Teachers Registration Board of South Australia
Member of the Australasian Teacher Regulatory Authorities Inc.
PO Box 3649, Rundle Mall SA 5000 Phone: (08) 8226 2666 Fax: (08) 8226 2667 Website: www.trb.sa.edu.au Email: info@trb.sa.edu.au

APPLICATION FOR TEACHER REGISTRATION

TRB-1-140814

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GENERAL INFORMATION

The Teachers Registration Board of South Australia (the Board) is established pursuant to the *Teachers Registration and Standards Act 2004* (the Act) and *Teachers Registration and Standards Regulations 2005* (the Regulations). The Act and the Regulations can be accessed via the Board's website: *http://www.trb.sa.edu.au/legislation.php*

The purpose of the Act is to regulate the teaching profession in South Australia.

Pursuant to Section 20 (1) of the Act it is an offence to undertake employment as a teacher, principal or director at a school or prescribed service or provide primary or secondary education unless you are registered. (Maximum penalty $5,000)

An application for teacher registration must be made in the manner and form prescribed by legislation or approved by the Board. An application must be submitted in person or by mail. Applications submitted by fax or email will not be accepted.

The Board may require additional documentation or information and will contact you if this is the case. All documentation supplied in support of your application must be the original or a certified copy. Refer to the section 'Certification of Documents' overleaf for more information.

This paperclip symbol is used throughout the application form to indicate that original or certified documentary evidence must be provided. All required documentary evidence must be supplied with the application form.

If you hold overseas teaching qualifications, you must have all of your qualifications formally assessed by the Board before submitting an application for registration as a teacher. You will need to complete a separate application form, the 'Application for Assessment of Qualifications', and wait until you have received an assessment report from the Board before applying for teacher registration. The Application for Assessment of Qualifications form can be downloaded from the Board's website at *http://www.trb.sa.edu.au/forms.php*

An incomplete application will not be accepted and will be returned to you.

CATEGORIES OF REGISTRATION

Provisional Registration – teachers who are qualified but are not yet able to provide evidence of one year's full-time (or part-time equivalent of 200 days) satisfactory service as a teacher at a school or prescribed service in Australia or New Zealand in the last five years.

Registration – teachers who are qualified and have completed one year's full-time (or part-time equivalent of 200 days) satisfactory service as a teacher at a school or prescribed service in Australia or New Zealand in the last five years. Applicants are not eligible to apply for (full) Registration by using this application form. The only way for a teacher to be granted (full) Registration status is to initially receive Provisional Registration and then transition to (full) Registration with the Board as detailed below.

Transitioning from Provisional Registration to (full) Registration is not an automatic process. If you hold Provisional Registration, you can apply for (full) Registration after successfully completing one year's full-time (or part-time equivalent of 200 days) satisfactory service as a teacher at a school or prescribed service in Australia or New Zealand, and lodge an Application to Transition from Provisional to (full) Registration. You must meet the requirements as outlined on the Transition from Provisional to (full) Registration form. An application form can be downloaded from the Board's website at *http://www.trb.sa.edu.au/forms.php*

In some cases, the Board may impose conditions on registration. This would be determined after consideration of the application by the Board pursuant to Part 5, Section 24 of the Act.

PROOF OF IDENTITY FOR TEACHER REGISTRATION

You must include a certified copy of your full Birth Certificate and a document containing photographic identification (i.e. a passport or driver's licence). You are also required to include certified copies of all name changes (e.g. marriage certificate, decree nisi or deed poll). You may also use these documents to satisfy the Board's '100 point check' (201) requirements (see Page 2 of the National Police History Check Consent Form for more information).

APPLICATION FOR TEACHER REGISTRATION - GUIDELINES BOOKLET

CERTIFICATION OF DOCUMENTS

All required documents other than the original must be certified copies. If all documents have not been correctly certified, the application will not be accepted and will be returned to you.

Copies of original documents must be certified as a "true and accurate" copy of the original by either: a Justice of the Peace, a Commissioner for Taking Affidavits (e.g. Solicitor, Barrister), or a Notary Public.

Each document submitted for certification must be a photocopy with the original document available for sighting at the time of certification. In some circumstances the Board may require presentation of an original document.

TRANSLATION OF DOCUMENTS INTO ENGLISH

All documents in a language other than English lodged as part of an application for teacher registration must be submitted attached to official certified English translations.

English translations undertaken in Australia will only be accepted if completed by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI). English translations undertaken overseas must have been completed by an officially accredited or licensed translator or an officially recognised organisation.

PRIVACY STATEMENT

The personal information you provide in this form will be used to assess your eligibility for teacher registration and to maintain the Register of Teachers. Extracts of the Register of Teachers are available for public inspection and your name, registration number and expiry date will be published on the Register of Teachers on the Board's website at *http://crmpub.trb.sa.edu.au/teachersearch.aspx*

Relevant information may be released to other teacher regulatory authorities to ensure effective national exchange of information, to CrimTrac to obtain a National Police History Check, to universities to confirm academic results or in other circumstances as specified in the Act.

Requests for access to documents containing personal information held by the Board will be considered in accordance with the *Freedom of Information Act 1991* and *South Australian Government Cabinet Administrative Instruction Number 1, 1989 (reissued 2013)* known as the "Information Privacy Principles Instruction".

SA Government Information Sharing Guidelines to Promote the Safety and Wellbeing of Children, Young People and their Families (ISG).

The Privacy Committee of the Government of South Australia has granted agencies and organisations exemption from compliance with Information Privacy Principle 10(b) under the Information Sharing Guidelines (ISG). The ISG enables personal information to be shared without consent when it is agreed that there is an anticipated risk of harm, abuse or neglect to a child, young person or member of their family or if there is a risk to the person or to public safety. The Teachers Registration Board will seek informed consent in all situations where it is considered safe to do so.

If you require further information about the release of personal information under the ISG please contact the Co-ordinator, Investigations by phone on +61 8 8226 2666 or refer to the TRB website at *www.trb.sa.edu.au* for more general information. If you are concerned that your personal information has been shared inappropriately, please contact the Registrar, Teachers Registration Board of South Australia by phone on +61 8 8226 2666.

1. PAYMENT DETAILS

Fees are reviewed on an annual basis. For information on the current fees, please refer to the Board's website at *http://www.trb.sa.edu.au/fees*

Fees must be paid at the time of lodgement of your application. Should you subsequently withdraw your application or your application is unsuccessful, the application for registration fee will be refunded.

Payment can be made by Cheque, Money Order, Visa or MasterCard. Please note if you pay via Visa or MasterCard a Card Verification Value (CVV) number is required. CVV is a security feature for credit card transactions. The CVV number is located on the back of the Visa or MasterCard. The number is a separate group of 3 digits to the right of the signature strip. All applications are dealt with in a confidential manner. The CVV details will be removed and destroyed in a secure manneronce an application has been processed.

Please note that if your name has been removed from the Register following a failure to renew your registration before the expiry of your registration, an additional reinstatement fee is required.

2. QUALIFICATION REQUIREMENTS

The qualifications required for teacher registration as a teacher are as follows:

(a) an approved teacher education degree, diploma or other qualification awarded on satisfactory completion of a tertiary course of pre-service teacher education in pre-school, primary or secondary education that –
  (i) is of at least 4 years' full-time duration or part-time equivalent duration; and
  (ii) includes a practical student teaching component undertaken at a school or pre-school; or

(b) -
  (i) an approved non-teacher education degree, diploma or other qualification awarded on satisfactory completion of a tertiary course that is of at least 3 years' full-time duration or part-time equivalent duration; and
  (ii) an approved postgraduate degree, diploma or other qualification awarded on satisfactory completion of a tertiary course of pre-service teacher education in pre-school, primary or secondary education that–
    (A) is of at least 1 year's full-time duration or part-time equivalent duration; and
    (B) includes a practical student teaching component undertaken at a school or pre-school.

You must complete the required information on the application form and attach the original or certified copies of all of your official academic transcripts showing completion/conferral date of the Award(s). Parchments, computer print-outs, notification of examination results, assessment results, semester results, or other unofficial documentation will not be accepted (unless you are a final year student as outlined below).

FINAL YEAR STUDENTS FROM AUSTRALIAN HIGHER EDUCATION INSTITUTIONS

You can submit your application for registration at anytime during your final semester. There is no closing date to lodge an application. You must enclose certified copies of all required documentation, together with an unofficial statement of results for your current studies. When you receive your final official academic transcript, this transcript, or a certified copy, stating completion/conferral date of the Award, must be submitted to the Board. Applications for registration will only be finalised when all requirements are met. You are not permitted to teach until provisional registration has been granted.

If you do not submit your final transcripts to the Board within three months of your stated completion date, a second national police history check may be requested (at your expense).

3. RECORD OF TEACHING SERVICE

If you have been employed as a teacher in a school or pre-school, please include the details of the teaching positions you have held in the table provided.

Do not include details of any supervised teaching practice undertaken as part of a teaching qualification.

4. MANDATORY NOTIFICATION TRAINING REQUIREMENT

A Mandatory Notification Training course means a course of instruction approved by the Board relating to requirements under Division 1, Part 4 of the *Children's Protection Act 1993* for notification of suspected child abuse or neglect. The *Teachers Registration and Standards Act 2004* and *Regulations 2005* require proof of Mandatory Notification Training for registration.

All applicants must have satisfactorily completed a Families SA approved 7-hour Mandatory Notification Training course (e.g. *Child Safe Environments – Reporting Child Abuse and Neglect* or *Responding to Abuse and Neglect - Education and Care*). Please note: Generally, employers require applicants for employment to have undertaken the *Responding to Abuse and Neglect - Education and Care* course, which is delivered by specific providers, as the training is multidisciplinary as well as being tailored to a specific service context. For further information, refer to the website at *http://www.trb.sa.edu.au/mandatory-training*

The 7-hour Mandatory Notification training course required for teacher registration must be undertaken in person in South Australia. Programs offered online will not be accepted for registration purposes. Applications cannot be accepted until you have completed a Mandatory Notification Training course and provided an original or certified copy of the certificate of completion. For further information, refer to the website at *http://www.trb.sa.edu.au/mandatory-training*

This course must be undertaken within the 12 months prior to the submission of an application for registration.

If you are a final year student from an Australian higher education institution and have completed a 7-hour Families SA approved Mandatory Notification Training course in person in South Australia at any time during your pre-service teacher education program, you will be deemed to have met this requirement. An original or certified copy of the full day Mandatory Notification Training certificate of completion must be provided with your application.

APPLICATION FOR TEACHER REGISTRATION - GUIDELINES BOOKLET

5. SCHOOL APPOINTMENT

Please complete this section if a formal offer of employment has been made. An original or certified copy of the written offer of employment must be attached. Employment as a teacher in a school or prescribed service must not be undertaken until teacher registration has been granted.

6. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

You must satisfy the Board that you have a level of English language proficiency which enables you to communicate in English, in both the spoken and written form, at a professional level, with students, parents, colleagues, and other educational professionals.

If you have completed any higher education qualifications from institutions outside of Australia, you may need to complete an English language test to meet the Board's English language proficiency requirement.

The English language tests recognised by the Board are:

- The International English Language Testing System Academic Level (IELTS).
- The International Second Language Proficiency Ratings (ISLPR).
- The Professional English Assessment for Teachers (PEAT).

To determine whether or not you need to complete an English language test, please refer to the Board's website at *http://www.trb.sa.edu.au/english*

7. DECLARATIONS - FITNESS AND PROPRIETY

The object of the *Teachers Registration and Standards Act 2004* (the Act) is to establish and maintain a teacher registration system and professional standards for teachers to safeguard the public interest in there being a teaching profession whose members are competent educators and fit and proper persons to have the care of children.

A national police history check is one measure used by the Board to determine the fitness and propriety of applicants. For information relating to national police history checks refer to Section 9.

Section 22 (2) of the Act states:
(2) An applicant for registration must –

(a) consent to the conduct by the Teachers Registration Board of a police history check relating to the applicant; and

(b) if the Board so requires for the purpose of determining whether the applicant's capacity to teach is seriously impaired by an illness or disability affecting the applicant's behaviour or competence as a teacher –

(i) submit to a medical examination by a medical practitioner selected by the applicant from a panel of medical practitioners nominated by the Board; and

(ii) provide, or authorise the medical practitioner to provide, a report on the results of the medical examination to the Board; and

(c) provide the Board with any information required by the Board for the purposes of determining the application, verified, if the Board so requires, by statutory declaration.

A registered teacher must notify the Board in writing within 14 days if:

- charged with or convicted of an offence/s of a kind specified in Section 7.8 of the application form. (For the purpose of the Act, charged is defined as a complaint or information filed in any court).
- dismissed or resigned from employment as a practising teacher in response to or following allegations of unprofessional conduct. For the purpose of the Act, unprofessional conduct means -
  (a) a contravention of the Act or the repealed provisions; or
  (b) a contravention of a condition of registration as a teacher under this Act or the repealed provisions; or
  (c) incompetence; or
  (d) disgraceful or improper conduct.
- dismissed or resigned from any employment in response to or following allegations of improper conduct in relation to a child.

Failure to notify the Board is an offence and penalties apply.

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7. DECLARATIONS - FITNESS AND PROPRIETY (continued)

All matters are considered on an individual basis using the following general guidelines.

- Child protection implications, age and vulnerability
- Relevance in a school or pre-school teaching environment
- The gravity and nature of convictions
- Circumstances surrounding the offence(s), whether alcohol, drugs or a weapon was involved
- The harm to any victim including injury or loss
- Adverse impact on the teaching profession
- Total police history
- Severity of sentence imposed
- Length of time since offence, any rehabilitation
- Age at time of offence(s) e.g. adult or juvenile
- Evidence of the applicant's good character since offence committed
- Whether offence has been decriminalised
- Whether found guilty 'without conviction'
- Whether penalty was restricted only to a fine
- Personal circumstances at the time of offending.

You can discuss any issue relating to fitness and propriety matters by contacting the Board's Investigation Unit, telephone +61 8 8226 5984.

Inquiries and Disciplinary Action

The Teachers Registration Board may, on complaint by the Registrar or of its own motion, hold an Inquiry to determine whether the conduct of a teacher constitutes proper cause for disciplinary action. There is proper cause for disciplinary action if a teacher has improperly obtained registration as a teacher; or has been found guilty of unprofessional conduct; is not a fit and proper person to be a registered teacher; or the teacher's registration has been suspended, cancelled or otherwise withdrawn by another teacher regulatory authority.

Overseas Criminal History Record Checks

If you have resided in a country other than Australia for more than 12 continuous months during the past 10 years, when over the age of 18 years, you must provide either original or certified copies of national criminal history record checks from those countries issued within the last 12 months.

These checks must reflect all names by which you have ever been known.

The Board will only accept certain national overseas criminal history record checks for registration purposes. Applicants should therefore refer to the instructions for obtaining acceptable checks which are available on the Board's website at *http://www.trb.sa.edu.au/ochrc*.

8. STATUTORY DECLARATION

Your signature must be witnessed by either:

- a Justice of the Peace, or
- a Notary Public, or
- a Commissioner for Taking Affidavits
  (e.g. Solicitor, Barrister)

Provision of false or misleading information

You must certify that the personal information provided on the application form is correct. If it is subsequently discovered that you have made a statement that is false or misleading in a material particular, whether by reason of the inclusion or omission of any particular; in any information provided, this can lead to prosecution under the *Oaths Act 1936* and to refusal or cancellation of registration pursuant to the *Teachers Registration and Standards Act 2004*.

In addition, pursuant to Sections 54 and 55 of the *Teachers Registration and Standards Act 2004*, a person must not make a statement that is false or misleading in a material particular (whether by reason of the inclusion or omission of any particular) in any information provided under this Act, and that a person who by fraud or any other dishonest means procures registration for himself or herself, or for another person, is guilty of an offence. Maximum penalty: $10 000.

9. CONSENT FOR NATIONAL POLICE HISTORY CHECK

General Information

The *Teachers Registration and Standards Act 2004* requires the Teachers Registration Board of South Australia (the Board) to determine whether you are a fit and proper person to be registered as a teacher. To assist in making this assessment, the Board requires a National Police History Check to be conducted on your application.

Unless statutory obligations require otherwise, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability to be registered as a teacher.

Information received through these processes is stored in a secure personal file.

The Department of Premier and Cabinet Circular No. PC012 (re-issued 30 July 1992) known as the "Information Privacy Principles Instruction" is complied with.

Should you not consent to the Board obtaining a National Police History Record Check, your application cannot be processed.

Proof of Identity for National Police History Check

To comply with the Board's contractual arrangements as an accredited CrimTrac Agency, you must provide certified copies of documentary evidence to prove your identity sufficient to satisfy the '100 point' check (201). This must include one primary document e.g. birth certificate, current passport or expired passport (not cancelled) that was current within the preceding 2 years or citizenship certificate and one secondary document e.g. current driver's licence, employee identification card, Centrelink card or student identification card. Refer to *http://www.trb.sa.edu.au/pdf/Info-Sheet_Proof-of-Identity.pdf* for a list of acceptable documents for the '100 point' check.

All documentation must be attached to the National Police History Record Check Consent form and submitted with your application for teacher registration.

For further information contact the staff of the Board's Investigation Unit on +61 8 8226 5984.

National Police History Check

A National Police History Check is an integral part of the assessment of your suitability to hold teacher registration.

Information extracted from this form will be forwarded by the Board to the CrimTrac Agency and other Australian Police Agencies[1]. By signing the form you are providing your consent to these agencies:

(a) disclosing police history information that pertains to you from their own records to the Board, and/or

(b) accessing their records to obtain police history information that in turn will be disclosed to the Board.

Such police history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for your personal information to be disclosed to Australian Police Agencies to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Spent Convictions Schemes

The information which can be made available about an individual's police history may vary between Australian jurisdictions and will depend on any laws or policies relating to "spent convictions" schemes. The aim of these schemes, where they exist, is to prevent discrimination on the basis of certain previous convictions once a waiting period has passed and provided the individual has not re-offended during this period. Convictions considered "spent" will not be included in a police history report unless the category of employment or purpose of the application is considered exempt from the workings of the scheme.

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[1] Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.

9. CONSENT FOR NATIONAL POLICE HISTORY CHECK (continued)

South Australia

SAPOL is bound by the *South Australian Spent Convictions Act 2009* when determining what information to release. Under the *Spent Convictions Act 2009*, it is an offence to release information regarding the convictions of a person if those convictions are deemed to be 'spent' under the Act.

A spent conviction is one that cannot be disclosed or taken into consideration for any purpose. Eligible convictions become spent following a ten year conviction and proven offence-free period for adults and a five year conviction and proven offence-free period for juveniles.

The *Spent Convictions Act 2009* defines a conviction as:

- A formal finding of guilt by a Court
- A finding by a Court that an offence has been proved

This means that court hearings with the outcome 'without conviction' will be released as they are a formal finding of guilt.

There are certain convictions which can never be spent. These include but are not limited to:

- Convictions for sex offences
- Convictions where a sentence is imposed of more than 12 months imprisonment for an adult, or 24 months imprisonment for a juvenile

Intelligence-type information is not released.

Schedule 1 of the *Spent Convictions Act 2009* sets out a number of exceptions to the rule where spent convictions can be released. Some examples of this include:

- The care of children
- The care of vulnerable people (including the aged and persons with a disability, illness or impairment)
- Activities associated with statutory character tests for licensing

The Teachers Registration Board of South Australia is one of the organisations authorised / legislated to receive all convictions and non-convictions (i.e. including but not limited to withdrawn, acquitted and dismissed court outcomes) for the screening of teachers under the *Teachers Registration and Standards Act 2004.*

The *Spent Convictions Act 2009* can be viewed on the internet at: *http://www.legislation.sa.gov.au*

Other Australian Police Agencies

Where a police history record with another Australian Police Agency has been obtained, any relevant legislation (and/or release policy) affecting that police agency will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation an individual has the right, in particular circumstance or for a particular purpose, to not disclose certain convictions/findings of guilt. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will not be released. Please contact individual police services directly for further information about their release policies and any legislation that affects them.

Provision of False or Misleading Information

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as being unsuitable to be registered as a teacher.

You should note that the existence of a police history record does not mean that you will be automatically assessed as being unsuitable to be registered as a teacher. Each case will be assessed on its merit, as such it is in your best interests to answer the declarations on the application form truthfully and to provide "full and frank" details in a letter to the Registrar.

Please forward your completed application

by post to:

Teachers Registration Board of South Australia
PO Box 3649
RUNDLE MALL SA 5000

or submit your application in person to:

Teachers Registration Board of South Australia
Level 6, 70 Pirie Street
ADELAIDE SA 5000

Further information:

Telephone: +61 8 8226 2666
Facsimile: +61 8 8226 2667
Email: *info@trb.sa.edu.au*
Website: *http://www.trb.sa.edu.au*

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APPLICATION FOR TEACHER REGISTRATION

Please refer to the Guidelines Booklet when completing this form.

PERSONAL DETAILS

Title (Mr/Mrs/Ms/Dr/Other)

FULL NAME:

Family/Surname | Given Names

PREVIOUSLY KNOWN AS: (please ensure birth name is indicated)

Surname | Given Names

Surname | Given Names

Surname | Given Names

Surname | Given Names

Attach a certified copy of your full Birth Certificate and a document containing photographic identification (i.e. passport or driver's licence).
Attach certified copies of evidence of all name changes e.g. marriage certificate, decree nisi, deed poll, etc. if applicable.
Refer to the Proof of Identity for Teacher Registration section on page 1 of the Guidelines Booklet.

Gender: F ☐ M ☐ (please tick) Date of Birth: ☐ ☐ ☐ Day Month Year

Nationality | Place of Birth: Country | State | Town/Suburb

Do you identify as an Aboriginal or Torres Strait Islander? Yes ☐ No ☐ (please tick)

Address for correspondence (your postal address)

Residential/Personal Address (the address where you live)

Telephone | Mobile

Email

Pursuant to Section 28 (4) you must notify the Registrar within 28 days of any change of name or address.
Maximum penalty $1250, Expiation fee $160.

Have you previously applied for teacher registration in South Australia? Yes ☐ No ☐ (please tick)

1. PAYMENT DETAILS

OFFICE USE ONLY

Registration No.

New Applicant ☐

Expired Reg. ☐

Refer to Guidelines Section 1.

Payment of fees can be made by either of the following: cheque ☐ money order ☐

or, I authorise the Teachers Registration Board to draw on my Visa ☐ Mastercard ☐

Signature: | Expiry Date: /

Cardholder Name: (print in full) | Amount: $

Card number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ CVV: ☐☐☐

APPLICATION FOR TEACHER REGISTRATION

2. QUALIFICATION REQUIREMENTS

Refer to Guidelines Section 2.

Name of Qualification	Name of Institution	State or Country	Length of Course (full time equivalent)	Start Date (month/year)	Completion Date (month/year)

Final year students from Australian higher education institutions - enclose your unofficial statement of results for current studies **and** certified copy of final official transcript for your undergraduate degree(s) (if applicable).
Other applicants - attach original or certified copies of official academic transcripts including evidence of completion/conferral date of the award.

3. RECORD OF TEACHING SERVICE

Refer to Guidelines Section 3.

Do not include supervised teaching practice or any details relating to periods of paid or unpaid leave from employment

Position	School or institution	State or Country	Full time or fraction per week	Date from (month/year)	Date to (month/year)

4. MANDATORY NOTIFICATION TRAINING REQUIREMENT

Refer to Guidelines Section 4.

Attach a certified copy of your certificate of completion for a 7-hour Mandatory Notification Training course (also known as Child Safe Environments - Reporting Child Abuse and Neglect).

5. SCHOOL APPOINTMENT

Refer to Guidelines Section 5.

Have you been offered employment as a teacher in a school or prescribed service? Yes ☐ No ☐

If you have answered **YES:**

Name of school/prescribed service

Expected date of commencement: Day ☐ Month ☐ Year ☐

Attach a certified copy of the written offer of employment from a school or prescribed service.

6. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

Refer to Guidelines Section 6.

Attach a certified copy of your English language proficiency test results (if applicable) and indicate which English language test you have completed in the boxes provided.

IELTS ☐ ISLPR ☐ PEAT ☐

7. DECLARATIONS - FITNESS AND PROPRIETY

Refer to Guidelines Section 7.

You must complete all items in this section.

7.1 Have you ever had registration, licensing, classification or other authority as a teacher suspended, cancelled or withdrawn in Australia or in any other country? Yes ☐ No ☐

7.2 Are you subject to any conditions in practising the profession of teaching in any state, territory or country? Yes ☐ No ☐

7.3 Have you ever been refused registration, licensing or classification as a teacher in Australia or any other country? Yes ☐ No ☐

7.4 Have you ever been (or are you currently) the subject of disciplinary proceedings or any action that might lead to such proceedings in any jurisdiction? Yes ☐ No ☐

7.5 Have you ever been dismissed or resigned from employment as a practising teacher in response to or following allegations of unprofessional conduct in any jurisdiction? Yes ☐ No ☐

7.6 Have you ever been dismissed or resigned from any employment in response to or following allegations of improper conduct relating to a child in any jurisdiction? Yes ☐ No ☐

7.7 Do you have an injury, illness or disability which (either now or in the proposed term of registration):

a. May affect your capacity to discharge all of the duties and responsibilities of a registered teacher safely and competently? Yes ☐ No ☐

b. May require the provision of special equipment, assistance or arrangements in order to ensure that you can carry out all of the duties and responsibilities of a registered teacher safely and competently? Yes ☐ No ☐

Note: The Teachers Registration Board is required, when considering applications for registration, to comply with State and Federal equal opportunity legislation. The above information is required to enable the Board to carry out its statutory functions, but will not be used to discriminate unlawfully against any applicant.

7.8 Have you been **charged** with or **convicted** of an offence/s in the following categories:

- An offence for which a term of imprisonment is a penalty (whether or not a penalty of imprisonment was imposed), **OR**
- Any offence involving illicit drugs, violence, sexual or indecent behaviour, dishonesty, cruelty to animals

Yes ☐ No ☐

If you have answered **YES to any of the above questions**, please provide written details of the circumstances relating to the matter in a separate envelope addressed to the Registrar and marked "Confidential". All matters are considered on an individual basis. You may be required to provide further documentation or participate in an interview.

7.9 Have you resided in any country other than Australia for more than 12 continuous months during the past 10 years when over 18 years of age? Yes ☐ No ☐

If you have answered **YES to Question 7.9**, please list the country/countries that you have resided in.

Countries in which I have resided

Attach the original or certified copies of national overseas criminal history record checks issued within the last 12 months from the above countries. You must obtain this documentation before lodging this application with the Board. These checks must reflect all names by which you have ever been known.

The Board will only accept certain national overseas criminal history record checks for registration purposes. Applicants should therefore refer to the instructions for obtaining acceptable checks which are available on the Board's website at *http://www.trb.sa.edu.au/fitness_propriety.php#ochrc*.

All documents in a language other than English lodged as part of an application for teacher registration must be submitted with official certified English translations. Refer to the Guidelines for further information.

Please note:
This agency has implemented the SA Government Information Sharing Guidelines to Promote the Safety and Wellbeing of Children, Young People and their Families (ISG). This means that this agency will work closely with other agencies to coordinate the best support for you and your family. Under the ISG your informed consent for the sharing of information will be sought and respected in all situations unless:

- it is unsafe or impossible to gain consent or consent has been refused and
- without information being shared, it is anticipated a child, young person or member of their family will be at risk of serious harm, abuse or neglect, or pose a risk to their own or public safety.

OFFICE USE ONLY Processed: Yes ☐ No ☐ Cleared by: ☐ Date: ☐

8. STATUTORY DECLARATION

I _____ do solemnly and sincerely declare
(print your name)

that I have read and understand the information contained herein and my answers to the information required herein, together with information contained in any documents forwarded herewith, are true and correct and I make this solemn declaration, conscientiously believing it to be true and by virtue of the provisions of the *Oaths Act, 1936*. I am aware that an application which is false or misleading in any material particular can lead to prosecution under the *Oaths Act.*

In addition, I understand that, pursuant to Sections 54 and 55 of the *Teachers Registration and Standards Act 2004*, a person must not make a statement that is false or misleading in a material particular (whether by reason of the inclusion or omission of any particular) in any information provided under this Act, and that a person who by fraud or any other dishonest means procures registration for himself or herself, or for another person, is guilty of an offence. I am aware that an application which is false or misleading in any material particular can lead to refusal or cancellation of my teacher registration pursuant to the *Teachers Registration and Standards Act 2004.* Maximum penalty: $10 000.

_____
(Applicant's Signature)

Your signature **must be** witnessed by either:

- a Justice of the Peace, **or**

- Notary Public, **or**

- Commissioner for Taking Affidavits
  eg (Solicitor, Barrister)

Refer to Guidelines Section 8.

Declared before me at _____ this _____ day of _____ 20____

Print Title of Office _____

Name _____

Address _____

Signature _____ Licence number or stamp _____

AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

AND WILL BE RETURNED TO YOU.

Please forward your completed application to:

Teachers Registration Board of South Australia
PO Box 3649
RUNDLE MALL SA 5000

For further information contact:

Teachers Registration Board of South Australia
Level 6, 70 Pirie Street
ADELAIDE SA 5000
Telephone: +61 8 8226 2666
Facsimile: +61 8 8226 2667
Email: *info@trb.sa.edu.au*
Website: *http://www.trb.sa.edu.au*

9. NATIONAL POLICE HISTORY CHECK CONSENT FORM

OFFICE USE ONLY Application Type: Registration No.

Section 7: Yes No

OCHC required: Yes No OCHC cleared: Yes No Cleared by:

PERSONAL INFORMATION

Refer to Guidelines Section 9.

Title (Mr/Mrs/Ms/Dr/Other)

FULL NAME:

Family/Surname | Given Names

PREVIOUSLY KNOWN AS: (please ensure birth name is indicated)

Surname | Given Names

Surname | Given Names

Surname | Given Names

Surname | Given Names

If more space is required for additional previously known names, please provide details on a separate attachment and submit it with this form.

Gender: F M (please tick) Date of Birth: Day Month Year

Place of Birth: Town/Suburb State Country

Passport: (if applicable) Number Country

Driver's Licence: (if applicable) Number State/Territory

RESIDENTIAL/PERSONAL ADDRESSES OVER LAST FIVE YEARS

If full details of previous addresses are unavailable, details of town(s) and state(s) of residence will suffice.

Current Residential/Personal Address Period of residence

(Number, Street, Town/Suburb, State, Postcode, Country) year to current year

Previous Residential/Personal Addresses

(Number, Street, Town/Suburb, State, Postcode, Country) to

(Number, Street, Town/Suburb, State, Postcode, Country) to

If more space is required for additional previous residential/personal addresses, please provide details on a separate attachment and submit it with this form.

OFFICE USE ONLY Batch No: Cleared by: Date:

Comment:

APPLICATION FOR TEACHER REGISTRATION

THIS FORM MUST BE COMPLETED AND LODGED WITH YOUR APPLICATION FORM

I, _____ hereby:
Family/Surname Given Names

1. acknowledge that I have read the Spent Convictions Schemes section of the Guidelines and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;

2. understand that the position/entitlement for which I am being considered is in a category for which a PARTIAL exclusion has been granted from the application of the Spent Convictions legislation and that "spent" convictions and findings of guilt relating to me of a type listed below will be released;

   South Australia - Serious offences, sexual offences, offences against the person, drug offences and some firearm offences for which an exclusion has been granted in respect to my application for registration.

3. have fully completed this form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;

4. consent to the Board disclosing personal information about me from this form to the CrimTrac Agency and the Australian Police Agencies;

5. consent to:

   (i) the CrimTrac Agency disclosing personal information about me to the Australian Police Agencies;

   (ii) the Australian Police Agencies disclosing, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police agency concerned; and

   (iii) the CrimTrac Agency providing the information disclosed by the Australian Police Agencies to the Board in accordance with the laws of the Commonwealth; and

6. acknowledge that any information provided by me on this form, or by the Australian Police Agencies, may be taken into account by the Board in assessing my suitability for registration as a teacher.

The police history check fee has been paid as part of my application for teacher registration.

Applicant's Signature_____ Date____/____/_____

Note: The information you provide in this form, and which the CrimTrac Agency provides to the Board on receipt of the form, will be used only for the purpose stated above unless statutory obligations require otherwise.

PROOF OF IDENTITY

You must attach **certified** copies of documentary evidence to prove your identity sufficient to satisfy the '100 Point Check' (201) as required under the Board's arrangement with the CrimTrac Agency. Please indicate which documents you have attached below. For a full list of acceptable proof of identity documents, please refer to *http://www.trb.sa.edu.au/pdf/Info-Sheet_Proof-of-Identity.pdf*

PRIMARY DOCUMENT (70 Points):
(attach **one** of the following)

- Birth Certificate ☐
- Citizenship Certificate ☐
- International Travel Document (e.g. passport - current or expiring in preceding 2 years) ☐

PLUS

SECONDARY DOCUMENT (40 Points):
(attach **one** of the following)

- Australian Driver's Licence ☐
- Public Employee ID Card ☐
- Centrelink Card ☐
- Tertiary Student ID Card ☐
- Other (please indicate) ☐

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

OFFICE USE ONLY

Points ☐ Points ☐ Total ☐

Certified ☐ Certified ☐

Sighted by: ☐ Date: ☐

CONSENT FOR TRANSFER OF FAMILIES SA CHILD PROTECTION INFORMATION

Reference Number:

The primary object of the *Teachers Registration and Standards Act 2004* is to establish a teacher registration system and professional standards for teachers to safeguard the public interest in there being a teaching profession whose members are competent educators and fit and proper persons to have the care of children. The Teachers Registration Board of South Australia (the Board) must have the welfare and best interests of children as its primary consideration in the performance of its functions.

Every child has a right to be safe from harm at all times. The well being and best interests of children are the responsibility of the entire community. As members of the wider community, we must act to ensure that every environment where children are present is safe. In this context the assessment of relevant child protection information is one measure used by the Board to ensure registered teachers are fit and proper persons to have the care of children.

As a matter of policy all applicants for teacher registration are required to undergo an assessment against child protection information held by Families SA, Department for Education and Child Development (DECD). Relevant child protection information is released to the Board by authorisation of the Chief Executive DECD pursuant to Section 58 (3) (c) of the *Children's Protection Act 1993*.

Your full name, all names you have been known by, and your date of birth will be securely and confidentially forwarded to Families SA.

Assessment of any relevant information received will be made in conjunction with National Police History and other information supplied as a result of your responses to the questions below and the declaration questions in Section 7 of your application. A preliminary assessment will be undertaken by the Board in accordance with the principles of natural justice and procedural fairness.

You are asked to respond to the following questions

1. To your knowledge have you ever been the subject of a child protection investigation by Families SA or other authority or organisation where you have been determined to be the person responsible for causing harm? Yes ☐ No ☐

2. Have you ever been, or are you currently, subject to any restrictions regarding your contact with children in any professional, volunteer or personal capacity? These restrictions would include: supervised access with children, and agreement not to see children alone in a professional or volunteer capacity, a court order prohibiting you from seeing or contacting children, or removing children from your care. A shared custody arrangement regarding your children would **not** fall within these restrictions. Yes ☐ No ☐

If you have answered **YES to any of the above questions**, please provide written details of the circumstances relating to the matter in a separate envelope addressed to the Registrar and marked "Confidential". All matters are considered on an individual basis. You may be required to provide further documentation or participate in an interview.

CONSENT

You are asked to provide your consent below. If consent is not provided your application for registration cannot be processed.

I _____ give my consent for the Teachers
(FULL NAME)

Registration Board of South Australia to provide my personal information to Families SA, Department for Education and Child Development for the purposes of assessing my fitness and propriety for registration as a teacher.

I acknowledge that, if applicable, Families SA will provide the Board with relevant child protection information, as described above, which the Board will take into account in conjunction with any relevant National Police History and any other information to determine my fitness for registration as a teacher.

Signature_____Date ____/____/_____

OFFICE USE ONLY Families SA / TRB Cleared by: Date:

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