# APPLICATION FORM C CATEGORY 5: VOCATIONAL EDUCATIONAL TRAINING (VET) TRAINER ASSESSOR – PART A – EMPLOYER TO COMPLETE

**APPLICATION GUIDE**

Click here to open the Guide for this form.
Or scan the QR code using your smart device.

## 1. EMPLOYER DETAILS

| | | |
|---|---|---|
| **Name of Principal/ Supervisor/ Manager** | | |
| **Employing Sector** | | |
| **Name of School/Training Facility/Skills Centre** | | |
| **Address** | | |
| **Telephone** | | **Email** |

| | | |
|---|---|---|
| *I, as Principal (or Acting Principal)/Supervisor/Manager, acknowledge my responsibility to provide appropriate supervision and support to the person granted this authorisation. I understand I am accountable for ensuring compliance with any conditions imposed on this Authority to Employ.* | | |
| **Signature** | | **Date** |

## 2. DETAILS OF SCHOOL APPOINTMENT IN THE NORTHERN TERRITORY

| | | |
|---|---|---|
| **Name of VET Trainer Assessor** | | |
| **Qualifications** | | |
| **Time-Fraction** | | **0.6** ☐ **0.8** ☐ **Fulltime** ☐ **Please Specify** |
| **Proposed Term of Appointment** | **Dates** | **From** **To** |
| | or | |
| | **Year** | **Entire school year** ☐ |



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+ 61 08 8944 9388

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GPO Box 1675
DARWIN, NT 0801

## 3. DETAILS OF TEACHING POSITION

| |
|---|
| **VET course(s) to be taught:** |
| **Year Level/s to be taught:** |

| |
|---|
| **Key duties of position** (inclusive of professional responsibilities, contextual factors, face to face teaching, including timetables classes, relief VET classes, VET delivery or supervision): |



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## 4. STATEMENT OF SUPERVISION ARRANGEMENTS

| | |
|---|---|
| **Name of VET Trainer Assessor** | |

| Indicate the name, TRB number and position of the person who will be the VET Trainer Assessor's mentor and indicate the frequency of the planned meetings: | | | |
|---|---|---|---|
| **Name of Mentor** | | **TRB No.** | |
| **Position** | | | |
| **Meeting frequency** | Fortnightly ☐ | | |

Identify the class or classes the VET Trainer Assessor will be teaching, and **explain how provisions will be made for children with special needs:**

**Describe the physical environment** in which the VET Trainer Assessor will be teaching and **indicate the proximity/accessibility of the mentor and other support staff:**

**Outline specifically** how and when the VET Trainer Assessor will be **informed of their legal obligations**, inclusive of how the employer will support the **wellbeing and orientation** of the VET Trainer Assessor. Also **indicate how andwhen the fulfilment of these will be monitored**:



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| **Outline the strategies** to be employed to assist the VET Trainer Assessor to **meet the requirements of the Professional Development Framework:** |
|---|
| |

| | | |
|---|---|---|
| Signature of Principal/Director/Manager | | Date |
| Signature of supervising teacher/mentor | | Date |

## 5. STATUTORY DECLARATION BY EMPLOYER

| **Declaration by employer – to be witnessed by a person over the age of 18**<br>I declare that I have completed and read Part A of this Initial Application for Authorisation form to employ an VET Trainer Assessor as a teacher in the Northern Territory and I conscientiously believe that the information I have provided is true in every particular. And I make this solemn declaration by virtue of the *Oaths Act* acknowledging that a person willfully making a false statement in a statutory declaration is liable to a penalty. | | |
|---|---|---|
| Signature of Principal/Director/Manager | | Date |

| | | |
|---|---|---|
| Name of Witness (aged over 18) | | Phone |
| Signature of Witness | | Date |



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## 6. PAYMENT OPTIONS FOR APPLICANTS

Note the following:

- Authorisation is up to two calendar years – 1 January to 31 December. There is no pro-rata rate for part year. Payment covers **one** VET trainer Assessor for up to **two** calendar years.
- You must pay the Initial Application Fee of **$171** before your application can be processed.
- Application fees may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- Note that fees are subject to increase annually as of 1 July in line with the Consumer Price Index (CPI) as set by the Territory Revenue Office in accordance with the Revenue Unit Act 2009.

| **In the event that the school is not paying for this application, ensure the VET Trainer Assessor provides their payment details below. There is no request for payment in Part B.** | | | | |
|---|---|---|---|---|
| Name of Employer | | | | |
| Name of VET Trainer Assessor | | | | |
| Application Fee | | New Application for 1 year **$171** ☐ | New Application for 2 years **$282** ☐ | |
| Payment Total | $ | For Calendar year(s) | | |
| (RTM 35R999 134131) | | | | |
| Personal Cheque ☐ | Bank Cheque ☐ | Money Order ☐ | VISA ☐ | MasterCard ☐ |
| Card Number | | | | |
| Name of Card Holder | | Expiry Date | | |
| Signature | | Date | | |

If you only pay for one year in this application, you will be required to pay a further $111 for the continuation of the Authorisation in the second year.



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# APPLICATION FORM FOR CATEGORY 5 VOCATIONAL EDUCATIONAL TRAINING (VET) TRAINER ASSESSOR – PART B - VET TRAINER ASSESSOR TO COMPLETE

## 1. PERSONAL DETAILS

| | | | | |
|---|---|---|---|---|
| **Family Name** | | | | |
| **Given Names** | | | | |
| **Preferred Name** (if applicable) | | | | |
| **All Previous Names** including given and family names | | | | |
| **Title**, e.g. Mr/Mrs/Ms/Miss/Mx/Dr | | Male ☐ | Female ☐ | Other ☐ |

| | | |
|---|---|---|
| **Date of Birth** | | |
| **Place of Birth** | Town | State |

**Contact Details and Postal Address**

| | | | |
|---|---|---|---|
| Telephone | | Telephone | Mobile |
| Email | | | |

| | | | | |
|---|---|---|---|---|
| Street or PO Box | | | | |
| Suburb | | State | Country | Postcode |

Have you applied for registration with the Teacher Registration Board of the Northern Territory Previously? TRB Number (if known): Yes ☐ No ☐

| | | No. of pages attached |
|---|---|---|
| 📎 | **ATTACH** a **certified photocopy** of your **birth certificate** or **extract of birth certificate** indicating the name given to you at birth plus the place and date of your birth. A **baptismal certificate** is **not acceptable**. | |
| 📎 | **ATTACH** a **certified photocopy** of photo identification indicating your current name (e.g., **current passport**). If you do not have a current passport, then a current Australian driver's licence or other official licence or photo ID card. | |
| 📎 | If applicable, **ATTACH certified photocopies** of documentary evidence of all previous names and name changes if changed legally (officially). For example, **marriage certificate, decree nisi, deed poll, change of name document.** | |
| 📎 | If applicable, **ATTACH** an original **Statutory Declaration** of the name change and the date of the name change where not legally changed (i.e., all assumed names). | |
| 📎 | If applicable, **ATTACH a certified photocopy of official translation into English** of any identity documents not in the English language. | |



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## 2. QUALIFICATIONS/PROFESSIONAL EXPERIENCE AND CURRENCY OF PRACTICE

| Name of Qualification | Name of Institution | State or Country | Year Completed | Course Length (full-time equiv) |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | No. of pages attached |
|---|---|---|
| | **ATTACH** a **certified photocopy** of your **VET qualification/s** or a copy of your enrolment or progress towards Certificate IV in training and assessment. | |
| | If applicable, **ATTACH** a **certified photocopy** of **translation into English** of any qualification documents not in English. | |

| Do you have experience as a VET Trainer Assessor? | Yes ☐ | No ☐ |
|---|---|---|

If **NO**, go on to Section 3.

If **YES**, provide the details of all relevant teaching VET training service completed over the last 5 years.

| Position | School/Institution or Employing Authority | State of Country | Full-time or Hours Per Week | Dates From – To | Total No. Of Days |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total: | |



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## 3. PROFESSIONAL DEVELOPMENT REQUIREMENTS

| Have you had a previous authorisation? | Yes ☐ | No ☐ |
|---|---|---|

If **NO**, go on to Section 4.

If **YES**, attach supporting document/s.

| | | No. of pages attached |
|---|---|---|
| 📎 | **ATTACH** an RTO **Professional Development Log** detailing at least 20 hours professional development activities and your completed **Mentor Support Log** | |

## 4. SAFE NT – Working With Children Clearance/National Police Certificate

All associates must arrange for the Board to be provided with a current Northern Territory Working with Children Clearance (WWCC), also called an Ochre Card, and a current National Police Certificate (NPC) issued by SAFE NT. If you are an overseas applicant, contact us to find out how to apply for the above. When applying for the WWCC card, tick the box to **Notify the Teacher Registration Board.** You will then not need to apply for a separate National Police Certificate.

*If you already hold a current NT WWCC, you will only need to apply for a National Police Certificate.

### NATIONAL POLICE CERTIFICATE

The Board is unable to process your application until the results of a National Police Certificate has been issued by SAFE NT.
The results of a National Police Certificate are an official record issued by the law enforcement authority of a particular jurisdiction which details any convictions and findings of guilt (releasable history) recorded against your name.

***A Current National Police Certificate means the issue date is not more than three months prior to the date when your application for teacher registration was lodged.**

***A valid Northern Territory WWCC means it has not expired or been revoked or cancelled.**

To apply go to the SAFE NT website

**The specified purpose of the check must be for 'Employment' as a 'Teacher'.**

| | | No. of pages attached |
|---|---|---|
| 📎 | **ATTACH** a copy of your **WWCC application** or your **NPC application** or a **certified copy** of your **SAFE NT National Police Certificate and Ochre Card** | |



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## Overseas Criminal History Checks

Since attaining the age of 18 years, if you have lived overseas, you must provide a criminal history clearance from any jurisdiction/country in which you have lived for 12 months or more in the last 10 years. **Overseas police certificates must cover the applicant's entire period of residency in all applicable countries.**

Click here to apply for an overseas criminal history check from overseas countries. The Board receives the results from these checks directly from the provider.

Provide evidence of your application for an overseas criminal history check if you are unable to supply the results of the check at the time of application and if you anticipate delays.

| Overseas countries in which I have lived for 12 months or more in the last 10 years since attaining the age of 18 years | Period of Residence | |
|---|---|---|
| | From | To |
| | | |
| | | |
| | | |

**All overseas criminal history clearances must cover the entire period of residence in the above listed countries.**

| | | No. of pages attached |
|---|---|---|
| | **ATTACH evidence of** having applied for the relevant criminal history check/s (e.g., **photocopy of receipt** or **completed application form**). All documents must be in English or officially translated into English. | |
| | **ATTACH a certified photocopy of the criminal history check/s results from any applicable overseas country.** Applicants with police clearances in a language other than English must supply certified photocopies of both the original [untranslated] document and official English translation. | |



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## 5. DECLARATIONS

| | | |
|---|---|---|
| **1.** Have you ever been refused registration, authorisation (Limited Authority to Teach, Permission to Teach or similar), licensing or classification as a teacher in Australia or in any other country? | Yes ☐ | No ☐ |
| **2.** Have you ever had your registration, authorisation (Limited Authority to Teach, Permission to Teach or similar), licensing or classification as a teacher or any other entitlement to teach cancelled, disqualified, suspended or withdrawn in Australia or any other country? | Yes ☐ | No ☐ |
| **3.** Are there, or have there ever been, any conditions imposed on your registration, authorisation (Limited Authority to Teach, Permission to Teach or similar) as a teacher, either in the Territory or elsewhere? | Yes ☐ | No ☐ |
| **4.** Have you ever been dismissed or resigned from a teaching position in Australia or in any other country following allegations by your employer of your misconduct or incompetence? | Yes ☐ | No ☐ |
| **5.** In relation to your employment as an authorised person in Australia or in any other country: are you currently, or have you ever been, the subject of disciplinary action (which involves formal notification e.g. a letter) either from an employer and/or from a teacher regulatory authority? | Yes ☐ | No ☐ |
| **6.** Have you **ever** been convicted or found guilty of **a notifiable** offence? | Yes ☐ | No ☐ |
| **7.** Have you **ever** been charged with **a notifiable** offence, whether or not you have been found guilty, or are there any charges in relation to any offence pending? | Yes ☐ | No ☐ |

| | | No. of pages attached |
|---|---|---|
| 📎 | If you answered **Yes** to any of the above questions, provide full details addressing the situation in support of your good character. This information may be placed in a sealed envelope marked 'Confidential' and addressed to the Director. | |

A notifiable offence means:

a) 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
b) 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.
c) For information on Teacher notification obligations visit: Forms | Teacher Registration Board



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## 6. PERMISSION TO RELEASE INFORMATION

The TRBNT may make inquiries or exchange information with any teacher registration authority, employer or relevant institution concerning your authorisation to teach or other matters related to your employment as a VET Trainer Assessor.

Any release of information will be strictly within the confidentiality provisions of the *Teacher Registration (Northern Territory) Act* and the *Information Act 2002*.

a) 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 authorisation to teach or any other matter relating to my authorisation that arises under the Teacher Registration (Northern Territory) Act 2004. Such exchange of information would include the exchange of information pursuant to any reciprocal information sharing agreement made with any other teacher registration authority and the exchange of information with the Screening Authority established under Section 196 of the Care and Protection of Children Act 2007.
b) I give my permission, if relevant, for Batchelor Institute or Charles Darwin University to release my academic records to the Board.
c) I give permission for my de-identified individual authorisation information to be provided to the Australian Institute of Health and Welfare for the purposes of the Australian Teacher Workforce Data Strategy.

| Name | | Signature | Date |
|---|---|---|---|

## 7. STATUTORY DECLARATION – to be witnessed by a person over the age of 18

I, _____
*Full name of applicant*

of _____
*Full address of applicant*

Do solemnly and sincerely declare that I have completed and read this application for Teacher Registration in the Northern Territory, and I conscientiously believe that the information I have provided and the documents I have submitted are true in every particular. I make this solemn declaration by virtue of the Oaths, Affidavits and Declarations Act 2010 acknowledging that a person willfully making a false statement in a statutory declaration is liable to a penalty.

Declared by _____ at _____
*Signature of applicant* *Town/Place*

this _____ day of _____ , _____
*Day of month* *Month* *Year*

Before me _____
*Full name of witness*

_____ _____
*Signature of witness* *Phone*



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## 8. AUSTRALIAN CITIZENSHIP / RESIDENCY / WORK VISA REQUIREMENT

Answering questions in this section is optional. Information is for statistical purposes only.

| | | |
|---|---|---|
| Are you an Australian citizen? | Yes ☐ | No ☐ |
| Do you identify as being of Aboriginal or Torres Strait Islander descent? | Yes ☐ | No ☐ |
| **If you are not an Australian citizen:** | | |
| Are you a New Zealand citizen? | Yes ☐ | No ☐ |
| Do you hold permanent resident status in Australia? | Yes ☐ | No ☐ |
| Do you hold a visa to work in Australia? | Yes ☐ | No ☐ |

## HOW TO HAVE A DOCUMENT CERTIFIED

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, NT Police Officer, Public Notary** or **TRBNT staff** are accepted.

She or he must check the original and the copy to see that the original has not been altered and that the copy is an exact copy and then must make the following written statement on every page:

- 'This is a true copy of the original document sighted by me'
- Sign and date the copy
- Print their address, phone number, profession and position
- Stamp with official stamp if the organisation has one
- Include JP number if applicable

**This application will not be processed unless copies of all documents are correctly certified.**



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## PLEASE DO NOT SUBMIT YOUR APPLICATION UNTIL ALL SECTION OF THE FORM HAVE BEEN COMPLETED AND ALL REQUIRED DOCUMENTS ARE ATTACHED

| **Lodging Your Application** | |
|---|---|
| Your application and payment may be mailed to: | Or you may lodge your application in person to: |
| Teacher Registration Board of the Northern Territory<br>GPO Box 1675<br>Darwin NT 0801 | Level 3, 22 Harry Chan Avenue<br>Darwin 0800 |

**We are unable to accept initial applications lodged by email.**

**DISCLAIMER** The information on this form and its associated guide is subject to change without notice. All care has been taken to ensure that the information is correct. No responsibility will be accepted or taken by the Board for information that may have changed since the time of printing. Up-to-date information and forms are available from the Board's office or website.



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