effectively – this may include teacher release, attending professional learning, and structuring time for formalised meetings with the PRT.
- ☐ Ensure that the applicant provides their portfolio to you/delegate at least five days prior to the date of the panel members preparation session – arrange for copies of the portfolio to be made & distributed to assessment panel members.
- ☐ Receive and check the completed report, ensuring that ALL members of the panel hold full registration, include their names, TRB number, signature and date in the spaces provided on the application form.
- ☐ Meet with the panel Chair to discuss process and feedback regarding the panel's recommendation.
- ☐ If the applicant has been recommended for full registration by the panel and you agree with the five statements in **SECTION 3 – Recommendation by Principal**, complete this section including your name, signature and date in the spaces provided.
- ☐ Ensure that a complete copy of the portfolio, evidence map, evidence of completion of the mandated training of panel member(s) and applicant, copy of statement(s) of service and completed and signed application form is received from the applicant and **retained at the school for twelve months**.

In the event the panel finds that the evidence provided is not yet satisfactory for them to recommend FULL registration then the following is required:

- ☐ Panel Chair provides written feedback to the applicant including the Standard descriptors and/or evidence requiring re-submission.
- ☐ Panel Chair negotiates a re-submission date with the applicant and panel members.
- ☐ Panel Chair receives the amended applicant portfolio and repeats the panel assessment process; keeping Principal informed.