

# Evidence Guide

## Full Registration

### Renewal Requirements

#### Audit



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# INTRODUCTION

## WHAT IS FULL REGISTRATION?

In September 2010, teacher registration in the Northern Territory was divided into two categories: *Provisional Registration* and *Full Registration*, which was part of creating a nationally consistent agenda.

Full Registration is granted for a period of five calendar years, subject to the payment of the annual registration fee. Once granted Full Registration, teachers are required to maintain their professional proficiency through currency of practice and professional learning over the subsequent five years. Full registration may be renewed for a term of five calendar years, subject to meeting the registration renewal requirements.

### Features of Full Registration

- Experienced teacher who has met the eligibility requirements for Full Registration
- Works within the *Australia Professional Standards for Teachers* at the proficient level
- May undertake voluntary certification as a Highly Accomplished or Lead teacher

A teacher is granted Full Registration if the Board is satisfied the applicant meets the requirements for Full Registration under Section 30 of the *Teacher Registration (Northern Territory) Act*. A fully registered teacher will:

- be appropriately qualified
- be a fit and proper person
- have met the requirements for professional experience and currency of practice
- be proficient in the English language
- be able to teach in accordance with the *Australian Professional Standards for Teachers* at the proficient level.

Once the Board is satisfied that a teacher is entitled to Full Registration, maintaining Professional Proficiency through Currency of Practice and Professional Learning over the subsequent five years is required of the teacher, plus payment of the annual registration fee.

Every five years, fully registered teachers will be required to renew their category of registration. In doing so, fully registered teachers will be required to demonstrate that they continue to be proficient practitioners.

# RENEWAL OF FULL REGISTRATION REQUIREMENTS

The requirement to renew Full Registration every five years fulfils the Teacher Registration Board of the Northern Territory's (the Board) statutory requirements under section 11 of the *Teacher Registration (Northern Territory) Act* (the Act) ensuring that teachers who are registered, demonstrate ongoing competence against the Australian Professional Standards for Teachers (the Standards) at the proficient level. Section 32 of the Act requires teachers to meet the *eligibility for registration* criteria as a *fit and proper person*.

## FULL REGISTRATION RENEWAL REQUIREMENTS

At the end of the five year registration period, teachers who hold Full Registration will be required to demonstrate retrospectively:

<b>Currency of Practice</b>	180 days of practice
<b>Professional Learning</b>	100 hours minimum of ongoing engagement in professional learning/professional development
<b>Fit and Proper Person</b>	Criminal History Check (national and/or overseas)

## Currency of Practice

Currency of practice is defined as a minimum of 180 days of teaching practice (or one year of teaching) in the previous five years. Currency of practice **does not** include periods of leave such as, but not limited to:

- Stand down
- Public holidays
- Personal leave
- Long service leave
- Leave without pay
- Maternity leave
- Paternity leave
- Bereavement leave
- Miscellaneous leave

This is demonstrated by reference to a record or records of service (Statement of Employment or Statement of Service) from employers as evidence of 180 days of service in the previous five years. Teachers who have been granted Full Registration will be required to demonstrate their currency of practice every five years as part of the registration renewal requirements. Currency of practice means having practiced as a teacher in an Australian or New Zealand school.

The *Teacher Registration (Northern Territory) Act* defines a teacher as **a person who is qualified to program and deliver a course of instruction at a school and to assess the work of students in relation to that course of instruction.** The Board also acknowledges that the practice of a teacher is not exclusively undertaken in a classroom therefore acknowledges that educational leadership and equivalent practice are equally the role of a teacher.

### EDUCATIONAL LEADERSHIP:

Refers to the work of registered teachers in leadership roles both in and out of schools where the nature of their work has a relationship with the *Australian Professional Standards For Teachers (the Standards)*. Educational leaders may not be teaching students, but their work will directly influence teaching and learning in classroom situations

### EQUIVALENT PRACTICE:

Refers to registered teachers who are working in alternative teaching settings or related fields of education but who are not teaching in a primary, secondary or special school. A clear relationship between the work of these teachers and the Standards at the proficient career stage or higher, provides a case for equivalent practice.

ROLE	JUSTIFICATION	EVIDENCE
<p><b>Tertiary educators delivering content in initial teacher education courses</b></p>	<ul style="list-style-type: none"> <li>• ITE courses are accredited against the Standards at the graduate level</li> <li>• Work integrally with the Standards as advocates, and incorporation into accredited curriculum</li> <li>• Assessing against the approved curriculum approved by the Board of Studies</li> <li>• Work closely with pre-service teachers, teachers and schools</li> <li>• Make day to day use of the approved curriculum, school based policy and contemporary classroom practice</li> </ul>	<p>A clear relationship between the Standards and the content being delivered needs to be demonstrated</p>
<p><b>Principals &amp; Assistant Principals</b></p>	<p>Whilst not necessarily teaching in the classroom, Principal's and APs contribute to the educative process through their leadership</p>	<p>Demonstration of work as measured against the Australian Professional Standard for Principals</p>
<p><b>Corporate Agencies</b></p>	<p>Fully registered teachers working in corporate agencies where there is a clear link to the work they do and the approved curriculum. This could include:</p> <ul style="list-style-type: none"> <li>• Teaching and learning teams supporting teachers in their work with the approved curriculum and educative programs and processes</li> <li>• Educational consultants working directly with teachers and schools</li> <li>• Student services personnel</li> <li>• Developing resources and materials for use by teachers in schools</li> </ul>	<p>A clear relationship between the Standards and the content being delivered, and the role needs to be demonstrated.</p> <p>Work that supports or improves the professional knowledge and practice of teachers in schools and other contexts, can demonstrate a relationship to the Standards.</p>

	<ul style="list-style-type: none"> <li>• Research into teaching and learning and the delivery of that knowledge to teachers in schools or other educational corporate staff</li> <li>• Policy development to support and improve teaching and learning</li> <li>• Working with teachers either individually or collectively to support and improve their professional knowledge and practice</li> </ul>	
<p><b>Educational leaders who may not be teaching students but their work will directly influence teaching and learning in classroom situations</b></p>	<p>They are creating the environment for the teachers they are working with to enable student learning to occur.</p> <p>Registered teachers working in this area could include:</p> <ul style="list-style-type: none"> <li>• Officers of employment sectors, such as the CEO, Department of Education, Independent Schools Association, Christian Schools Association</li> <li>• Professional Teaching Associations (NT and Australian)</li> <li>• Education unions such as the AEU or IEU</li> </ul>	<p>A clear relationship between the Standards and the content being delivered, and the role needs to be demonstrated.</p> <p>Work that supports or improves the professional knowledge and practice of teachers in schools and other contexts, can demonstrate a relationship to the Standards.</p>
<p><b>Education Officers in settings other than schools</b></p>	<p>Fully registered teachers who work in a setting other than a school or corporate agency. Their work contributes directly to the approved curriculum and supports both teachers in their work and students in their learning. These could include:</p> <ul style="list-style-type: none"> <li>• Wildlife Park Education Officer (not current)</li> <li>• Parliamentary Legislative Assembly Education Officer (NT &amp;/or Commonwealth) (not current in NT)</li> <li>• Court Liaison &amp; Education Officer</li> </ul>	<p>A clear relationship between the Standards and the content being delivered, and the role needs to be demonstrated.</p> <p>Work that supports or improves the professional knowledge and practice of teachers in schools and other contexts, can demonstrate a relationship to the Standards.</p>
<p><b>Early Childhood Educators</b></p>		<p>AITSL are conducting a national review of teacher registration which includes Early Childhood.</p>

\*\*The Board does not consider any form of tutoring as being practice for the purposes of renewal of Full Registration.

## Professional Learning Requirements

To meet the professional learning requirement for Registration Renewal, fully registered teachers are required to have completed a **minimum 100 hours** of professional learning over the five year period prior to the application for registration renewal.

The mandatory minimum 100 hours of professional learning must be a variety of experiences of professional development/professional learning that renews, enhances, develops and/or changes professional practice; and links to the Standards.

Teachers are required to keep records as evidence of professional development and learning and may be asked to provide evidence to the Board of their activities in the event of being selected as part of the audit process.

Generally, the Board will recognise the following activities as professional development and learning experiences, but these should not be seen as an exclusive list:

<b>Programs, courses and conferences attended off-site</b>	<b>Structured networking with teachers from other schools</b>	<b>Mentoring another teacher</b>
<b>Programs, courses and conferences in the school setting/work setting</b>	<b>School visits and exchanges</b>	<b>Being mentored by another teacher</b>
<b>Professional Teaching Association PD events</b>	<b>Faculty/team or staff meetings involving discussion of approaches to teaching and learning</b>	<b>Classroom observation</b>
<b>Tertiary study related to a specific teaching/educational field</b>	<b>Professional reading</b>	<b>Highly accomplished and/or Lead Teacher certification.</b>
<b>Professional discussions</b>	<b>Moderation</b>	<b>System/employer provided professional learning events</b>

It is the responsibility of the teacher to ensure they maintain records of evidence and keep evidence for the duration of the renewal period. Records should be kept of a Professional Learning Log and reflections included to validate the impact which the professional learning had on practice.

## **Fit and Proper Person**

To be eligible to continue to hold registration in the Northern Territory, the Board must be satisfied that a person is a fit and proper person to teach. In deciding whether a person is fit and proper the Board is required to take into account:

- A recent Australian National Police Check (NPC) with no disclosable outcomes or outcomes that are deemed to be not of concern – issued no earlier than 2.5 years prior to the date the current term of Full Registration ends
- Relevant overseas Police Check(s) for teachers who have resided overseas for 12 months or more during their term of Full Registration, with no disclosable outcomes or outcomes that are deemed to be not of concern as per Board policy
- Answers to declarations addressing the fit and proper renewal requirements as part of the online renewal application for Full Registration,

In determining whether a person who is an applicant for registration, or renewal, is of good character and fit and proper to teach, the Board:

- must obtain a criminal history check in relation to the person and take into account any finding of guilt or charge made against him or her
- must take into account any behaviour of the person
- must consider a standard of behaviour generally expected of a teacher
- must consider behaviour deemed to be improper or otherwise not in accordance with the Code of Ethics for Northern Territory Teachers;  
**and/or**
- must take into account any other matters it considers relevant if the person is not deemed to be fit and proper.

A teacher must notify the Board, in writing, within 14 days, if they are committed to trial for a sexual offence or another indictable offence or if found guilty of a sexual offence or another indictable offence. Failure to notify the Board may constitute a breach of the Act and penalties apply.

An offence which is a crime is an indictable offence. A crime is either an offence that carries a term of imprisonment exceeding two years or an offence that is stated to be a crime. Section 17 of the *Interpretation Act* defines an indictable offence as 'an act or omission outside the Territory that would be an indictable offence if it were committed in the Territory.' For further information refer to The Board's "Guide to Indictable Offences" which can be found on the TRB NT website.



# RENEWAL OF FULL REGISTRATION

## ONLINE RENEWAL

### ONLINE RENEWAL APPLICATION

The online renewal application opens in term 3 of each year and can be accessed through the online services on the TRB website <https://trbaccount.ntschoools.net/Login.aspx>. The online application will take no more than 10 minutes to complete but it is important to complete it in one session as it will not save results until it is submitted.

Teachers who do not have a current criminal history recorded with the TRB of not more than 2.5 years from December 31 of the year that Full Registration expires, will be required to apply for, and submit results to the TRB NT before advancing to the next section of the renewal application. You can check using Online Services as indicated below.

[Personal Details](#) | [Payments](#) | [School Audit](#) | [HALT Application](#) | [HALT EOI](#)

(TRB# ) ePass: Teacher at

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### Current Registration Details

Name	Ms
TRB Number	
Registration Status	Registered
Category of Registration	Full Registration
Term of Registration	01/09/2010 to 31/12/2015
Financial Expiry Date	31/12/2015
Condition	None
National Police Check Issued	18/02/2015

**You can check the most recent National Police Check that the TRB has on file in your online services**

Once you have a recent criminal history check you will be able to proceed with your Renewal Application.

### Employment

Teachers are asked to indicate their current workplace as this is not data which is not normally collected by the TRB NT through registration applications. The workplace will also be used to group teachers when random selection for audit is made.

### Currency of Practice

### Professional Development/Professional Learning

### Residence outside Australia

The first section of the renewal application will ask questions in reference to these requirements. Teachers are asked to click yes or no. Teachers who answer Yes to Residence outside Australia will be required to seek an overseas criminal history check form the country/countries they have resided in.

[Personal Details](#) | 
 [Payments](#) | 
 [School Audit](#) | 
 [HALT Application](#) | 
 [HALT EOI](#) | 
 [Renewal](#)

NT, TRB (TRB# 12721) ePass: [none] Teacher at ?

- Registration
- Login - online services
- Search the register
- Frequently Asked Questions
- Professional standards and ethics
- Professional learning
- Disciplinary procedures
- Teacher education
- Forms
- News and publications
- Events

### Employment

Please record the name of your school or current workplace

### Currency of Practice

Have you completed a minimum of 180 days of practice as specified in the [Teacher Registration \(Northern Territory\) Regulations Section 6](#) during your current 5 year term of registration? ⓘ

- Yes
- No

### Professional Development/Professional Learning

Have you completed a minimum of 100 hours of professional development/professional learning during your current 5 year term of registration? ⓘ

- Yes
- No

### Residence outside Australia

Have you lived in any overseas country for more than 12 months (continuously) in the last 5 years? ⓘ

- Yes
- No

Click on this tab to begin the renewal application

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## Declarations

If a teacher answers **YES** to one or more of the declarations relating to continued suitability to be a teacher they may have their application considered by the Board, on a case by case basis.

Teachers are reminded that it is an offence to provide a false or misleading statement and penalties do apply.

- Registration
- Login - online services
- Search the register
- Frequently Asked Questions
- Professional standards and ethics
- Professional learning
- Disciplinary procedures
- Teacher education
- Forms
- News and publications
- Events

### Declarations

If you answer 'yes' to one or more of the following declarations relating to continued suitability to be a teacher your application will require further assessment by the Board. The Board reminds you it is an offence to provide false or misleading statements.

1. Have you ever been refused registration, licensing or classification as a teacher in Australia or any other country?  Yes  
 No
2. Have you ever had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled, suspended, withdrawn or disqualified in Australia or any other country?  Yes  
 No
3. In relation to your fitness or competence to teach, have you ever had any conditions imposed on your registration in the Territory or elsewhere?  Yes  
 No
4. Have you ever been dismissed or resigned from a teaching position in Australia or any other country following allegations from an employer of misconduct or incompetence?  Yes  
 No
5. In relation to your employment as a teacher in Australia or in any other country: are you currently, or have you ever been, the subject of disciplinary proceedings or any other action that might lead to such proceedings?  Yes  
 No
6. Have you ever been convicted or found guilty of any offence?  Yes  
 No
7. Have you ever been charged with any offence, whether or not you have been found guilty or are there any charges in relation to any offence pending?  Yes  
 No

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### Agreements

At the conclusion of the application teachers are asked to make agreement to the following statements

- *I have read and understand the contents of this application and the Guide to the Renewal of Full Registration*  
**Yes/No**
- *I have read and understand the Code of Ethics*  
**Yes/No**
- *I am aware that if I am audited that I will have to provide documentary evidence*  
**Yes/No**

- *I hereby authorise the Teacher Registration Board of the Northern Territory or its delegates to make enquiries, to seek or to exchange information with any teacher registration authority/employer/relevant institution concerning my registration to teach or any other matter relating to my registration that arises under the Teacher Registration (Northern Territory) Act ('the Act'). Such exchange of information would include the exchange of information pursuant to any reciprocal information sharing agreement made with any other teacher registration authority.*  
**Yes/No**
- *I acknowledge that my name, category of registration, registration number and financial expiry date is available on the Online Register of Teachers via the TRB website.*  
**Yes/No**

\*\* The submission of this form to the Teacher Registration Board of the Northern Territory will be taken as a teacher's declaration and agreement.

## NEXT STEPS

- Your name will be on a list that goes to the December Board Meeting
- The Board will grant you a new period of Full Registration.
- Providing you remain financial you will not have to renew your term of Registration for another five years.

# TEACHERS WHO CANNOT MEET THE REQUIREMENTS TO RENEW FULL REGISTRATION

## PROVISIONAL (F) REGISTRATION

If you have declared that you have NOT met all the requirement you will not be eligible for Full Registration but you will be eligible for PROVISIONAL (F) REGISTRATION. The renewal application will take the teacher to another section of the renewal application.

Provisional (F) Registration is an acknowledgement that you have once held **Full** Registration. The Board is aware that there may have been circumstances which have prevented you from completing the requirements for renewal of Full Registration. Provisional (F) Registration gives you the opportunity to complete the initial requirements for renewal and then reapply for Full Registration using Form F. Provisional (F) Registration is:

- Granted for up to 3 years with the option to renew for an additional 2 years
- Simplified pathway to return to full registration

Once a teacher who has been granted Provisional (F) Registration they will:

- Need to complete the requirements for renewal of Full Registration and then apply for Full Registration using Form F
- Be recognized as **provisionally registered** outside of NT if they make an application to another state/territory or New Zealand under mutual recognition.

ePass:

Teacher at

Log out

### **I don't meet full renewal requirements, what happens to my category of registration?**

If you do not meet the Full Registration renewal requirements your application will automatically default to an application for Provisional (F) Registration.

As per Section 31 of the Teacher Registration (Northern Territory) Act 2010:

#### 31. Eligibility for Provisional Registration

*"A person is eligible for Provisional Registration if the Board is satisfied the person does not have the prescribed professional experience and currency of practice for Full Registration but is otherwise eligible for Full Registration under section 30."*

### **How do I become fully registered again?**

You may apply for Full Registration once you have met the currency of practice and professional development requirements of Full Registration:

- 180 days currency of practice; and
- 100 hours of professional development

within the previous 5 year period.

The application to transition from Provisional (F) to Full Registration for teachers who did not meet full renewal requirements is Form F, which is available on the TRB website.

### **Can I use my currency of practice and professional development already completed?**

Yes. The 'previous 5 year period' is calculated from the date that your application for Full Registration (Form F) is received. For example, if your application for Full Registration is lodged in semester 1, 2018, the Board will recognise service and professional development completed from semester 1, 2013 onwards.

### **I require Northern Territory teacher registration next year, what should I do next?**

Please complete the remainder of this form to lodge your application for Provisional (F) Registration with the Board.

The letter (F) after Provisional denotes that you previously held Full Registration in the Northern Territory.

**By clicking 'Next' you acknowledge that you are not eligible for Full Registration and that your application will be considered for Provisional (F) Registration.**

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# AUDIT OF RENEWAL OF FULL REGISTRATION REQUIREMENTS

## Introduction

The Board will conduct an audit of teachers in the six months following the end of the renewal period. This is to provide quality assurance that maintaining and renewing the category of Full Registration demonstrates teachers' commitment to ongoing professional learning, recent currency of practice and clear relationships between the Australian Professional Standards for Teachers and a teacher's practice.

Selection for audit is random and is based on registration numbers, not a person's name. School leaders have no influence on who is selected for audit and nor does the Teacher Registration Board. The registration numbers are loaded into a randomising program and selected through this program.

## Timeline

Date	Process	Correspondence
<b>Renewal</b>		
<b>Term 3</b>	Online renewal application is open	Renewing teachers are advised via email
<b>Terms 3 &amp; 4</b>	Online application remains open Teachers who have completed renewal application should ensure they have finalised their professional learning log	Teachers who require a Criminal History Check are notified via email Teachers who are required to renew are notified via email
<b>31 December (of the renewal year)</b>	Renewing teachers must have completed online renewal application	Teachers are reminded via email
<b>Audit</b>		
<b>The audit of renewal requirements for Full Registration takes place in the six months <u>following the completion</u> of the renewal process</b>		
<b>January/early February</b>	List of teachers who have renewed are collated and sorted into work units, groups of schools, regions etc	Internal process at TRB NT
<b>Week 4-5 Term 1</b>	Registration numbers of teachers who have renewed from each school/workplace are placed into a randomiser and sorted into a list	Internal process using electronic randomiser
<b>Week 5 -6 Term 1</b>	Teachers whose registration number had been randomly selected for audit are contacted in writing via email	A letter including a checklist for audit, addressed to the teacher, is emailed which indicates to timeline for presentation of evidence

		Hard copies can be posted if no email provided on database or email bounces
<b>End of Term 1 (may include stand down period)</b>	Evidence of minimum 180 days of practice and minimum of 100 hours of professional learning must be submitted to the TRB NT	Teachers are encouraged to email evidence as specified to the TRB NT  Reminder emails will be sent to teachers who do not meet the deadline
<b>Late April/Early May</b>	Panel members for audit will be trained in a 2 hour training session and immediately following the training session will begin to audit evidence provided.  Audit usually takes one full day  Panel members will prepare a report for each teacher who is audited referencing: <ul style="list-style-type: none"> <li>• Currency of practice</li> <li>• Professional learning</li> </ul>	Audit conducted off site

## NOTIFICATION OF AUDIT OUTCOME

<b>Immediately following audit</b>	Teachers will be notified as to whether the auditors have determined that: <ul style="list-style-type: none"> <li>• The evidence provided supports the teacher having met the renewal requirements</li> <li>• The evidence does not support the teacher having met the renewal requirements (if the teacher does not meet the requirements)</li> </ul>	Internal TRB process
<b>Immediately following Board meeting - by end of Term 2</b>	All teachers notified as to the outcome of the audit	Letter to teacher attached to email

## FAILURE TO PROVIDE EVIDENCE

<b>Section 66 notification</b>	Registered teachers who do not provide evidence can be issued with a Section 66 notice.  Teachers who do not provide evidence will be referred to the TRB NT Professional Conduct team.	Notification made via email and registered post
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**Excerpt from Section 66 notification**

**SECTION 66 NOTICE - REQUEST FOR INFORMATION**

*Evidence was required to be provided to the Board by [Click here to enter a date](#). To date no evidence has been received from you. On [Click here to enter a date](#), the Board resolved to provide you with the attached section 66 notice requesting the specified information to assess whether you continue to be eligible for Full Registration. The information requested is required within 28 days of receipt of this letter. **Please note that in accordance with section 66(2) of the Teacher Registration (Northern Territory) Act, failure to provide the information may result in cancellation of your registration.***

## EVIDENCE FOR AUDIT

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

- Currency of practice of a minimum of 180 days
- A minimum of 100 hours of professional learning over the five year period prior to the application for registration renewal, as measured against the Standards

### Currency of Practice

Currency is defined as a minimum of 180 days of teaching practice (or one full year of teaching) in the previous five years and is inclusive of all tasks teachers would undertake in the normal course of their employment as a teacher, including educational leadership and equivalent practice.

Currency of practice **does not** include:

- Stand down
- Public holidays
- School holidays
- Personal leave
- Long service leave
- Leave without pay
- Maternity or paternity leave
- Bereavement leave
- Miscellaneous leave

Currency of practice can be demonstrated by one or more of the following:



- A Statement of Service from a previous employer in the last five years
- A Statement of Employment from a current employer
- Currency of practice pro-forma signed by principal or delegate, employer, business manager or other person authorised to sign
- Relief teacher log

➤ *Statement of Employment - Self-generated from MyHR (Department of Education employees)*

<b>Statement of Employment 00/00/0000</b>	
<b>Employee Name</b>	Employed Teacher
<b>AGS Number</b>	1234567
<b>Date of Birth</b>	1 January 1960
<b>Home Address</b>	8 McMinn Street Darwin NT 0801
<b>Agency</b>	Department of Education
<b>Commencement Date</b>	25 Jan 2000
<b>Employment Status</b>	Permanent
<b>Classification/Level</b>	Senior Teacher 1, 1.01
<b>Annual Salary</b>	\$107,501.00
<b>Allowances</b>	
<b>Gross Earnings YTD</b>	\$86,998.90
<b>Tax YTD</b>	\$24,222.00
<b>Number of weeks YTD</b>	42 weeks

➤ *Statement of Employment or Service from an Employer (on employer letterhead)*

<b>Employee Name</b>	Employed Teacher
<b>Date Commenced</b>	25 January 2014
<b>Date Ceased</b>	26 January 2017
<b>Agency</b>	The TRB School
<b>Employment Status</b>	Permanent
<b>Classification/Level</b>	Classroom Teacher 9
<b>Details of Leave</b>	
<b>LSL</b>	21 days
<b>Personal Leave</b>	2 days
<b>LWOP</b>	1 day

- *Currency of practice pro-forma signed by principal or delegate, employer, business manager or other person authorised to sign*

**School Letterhead**

Date:

To Whom It May Concern,

This letter is to verify that xxxxxxxxxxxxxxxxxxxx has practiced in excess of 180 days over the last 5 years.

Yours sincerely  
Mr T.D Principal  
(Principal – TRB College)

- *Example - Relief Teacher Log*

Relief Teacher Log				
Name:	Relief Teacher #			Year:

**Total Days Worked;** \_\_\_\_\_

*I hereby declare that the information provided in this log is true and correct*

**Relief Teacher signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Professional Learning

The mandatory 100 hours minimum of professional learning is a requirement to demonstrate ongoing learning that **renews, enhances, develops or changes** professional practice and links to the Standards.

The Board acknowledges that teachers will have many more hours than the minimum of 100 hours so when selecting professional learning events to report to a minimum of 100 hours teachers should consider which of my activities:

- Had the most impact in building my capacity and that of others?
- Assisted me to consciously improve my practice?

- Had the most impact on student outcomes?

- ✚ You will need to **provide a log of hours** which summarises the professional learning events undertaken against the Standards, and provides reflection on the impact of the learning of your practice. Teachers who are employed by the Department of Education may also use the documentation available from the Professional Learning System to verify their professional learning.
- ✚ The Board **does not require the evidence** of the professional learning such as certificates etc, only the professional learning log. If further verification is required, the evidence will be called for.
- ✚ The Board has also developed a professional learning log specific to Principals and Assistant Principals which looks more closely at their role as a leader than a classroom practitioner. This could also be used by a registered teacher who is in a senior management position in a corporate setting.\

➤ **Example - Professional Learning Log for Teachers in Schools/Work Units**



**EXEMPLAR - STANDARDS REFERENCED PROFESSIONAL DEVELOPMENT ACTIVITIES**

Teacher's Name:			Registration No:							
Date	Hours	Professional Development Activity	Australian Professional Standards for Teachers							Reflection and comment on the effectiveness of the PD activity to support and enhance professional practice and/or knowledge
			1	2	3	4	5	6	7	
March 2011	4 days (6 hours per day) = 24 hours	AIBS conference (Australasian Association of International Baccalaureate Schools)	✓	✓	✓	✓	✓	✓	✓	What was most interesting about this conference were the discussions around 2nd language speakers and the acknowledgement of their language in the classroom. This was also part of the paper I presented. Also interesting was discussion around multiculturalism in the classroom.
July 2011	3 days = 18 hours	Workshops on MYP focusing on assessment	✓	✓					✓	Clarified ideas around the use of criterion for assessment and made this clearer and easier to do. Interesting discussion on the purpose of assessment and ensuring that this is explicit for the students. Have used this in reviewing criteria handouts for students.
August 2011	1 hour	Mandatory reporting	✓	✓						Processes and procedures to be followed for this were discussed along with a reminder of the legal responsibility of teachers in relation to this.
Oct 2011	18 hours	ACEL conference Adelaide 3 days - 18 hours	✓	✓	✓	✓				Very interesting workshops on mentoring teachers. Also discussion around special needs students and also NAPLAN testing. Workshop on use of IT and how it was being implemented at NSW school was also interesting, the focus was on professional development of staff and a priority was finding the space and time for this. Critical point made in presentations on staff review was that these need to be low threat and that staff should be involved from the beginning about this if it is to be an effective process.
March 2012	2 hours	Teacher's and the Law - Risk Assessment		✓					✓	Very informative regarding legal issues. Nothing that was new but certainly reinforce other presentations.
March 2012	6 hours	Stage 2 Clarifying meeting		✓				✓	✓	It was great to network with teachers from other schools teaching my subject and I got some good ideas for assessments from this. The moderation and standardization activities were useful and I left feeling more confident about having an understanding of the performance standards at each level.
April 2012	2 hours	ACEL Open Forum	✓	✓						Discussion led by new ACEL CEO. Range of issues covered but particularly the value of the work of a teacher and the importance of good leadership.
June 2012	2.5 days	IBO: Inquiry in the MYP -	✓	✓	✓				✓	This workshop provided a real 'ahha' moment for me around Inquiry and the teaching

➤ **Example Professional Learning Log for Principals and Assistant Principals (and Senior Managers)**

The Professional Learning Log for Principals/Assistant Principals has been developed against the Australian Professional Standard for Principals for the purposes of renewal of Full Registration. It acknowledges the work of a Principal/Assistant Principal in their leadership role. This log could also be used for fully registered teachers who are in senior management positions in corporate roles.

It is not mandatory for Principals/Assistant Principals or Senior Managers to use this log however it has been constructed to suit the leadership role. Other pages could be used for Informal Professional Learning and Professional Reading.

#### Attending Professional Learning Events: 173hours

Activity Date	Hours	Leading Teaching & Learning	Developing Self and Others	Leading Improvement, Innovation & Change	Leading the Management of the School	Engaging & Working with the Community	How the learning was implemented
Official visit to Anhui, China 2012	5 days = 30 hours		✓			✓	The focus was on sharing information about xxxxxxxx in the NT and Anhui. In a range of meetings with high level officials, I became familiar with common practices and differences regarding Teacher Quality. These were shared in a report to the xxxxxxxx and the xxxxxxxx.
Governance PD with School Council Chair 2013	3 hours				✓	✓	Attending PD with the Council Chair provided an opportunity to mentor the Chair and discuss practices at the school and Council level leading to a stronger and functional relationship
Staff Selection PD 2014	6 hours		✓		✓		While concurrently updating knowledge of contemporary selection processes and legal requirements, as an experienced principal I was also able to support the growth and development of other principals by providing examples throughout the workshop. I have been a member of many panels since the workshop including the selection of executive levels.
Global School Budgets 2014, 2015	32 hours			✓	✓	✓	In preparation for Global Budget changes, I successfully worked with the School Admin Officer to ensure the changes were implemented. Shared the practices with School Council and staff with the result that the change was efficient and the budget was approved by the RD and SC.
Reading Programs in Primary with Gina Walker 2015	2 hours	✓	✓	✓	✓		I identified a need in the practice of teaching reading and arranged for two sessions by an external advisor. By bringing expertise into the school and participating with staff in upskilling self and others in contemporary practices in-line with school priorities, I am better able to support teachers in current practice.

### STANDARDS REFERENCED PROFESSIONAL READING LOG

Teachers Name:			Registration No:							Reflect and comment on the effectiveness of the reading. Consider: <ul style="list-style-type: none"> <li>- What was the reading about?</li> <li>- Did it address my identified need?</li> <li>- What did I learn?</li> <li>- How will it influence my practice?</li> <li>- How will I measure success?</li> <li>- How will I evaluate the effect?</li> </ul>
Date(s)	Title and Mode (DVD, Book, Article, Website)	Duration (Hours)	Australian Professional Standards for Teachers							
			1	2	3	4	5	6	7	

## TIPS TO DISTINGUISH PRACTICE FROM PROFESSIONAL LEARNING

There have been some examples where events that are practice based in your role as a teacher have been mis-quoted as professional learning. To ensure all teachers can have the professional learning they have reported on their log counted towards the minimum of 100 hours some common examples are as follows:

#### Practice – part of your role as a teacher

#### Professional Learning – the acquisition of new skills which enhance, develop renew or change practice

Writing reports	Staff/team/faculty meeting where there is a general discussion about how staff should go about writing reports and points for matching comments to grades, band levels. This would be no more than a one hour session in most cases
Parent Teacher Interviews	Staff/team/faculty meeting where there is a general discussion about how staff should go about parent interviews. The discussion might be about positive body language, how to say the same thing 20 different ways, how to be assertive but not aggressive, how to deal with the aggressive parent.
Supervising swimming as part of a class exercise or whole school event	Undertaking Aust Swim training

Implement curriculum into classes	Clarifying Forum NZ Maths Australian Curriculum
Mathletics	How to implement the use of the program in the classroom
Grade Expert for recording of student grades, improvement etc	How to use the program for storing data, sharing data, reporting on data
<b>This is not an exhaustive list but just a few examples of how practice and professional learning were often mixed up</b>	

Templates and exemplars are available on:  
[www.trb.nt.gov.au/Registration/FullRegistration](http://www.trb.nt.gov.au/Registration/FullRegistration)

Professional Learning log for Teachers & Professional Learning Log for Assistant Principals and Principals

[www.trb.nt.gov.au/ProfessionalLearning](http://www.trb.nt.gov.au/ProfessionalLearning)

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