

# AUDIT: RENEWAL OF FULL REGISTRATION IN THE NORTHERN TERRITORY

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## GUIDELINES

**TRB**

TEACHER REGISTRATION BOARD  
of the Northern Territory

# AUDIT: RENEWAL OF FULL REGISTRATION IN THE NORTHERN TERRITORY

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## 1. PURPOSE OF THE AUDIT RENEWAL PROCESS

Full registration is granted for a period of up to five years. To ensure teachers who are registered demonstrate ongoing competence against the Australian Professional Standards for Teachers (the Standards), the Teacher Registration Board of the Northern Territory (the Board) undertakes an audit process.

This process provides quality assurance that maintaining and renewing full registration is working and demonstrates clear relationships between the Standards and a teacher's practice.

## 2. AUDIT PROCESS

Any teacher who has been granted renewal of full registration can be subject to an audit.

Teachers who are selected for audit will be notified in the first school term immediately following the completion of the renewal process.

Teachers selected for the audit will be asked to present their evidence within three months of notification. Evidence can be presented in a variety of formats as either electronic or hard copy.

The audit will be conducted in the second school term, with auditors selected by the Board.

Auditors will:

- Have a high level of engagement with the Standards
- Be fully registered teachers
- Be from a cross section of employer sectors
- Be required to sign a confidentiality agreement, and
- Be required to declare conflict of interest.

Teachers audited will be notified of the outcome via email, along with a report referencing conclusions made by the panel. All evidence and documentation provided will be returned to the teacher and should be continually updated as part of professional growth practice.

Following audit completion, a report is provided to the Board and to employers providing an outline of the process, its conclusions and details regarding professional development activities undertaken by teachers.

## 3. REQUIREMENTS FOR SUBMISSION

A teacher who has been selected for audit will be required to provide evidence to support having met the requirements for renewal in the following categories:

### 3.1 Currency of Practice

You must provide evidence that you have achieved a minimum of 180 days of practice over the five year period prior to your application for registration renewal.

### 3.2 Professional Development

You must provide evidence that you have met the minimum requirements within the Professional Development Framework, i.e. the completion of at least 100 hours of a broad range of relevant professional development activities within the preceding five-year period, demonstrating development against all of the Standards for aligned with your career stage.

### 3.3 Additional Information

As of 1 January 2020, as a registered teacher, you are also required under the Act to notify the Board of certain changes to your circumstances. This may relate to your fitness and propriety to teach. As part of this audit, you are required to notify the Board if any of the following changes to your circumstances have occurred since 1 January 2020:

- If you have been charged with a notifiable offence or sexual offence;
- If you have been found guilty of a notifiable offence or sexual offence;
- If your Working with Children Clearance has been revoked by the Screening Authority (SAFE NT);
- If your Working with Children Clearance has expired; or
- If another registration authority has suspended, cancelled, disqualified or refused your registration, or imposed conditions on your registration.

A notifiable offence means:

- An offence against a law in force in the Northern Territory if the penalty may be imposed on an individual for the offence includes imprisonment for a period of 12 months or more; or
- An offence outside the Northern Territory if the penalty may be imposed on an individual for the offence includes imprisonment for a period of 12 months or more.

For information on teacher notification obligations, visit [Teacher notification obligations](#)

As part of this audit, you are further required to notify the Board of any change to your personal details or business address, in accordance with the notification requirements in section 28 of the Act. Personal details includes your name, address, private telephone number, email address and if you have a physical or mental impairment, disability, condition or disorder, including substance abuse or dependence, that may affect your eligibility for registration.

For further information about evidence and evidence collection, please refer to the Evidence Guide for Northern Territory Teachers.

## 4. RELATIVE LINKS

### 4.1 Relative Legislation

- *Teacher Registration (Northern Territory) Act 2004*
- Teacher Registration (Northern Territory) Regulations 2004

### 4.2 Relative Policies

- Maintenance and Renewal of Full Registration Policy
- Audit of Renewal of Full Registration Policy
- Provisional Registration Policy
- TRB NT Professional Development Framework

### 4.3 Relative Guidelines

- Guide to Evidencing Impact for Northern Territory Teachers

- Maintenance and Renewal of Full Registration Guidelines
- Australian Professional Standards for Teachers

## 5. CONTACT US

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