APPLICATION FORM CATEGORY 4 PRESERVICE TEACHER - INFORMATION GUIDE

INFORMATION ABOUT MAKING AN APPLICATION FOR AUTHORISATION TO EMPLOY A PRESERVICE TEACHER

Application

An employer may apply to the Teacher Registration Board of the Northern Territory (the Board) for authorisation to employ a preservice teacher (PST) as an authorised person under the provisions of the *Teacher Registration (Northern Territory) Act* (the Act).

The application must be:

- made in the approved form;
- accompanied by the documents required by the approved form; and
- accompanied by the prescribed fee.

Who should complete Category 4 Preservice Teacher?

This form is in two parts: **Part A** should be completed by the employer, usually a principal, and **Part B** should be completed by the preservice teacher.

An employer may apply for an authorisation to employ, if the person:

- does not hold the prescribed qualifications for registration;
- is not disqualified from registration or teaching under an authorisation by the Board; and,
- is not suspended from registration or authorisation

To grant authorisation, the Board must be satisfied the preservice teacher:

- is a fit and proper person to teach as decided under section 32 of *the Act*;
- is competent to teach each subject at the level specified;
- will be appropriately supervised to ensure necessary learning outcomes for students;
- the person has complied with the any imposed conditions on previous authorisations; and
- the person/position being filled aligns with Category 4 - Evidence of satisfactory academic progress (demonstrating a maximum of two (2) units left to complete which are not professional experience units.

All responsibility in relation to employing an authorised person lies with the Principal/Director/Manager.

Application processing and assessment

The Teacher Registration Board (TRB) office makes every effort to ensure that applications are processed expeditiously, it may take longer to process an application if:

- the application is incomplete;
- additional resources are needed to assess the application;
- the application is submitted during the peak recruitment periods; or
- qualifications are from overseas

If the application is successful, the employer may be granted authority to employ the preservice teacher as an Authorised person for a specified period not exceeding one year.

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

The Board may seek further information

To decide whether the preservice teacher satisfies the requirements for authorisation, the Board may:

(a) require the preservice teacher to provide further information it considers necessary to inform its decision.

Decision of the Board

After considering a complete application for authorisation, the Board must either:

(b) grant the authorisation; or
(c) refuse to grant it.

If the authorisation is granted, it is subject to:

(a) a condition that the preservice teacher complies with the requirements of the Professional Development Framework; and
(b) any other conditions that the Board considers appropriate.

Notice of decision

If the Board grants the authorisation, the employer and the preservice teacher will be given written notice of the decision specifying the following:

(a) the period of authorisation, not exceeding one calendar year;
(b) the school at which the preservice teacher is authorised to teach;
(c) each subject/s and level at which the preservice teacher is authorised to teach; and,
(d) any conditions imposed on the authorisation.

If the Board refuses to grant the authorisation, the Board will:

(a) give the employer and the preservice teacher written notice of the decision; and
(b) return all documents given to the Board for the application;
(c) refund of the application fee.

If the Board grants an authorisation for up to one calendar year, **there is no right of renewal of the authorisation for a subsequent year and a new application must be made.**

Notification requirements

An employer who has been granted an authorisation that is in effect must notify the Board if:

(a) the preservice teacher who has been authorised, has resigned or otherwise ceases working for the employer; or
(b) there is any change of the employment details or teaching arrangements that were provided in the application for authorisation.

Notifications to the Board must be submitted using Notification of Variation to an Authorisation Form. If you are an authorised person, you are legally required under the *Teacher Registration (Northern Territory) Act 2004* (the Act) to notify the Board of certain changes in your circumstances. For more information visit: https://www.trb.nt.gov.au/teacher-notification-obligations

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GUIDE TO COMPLETING APPLICATION FORM CATEGORY 4 PRESERVICE TEACHER - (PARTS A AND B)

To enable the Board to properly consider the application and keep accurate records, both the employer and the preservice teacher must complete all sections of the application form.

PART A – TO BE COMPLETED BY THE EMPLOYER

1. EMPLOYER DETAILS

Provide the name of the applicant/employer (principal), employing sector, name and address of school at which the prospective preservice teacher will be employed if authorisation is granted.

2. DETAILS OF SCHOOL APPOINTMENT IN THE NORTHERN TERRITORY

- Provide the name of the preservice teacher.
- Qualifications of the preservice teacher, evidence that they are teaching subjects in which they are trained. This includes a detailed teaching timetable inclusive of scheduled mentor meetings, university study, release for lesson preparation and teaching load.
- Note that the preservice teacher can only be employed up to 0.8 FTE.
- The proposed term of appointment

The Board must be notified, without delay, of any change to the **employment details** in relation to the preservice teacher. Notification of Variation to an Authorisation Form.

3. DETAILS OF TEACHING POSITION

Provide details of the teaching position, including the subjects/program that will be taught, the year level/stage of schooling to be taught and the key duties of the position.

The Board will only grant an authorisation for a teaching position. Leadership positions will not be considered.

The Board must be notified, without delay, of any change to the **teaching arrangements** in relation to the preservice teacher. Notification of Variation to an Authorisation Form.

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4. STATEMENT OF SUPERVISION ARRANGEMENTS

All preservice teachers must be supervised by a teacher who holds full registration (no exceptions).

The employer must provide comprehensive details of the employment and supervision arrangements that will be in place to safeguard children and young people and their learning outcomes. The information below must be provided:

a. the name, TRB number and position of the preservice teacher's mentor;
b. the supervisory and mentoring arrangements – whether they be weekly or fortnightly;
c. the class or classes the preservice teacher will be teaching;
d. how provision will be made for children or young people with special needs;
e. the physical environment in which the preservice teacher will be teaching and indicate the proximity of the mentor and other support staff;
f. how and when the preservice teacher will be informed of legal obligations and how fulfilment of these will be monitored;
g. the strategies to be employed to encourage professional learning.

The Statement of Supervision is binding and the Board must be approached for approval of any changes to the circumstances under which the preservice teacher is being employed through the Notification of Variation to an Authorisation Form.

5. STATUTORY DECLARATION BY EMPLOYER

Read the Statutory Declaration carefully. Your signature on the Statutory Declaration **must** be witnessed by a person over the age of 18 years.

6. PAYMENT OPTIONS FOR APPLICANTS

Authorisation fees are for one calendar year – 1 January to 31 December. There is no pro-rata rate for part year. Payment covers one preservice teacher for up to one calendar year.

a. Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
b. The Board cannot accept cash and does not have EFTPOS facilities but it can accept VISA, MasterCard, money orders and bank cheques.
c. Personal cheques are not recommended and, if submitted, will take longer to process.
d. The application fee is **non-refundable** unless your application is not approved by the Board.

Note that fees are subject to increase annually as of 1 July in line with the Consumer Price Index as set by the Territory Revenue Office in accordance with the *Revenue Unit Act 2009* (Cth).

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PART B – TO BE COMPLETED BY THE PRESERVICE TEACHER

1. PERSONAL DETAILS

Ensure you provide:

- personal details including all previous names.
- e-mail address (as this is the preferred mode of communication).

All applicants must provide evidence of their birth name and current name.

Evidence of birth name includes a certified copy of a **birth certificate** or **extract of birth certificate**. A baptismal certificate is not acceptable.

Evidence of current name must include photo ID, for example a certified copy of a current passport, Australian driver's licence, current NT Working with Children Clearance (WWCC) also known as Ochre Card, or any other official licence.

Applicants who have changed their name are required to provide evidence of all previous names and name changes.

Documentary evidence of all previous names and name changes if changed legally (officially) includes marriage certificate, decree nisi, deed poll, change of name document.

For assumed names (i.e., where not changed legally or officially), a Statutory Declaration explaining the date the name was assumed must be provided.

Applicants with identity documents in a language other than English are required to provide an official translation into English.

Translations into English must be prepared and certified as correct by an official translation service or an accredited translator.

Privacy statement

The personal information you provide on the application form is required by the Act.

The personal information you provide will be used to:

- assess your eligibility for authorisation;
- give effect to the statutory functions and administration of the TRB.

If you do not provide the Board with the personal information requested on the application form, we will not be able to process your application.

Information received through these processes will be stored in secure files at the office of the Board. This information will be used as permitted under the Act and any other related legislation.

The information you have provided in this application may be disclosed where necessary for the Board to perform its functions.

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2. QUALIFICATIONS

All preservice teacher must provide the Board with their **academic transcript/s** (original documents or certified copies for all qualifications awarded).

***Refer to the end of this guide for information on how to have documents certified.**

A **final academic transcript** is an official statement from the institution at which you studied which shows the units you attempted **for a qualification**, the level and the grade or pass mark achieved for each unit **and a** statement indicating the completion **of the qualification**. A final academic transcript can be obtained from the institution at which you studied.

Preservice teachers with academic transcripts and documents *in a language other than English* must supply certified photocopies of both the **original [untranslated]** documents and **official English translation**.

Translation of documents into English must be prepared and certified as correct by an official translation service or an accredited translator. Australian translation services can be viewed on our website.

3. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

Preservice teachers who are to be employed under an authorisation must demonstrate English language proficiency.

The English language proficiency assessment is not required where the preservice teacher has been awarded a degree or diploma (or higher qualification) following the completion of studies undertaken in English at a higher education institution in Australia, Canada, Ireland, New Zealand, the United Kingdom or United States of America.

If you have completed your qualifications in another country (other than those listed above), it is a requirement that you have undertaken and passed one of the Board approved English language proficiency tests within the last three years. Indicate the score you achieved in each part of the test and the Overall Band Score (if applicable).

https://www.trb.nt.gov.au/registration/eligibility-registration/english-proficiency

If applicable, attach a certified copy of your most recent assessment.

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

All preservice teachers 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'.

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.

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5. DECLARATIONS

Read each question carefully and answer truthfully.

If you answer "Yes" to any question you must provide full details in a letter marked "Confidential" and addressed to the Director. You are encouraged to seek independent legal advice, particularly in relation to spent convictions.

Answering "Yes" to any of the questions will not automatically result in your application being rejected. Each application is considered on its merits.

6. PERMISSION TO RELEASE INFORMATION

The TRB 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 authorisation.

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

7. STATUTORY DECLARATION

Read the Statutory Declaration carefully. Your signature on the Statutory Declaration **must** be witnessed by a person over the age of 18 years.

Note that a person making a false statement in a statutory declaration may be committing a criminal offence under the *Oaths, Affidavits and Declarations Act*. Penalties apply.

8. AUSTRALIAN CITIZENSHIP/RESIDENCY/WORK VISA REQUIREMENT

Answering questions in this section is optional. The information is gathered for statistical purposes only and the answers you supply will not affect the outcome of your application.

PROVIDING FALSE OR MISLEADING STATEMENTS

Section 73A of the *Teacher Registration (Northern Territory) Act 2004* (the Act) provides that a person in connection with an application for registration or in providing information or giving evidence under this Act must not:

- make a statement knowing it to be false or misleading; or
- omit any matter knowing that without that matter the information is misleading.

Maximum penalty: 100 penalty units.

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PROVIDING DOCUMENTARY EVIDENCE

See below for the documentary evidence required to accompany your application.

All documents you supply to support your application must be the original or a certified copy of the original. **Photocopies or scanned copies are not acceptable.**

ISSUE	DOCUMENTARY EVIDENCE	MUST BE SUPPLIED
Identity of preservice teacher and any name changes	Documentary evidence of birth name (e.g., Birth Certificate or extract)	All preservice teachers
	Documentary evidence of current name, including photograph (e.g. current passport)	All preservice teachers
	Documentary evidence of all previous names and name changes (e.g., marriage certificate, deed poll)	Preservice teachers who have changed their name legally (officially)
	Statutory Declaration regarding names assumed and on what dates	Preservice teachers who have assumed a new name
	Official translation of documents into English	Preservice teachers with ID documents in another language
Qualifications completed by preservice teacher	Final academic transcript/s	All preservice teachers
	Official translation of documents into English	Preservice teachers with qualification documents in a language other than English
English Proficiency of preservice teacher	English language test results (IELTS or ISLPR) undertaken and passed within the last 3 years	Preservice teachers whose higher education qualifications are not from Australia, Canada, Ireland, New Zealand, the United Kingdom or the United States of America
Good Character of preservice teacher	Current certified copy of Working with Children (Ochre) Card	All preservice teachers
	Results of a current criminal history check conducted by the NT Police NB: "Current" means the results issued within 3 months of the employer lodging the application for authorisation	All preservice teachers
	Overseas criminal history check/s	Preservice teachers who have lived overseas for 12 months or more in the last 10 years or since attaining the age of 18
	Official translation of documents into English	Preservice teachers with any documents in a language other than English
Good Character and/or Competence of preservice teacher	Letter to the Director, providing full details of the circumstances of the issue	Preservice teachers who answered "Yes" to any of the questions in Section 8 (Declarations)

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HOW TO CERTIFY DOCUMENTS

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

They must compare the original document with the copy to confirm that the original has not been altered and that the copy is a true and exact reproduction. They must then write the following 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.

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

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LODGING YOUR APPLICATION

HOW TO COMPLETE THE PROCESS:

Step 1: Print completed form.

Step 2: Attach all certified copies.

Step 3: Lodge complete application with the Board by post or in person.

MAIL YOUR APPLICATION TO:

Teacher Registration Board of the Northern Territory

GPO Box 1675

Darwin NT 0801

AUSTRALIA

OR YOU MAY LODGE YOUR APPLICATION IN PERSON TO:

Teacher Registration Board of the Northern Territory

Level 3, 22 Harry Chan Avenue, Darwin 0800

Emailed applications will not be processed.

Incomplete applications will not be processed.

Electronic signatures are not accepted

The Board is unable to waive requirements for documents.

Inquiries within Australia

Phone: (08) 8944 9388

Toll-free: 1800 110 302

Inquiries outside Australia

Phone: +61 8 8944 938

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