Guide to Transitioning from Provisional to Full Registration in the Northern Territory

Introduction

This Guide sets out the process for Provisionally Registered teachers transitioning to apply for Full Registration in the Northern Territory.

Gaining Full Registration is a process focused on teacher growth. The Board acknowledges that Provisionally Registered teachers include:

- Graduate teachers
- Teachers new to the profession or who have not yet practiced as a qualified teacher
- Teachers returning to the teaching profession after an absence of five or more years
- Teachers with overseas qualifications and experience
- Teachers who have previously held Full Registration but are unable to meet the requirements to maintain it

Irrespective of experience, it is recommended that all Provisionally Registered teachers follow the processes outlined in this Guide, as they are designed to be incorporated into employer-led professional growth and performance processes.

In brief, to apply for Full Registration you are required to demonstrate that you:

- Have completed at least 100 days of service as a teacher in a school within a five-year period
- Have complied with all conditions on your registration, including the Professional Development condition
- Meet all eligibility criteria for Full Registration; and
- Have demonstrated proficiency against the Australian Professional Standards for Teachers (the Standards)

Provisional to Full Process:



Provisionally Registered

Provisionally Registered Teachers

Provisional Registration is granted to teachers who do not yet meet the prescribed professional experience and currency of practice requirements for Full Registration but are otherwise eligible.

Provisionally registered teachers are an important part of the teaching workforce and bring valuable skills and knowledge to schools across the Northern Territory.

Provisional Registration is granted for an initial period of three years. This period is intended to support induction into, or re-entry to, the Northern Territory teaching profession and provides an opportunity for teachers to work towards meeting the Proficient career stage of the Standards.

These circumstances determine if you are a Provisionally Registered teacher:

1. You are a graduate teacher/new to the profession
2. You have not yet practiced as a qualified teacher
3. You are returning to the teaching profession after an absence of five or more years
4. You are a teacher moving to the Australian system with overseas qualifications and experience.
5. You have been practicing as a Fully Registered teacher, but cannot meet the requirements to maintain Full Registration (For example: part-time teacher, relief teacher)
6. If you are reapplying for registration and your previous category of registration was Provisional

Steps to transition from Provisional to Full registration

It is the Provisionally Registered teacher's responsibility to lead the process of transitioning to Full Registration. This process is focused on teacher growth and self-reflection against the Standards. The applicant is supported to further develop effective teaching strategies, leading to improved student outcomes.

1. Determine your eligibility
2. Discussion with your Principal
3. Learning and Professional Development
4. Collection of Evidence
5. School Based Panel
6. Endorsement
7. Submission
8. Notification

Determining your eligibility

To be entitled to Full Registration you must demonstrate that you meet the eligibility requirements. It is expected that your teaching practice meets the Proficient standard within the Australian Professional Standards for Teachers and demonstrate this by presenting evidence of your teaching competence to a school- based panel.

You may apply to transition from Provisional Registration to Full Registration when you have:

- Completed 100 days of service as a teacher in a school within a five-year period.
- Complied with all conditions on your registration, including the Professional Development condition.
- Met all the eligibility criteria for Full Registration; and
- Demonstrated your proficiency against the Standards.

Duties undertaken in roles such as teachers' aides, teachers' assistants, student teachers, authorised employees and unpaid volunteers are not considered to contribute to professional experience or currency of practice requirements.

If you were granted Provisional Registration under the Mutual Recognition Act 1997, your teaching experience in another jurisdiction may be included as evidence of your currency of practice. Likewise, if you were provisionally accredited by the New South Wales Institute of Teachers, you may submit evidence of teaching practice in New South Wales.

Discussion led by Provisionally Registered Teacher

Discussion with the Principal

It is the Provisionally Registered teacher's responsibility to instigate the discussion with the Principal/delegate advising them they wish to apply for Full Registration. The discussion should cover:

- Confirmation of eligibility
- Identification of a mentor (fully registered teacher)
- Process for accessing professional learning
- Timelines
- The school's responsibility to support you and how this process fits into the applicant's performance development review plan.

Self-Audit

As a Provisionally Registered teacher in the Northern Territory, you are encouraged to use the transition from Provisional to Full Registration, to grow and improve your practice to provide the best possible outcomes for your students. The Teacher Registration Board NT (TRBNT) recommends that you complete the AITSL self- assessment tool (Teacher SAT) with your nominated mentor. The Teacher SAT is an online questionnaire enabling teachers at all career stages, in a range of contexts, to reflect upon their practice in accordance with the Standards.

The Teacher SAT will assist in:

- Familiarisation with the Standards – The Teacher SAT assists teachers to locate their practice in the Standards.

- Self-reflection - The Teacher SAT report provides a detailed picture into teacher's practice aligned to Career Stages and Standards Focus Areas.
- Performance and development - The Teacher SAT provides tailored insights to support individual and professional growth.
- Professional learning planning - The information provided by the Teacher SAT report offers stimulus for choosing professional learning.

https://www.aitsl.edu.au/tools-resources/resource/teacher-self-assessment-tool

Learning and Professional Development

The TRBNT will provide a range of information sessions and professional learning to support the transition from Provisional to Full Registration. These sessions will be provided both face to face and online regularly throughout the year.

Sessions will be catered to the Provisionally Registered teacher, mentor and school leadership teams. They will assist participants' and schools to develop:

- an understanding of the application process
- the Australian Professional Standards for Teachers
- collecting, collating and annotating evidence and
- preparing an application
- effective mentoring strategies

All Provisionally Registered teachers will receive an email advising dates, locations and times of available sessions. Information will also be available on the TRBNT website Events | Teacher Registration Board

It is recommended the Provisionally Registered teacher ensures mentors and school leadership teams are aware that these sessions are available, and that you wish to attend.

Collection of Evidence

To demonstrate your proficiency against the Standards, you will need to prepare a portfolio containing evidence demonstrating your teaching knowledge, practice and engagement at the Proficient career stage.

It is highly recommended that you collect evidence from your daily teaching or other professional activities and embed the evidence collection into your practice. For this to take place successfully, the following should be kept in mind:

- You work collaboratively with a fully registered mentor
- You take supported, professional responsibility for selecting evidence of meeting the Standards during the Provisional Registration period
- You identify the relationship between evidence items and the standards
- You undertake professional learning provided by the TRBNT to assist in your understanding of the above

It is strongly encouraged that schools use this registration progression to help support sector run programs such as Probation and Performance Review procedures.

Your portfolio must include:

- At least two observation reports on your teaching practice by a mentor/experienced teacher/certified teacher/principal or their delegate aligned to the Standards.
- A collection of your evidence aligned and annotated against the Standards.
- A log of your professional development activities, in accordance with the Professional Development Framework, including teacher reflection aligned to the Standards.

Please see the Northern Territory Evidence Guide Supplement for further information.

Nominated Supervisor	This individual is formally appointed by the Approved Provider to manage the service and ensure compliance with national laws and regulations.
Person in Day-to Day Charge	Person in Day-to Day Charge (PIDTDC): This term refers to a delegated leader who assumes operational responsibility when the Nominated Supervisor is absent, managing daily operations and ensuring compliance during their period in charge.
Educational Leader	Educational Leader: This role supports the development and implementation of educational programs and ensures that children's learning and development are guided by approved learning frameworks
These roles are distinct but interconnected, with the Nominated Supervisor providing overarching leadership, while the PIDTDC ensures operational continuity.	

5 School Panel

School Based Panel

The school-based panel has the role of assessing the Provisionally Registered teacher's portfolio. They will assess the portfolio of evidence the applicant has developed and decide on whether the applicant has met the Proficient Career Stage standards.

The panel will then complete the Recommendation Report contained *within form D: Application for Full Registration for Provisionally Registered teachers*, confirming the evidence provided to the panel meets (or does not meet) the Proficient standards. The report is required to be typed with each panel member signing the report. This recommendation will be forwarded to the Principal/delegate.

The school-based panel will consist of:

- Fully registered Mentor teacher
- Fully registered teacher who is familiar with the applicant's work
- Senior teacher or Highly Accomplished and Lead Teacher, who will act as chair

In an Early Childhood Education and Care Centre (ECEC), the panel for assessing progression from Provisional to Full Registration must consist of three Fully Registration teachers. The nominated supervisor (e.g., centre director or manager) should act as panel chair if they hold Full teacher Registration.

In cases where there are insufficient panel members, the nominated supervisor may seek the involvement of Fully Registration teachers from outside the school to assist in the panel assessment for remote or ECEC centre the Teacher Registration Board of the Northern Territory can also be contacted to assist in identifying suitable panel members.
The nominated supervisor will advise you if this is the case.

Endorsement

It is very important at this stage the evidence supplied by the applicant is kept as it may be required for the TRB panel if called upon for an audit.

There will be one of two outcomes of the school-based panel's recommendation.

1. Full Registration is recommended – the school panel considers your proficiency is satisfactorily demonstrated.

The Recommendation Report is filled out by the chair and signed by panel members. The Principal or the Principal's delegate, on the advice of the panel, recommends endorsing your proficiency by completing form D (available at www.trb.nt.gov.au) and returning it to the TRB. The endorser cannot be a panel member. In an ECEC centre if the nominated supervisor acts as chair the panel report will need to be signed by the area Regional Manager, or an Early Years Advisor from the appropriate sector.
Applications will not progress if the application form is incomplete.

OR

2. Recommendation for a further period of Provisional Registration is required. If this is the case, you will receive written feedback indicating areas for improvement and the need to establish an action plan for working towards meeting the standards.

If you have not met the requirements for Full Registration within the 3-year term of Provisional Registration, you will be required to make an application to the TRB requesting a 2 year extension of your Provisional Registration FORM E.

Submission of Applications of Provisional to Full Registration Form

If you have met the requirements for transitioning from Provisional to Full Registration, you must make a new application to the Board for Full Registration using FORM D.

Your application will only be accepted by the Board if it is complete, and therefore it is recommended that you familiarise yourself with the requirements for a complete application found within the FORM D Guide.

Notification

You will receive formal notification of registration from the TRBNT once all registration requirements have been met. Your entry on the Register of Teachers reflects your change of status and you will be able to access your Registration Certificate indicating this via your online services account MyTRBNT.

Once you are Fully Registration you will be required to renew your category of registration every five years. In doing so, Fully Registration teachers will be required to demonstrate that they continue to be proficient practitioners with currency of practice, maintaining the requirements for professional development, and that they are of good character.

Registration renewal is not the same as paying the annual registration fee. You must pay the Registration fee each year.

Fully Registered

Full Registration

The TRBNT will resolve to grant Full Registration once assessing the application. If the TRBNT is satisfied that you meet the requirements, you will be granted Full Registration.

You must keep all evidence and other relevant documentation for at least twelve months from the date of your assessment. This evidence may continue to be built on for registration renewal.

Contact Us for more information

Teacher Registration Board of the Northern Territory, Level 4, 22 Harry Chan Avenue, Darwin, NT, 0801 or Toll Free – 1800 11 302 or trbregistration@trb.nt.gov.au.