



Prof004	Registration with TRBWA Policy
Purpose	This policy outlines the requirements of the TRBWA in regards to teachers.
Authority	TRBWA
Policy	All teaching staff employed by JCSA will be registered with TRBWA.
Delegation	The Principal
Related Policies	Child Protection (CP001) Staff Code of Conduct (Prof006)
Date approved	March 2009; November 2014; November 2016; October 2019
Next Review Due	April 2022
Review Authority	Governance
Keywords	TRBWA; registration; professional
Authorised by:	
Board Chairman	
Date:	
Author/Reviewer:	Jolanda Mulder – November 2018



Prof004

Registration with TRBWA Procedure

All teachers are required to be registered with TRBWA in order to teach.

Principals' Responsibilities

- Principals, together with Administration, will ensure that newly appointed teachers are registered.
- Teachers who have received notice of cancellation of TRBWA membership due to unpaid fees, will be advised by the principal in conjunction with Administration, that they are no longer permitted to teach until they have shown receipt of payment.

Teachers' Responsibilities

- Teachers are responsible for ensuring that they are registered with TRBWA at the commencement of their employment.
- Teachers are responsible for the payment of the annual TRBWA registration fee.
- Teachers are responsible for renewing their registration prior to its expiry (they will receive reminder notices from TRBWA), and are to submit their new registration certificates to Admin for the file
- Teachers are responsible for keeping TRBWA informed about any changes to their personal information (address, email address etc).

Renewal of TRBWA Registration:

From the TRB Website:

For the renewal of Registration, that the teacher has, since the registration was last granted or renewed:

a) taught

(i) for at least 100 full working days; or

(ii) for a period of time that would be equivalent in hours to at least 100 full working days

and

b) undertaken at least 100 hours of professional learning activities.

*The **definition of 'taught'** follows the definition of teach pursuant to section 3 of the Act:*

teach means to undertake duties in an educational venue that include

a) the delivery of an educational programme designed to implement a prescribed curriculum and the assessment of student participation in such an educational programme; or

b) the administration of any such educational programme.

Note:

1. Work as an Education Assistant is not counted as teaching hours.
2. Voluntary teaching work may be added to the teaching experience.
3. JCSA will aim to provide as much as possible relief hours to those teachers who need to keep up their registration. However, it may not be feasible to provide relief hours to *all* relief teachers.
4. JCSA will also aim to provide additional PD opportunities for relief teachers.
5. The final responsibility lies with the relief teacher.

JCSA Bursar Responsibilities

- Teachers who have received notice of cancellation of TRBWA membership due to unpaid fees, will be advised by the Bursar in conjunction with the principal, that their pay will be withheld until they have shown receipt of payment.
- It is the School Committee's responsibility to advise TRBWA of any dismissals due to misconduct.