

# Employer Notification

Section 67A of the *Teacher Registration (Northern Territory) Act 2004*

|   |   |   |  |  |  |  |
|---|---|---|--|--|--|--|
| <b>To</b>   | <b>Teacher Registration Board of the Northern Territory</b>   |   |  |  |  |  |
|   | <b>By post</b><br>Director<br>Teacher Registration Board NT<br>GPO Box 1675<br>DARWIN NT 0801   | <b>By email</b><br>Director<br><a href="mailto:trbprofconduct@trb.nt.gov.au">trbprofconduct@trb.nt.gov.au</a> |  |  |  |  |
| <b>From (employer)</b>  |   | <b>Reference</b>  |  |  |  |  |
| <b>Full name of notifier</b>  |   | <b>Position</b>   |  |  |  |  |
| <b>Email</b>  |   | <b>Phone</b>  |  |  |  |  |
| <b>Address</b>  |   |   |  |  |  |  |
| <b>Teacher's Details</b>  |   |   |  |  |  |  |
| <b>Full Name</b>  |   | <b>DOB</b>  |  |  |  |  |
| <b>Email</b>  |   | <b>Phone</b>  |  |  |  |  |
| <b>Address</b>  |   |   |  |  |  |  |
| <b>TRB Reg. No.</b>   |   | <b>Category</b>   | <input type="checkbox"/> Provisional <input type="checkbox"/> Full |  |  |  |
| <b>If employed under an authorisation to teach – period of authorisation</b>  |   | Start date:   |  |  |  |  |
|   |   | End date:   |  |  |  |  |
| <b>Teacher's Employment Details</b>   |   |   |  |  |  |  |
| <b>Position</b>   |   | Commenced employment:   |  |  |  |  |
| <b>Current employment status of teacher</b>   | <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Stood down<br/> <input type="checkbox"/> Suspended<br/> <input type="checkbox"/> Transferred to non-teaching duties<br/> <input type="checkbox"/> No action taken         </div> <div> <input type="checkbox"/> Dismissed<br/> <input type="checkbox"/> Resigned<br/> <input type="checkbox"/> Ceased employment<br/> <input type="checkbox"/> Other:         </div> </div> |   |  |  |  |  |
| <b>Other Authorities aware of this matter</b>   |   |   |  |  |  |  |
| The matter has been reported to:<br><input type="checkbox"/> NT Police<br><input type="checkbox"/> SAFE NT<br><input type="checkbox"/> Other:                                       |   |   |  |  |  |  |
| The Teacher is aware of notifications to the above authorities and this notification to the Teacher Registration Board:<br><input type="checkbox"/> Yes <input type="checkbox"/> No |   |   |  |  |  |  |

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**The Teacher Registration Board of the Northern Territory is hereby given notice pursuant to section 67A(1) of the *Teacher Registration (Northern Territory) Act 2004* that the following event occurred:**

|                          |  |   |
|--------------------------|--|---|
| <input type="checkbox"/> | (a) The employer dismisses the teacher   | Date dismissed:                               |
| <input type="checkbox"/> | (b) The teacher resigns or otherwise ceases working for the employer, in circumstance that call into question the teacher's<br><div style="display: inline-block; width: 100px; height: 20px; border: 1px solid black; margin: 2px 0;"></div> competence*<br><div style="display: inline-block; width: 100px; height: 20px; border: 1px solid black; margin: 2px 0;"></div> fitness to teach | Date resigned:<br><br>Date ceased employment: |


*\* a person must be able to teach in accordance with the Australian Professional Standards for Teachers and be proficient in the English language.*

|                          |  |                         |
|--------------------------|--|-------------------------|
| <input type="checkbox"/> | (c) The employer starts assessing** the teacher in relation to serious misconduct or fitness to teach    | Date assessment starts: |
| <input type="checkbox"/> | (d) The employer stops assessing** the teacher in relation to serious misconduct or fitness to teach     | Date assessment ends:   |
| <input type="checkbox"/> | (e) An assessment** by the employer ends and with the teacher's competence to teach called into question | Date assessment ends:   |

*\*\* assessing includes examining, investigating, inquiring into or otherwise dealing with*

**The Teacher Registration Board is hereby given notice within 28 days after the occurrence of the above event of the full details of the event and the circumstances involved pursuant to section 67A(2):**

|   |  |
|---|--|
| Details of allegations in relation to:<br>- serious misconduct<br>- fitness to teach<br>- competence to teach (Please include the relevant focus areas of the <a href="#">Australian Professional Standards for Teachers</a> .)   |  |
| Date(s) of allegations  |  |
| Place where alleged conduct occurred  |  |
| Details of action taken to assess, examine, investigate, inquire into or otherwise deal with the allegations<br>(Include the terms of reference for any investigation/assessment commenced.)<br>(Include the findings and outcome for any assessment/investigation completed) |  |

 **Please include as much information as possible to enable the TRBNT to assess the matter to decide what action, if any, should be taken. Please attach relevant documentation associated with the allegations such as complaints, witness statements, correspondence between the employer and teacher, investigation reports and materials, performance appraisals, classroom observations, details of any performance management process.**

An employer who, makes a notification in good faith under the *Teacher Registration (Northern Territory) Act 2004* is not civilly or criminally liable as a result of giving the information.

The Board is required to provide the Teacher with procedural fairness during any Disciplinary proceedings under Part 6 of the *Teacher Registration (Northern Territory) Act*. If the Employer has an objection to the Board releasing any information provided to the Teacher, please advise in writing setting out the reason/s for the objection. Any objection to releasing a document will be considered.

**If no objection is received, it will be assumed that the Employer has provided consent to the release of the Employer Notification and any additional documents attached.**

|                               |              |
|-------------------------------|--------------|
| <b>Signature of Notifier:</b> | <b>Date:</b> |
|-------------------------------|--------------|