



PROF004	Registration with TRBWA Policy
<b>Purpose</b>	This policy outlines the requirements of the TRBWA in regards to teachers.
<b>Authority</b>	TRBWA Teacher Registration Act 2012
<b>Policy</b>	All teaching staff employed by JCSA will be registered with TRBWA.
<b>Delegation</b>	The Principal
<b>Related Policies</b>	Child Protection (CP001) Staff Code of Conduct (Prof006)
<b>Date approved</b>	March 2009; November 2014; November 2016; October 2019; April 2022
<b>Next Review Due</b>	April 2025
<b>Review Authority</b>	Governance
<b>Keywords</b>	TRBWA; registration; professional
<b>Authorised by:</b>  <b>Board Chairman</b>	
<b>Date:</b>	April 2022
<b>Author/Reviewer:</b>	CB – April 22



### VERSION MANAGEMENT

Version	Date Published	Changes Made	Author of Changes
5	April 2022	Added Version Management table. Expand to include limited and provisional registrations, School committee requirement to report to TRBWA. Requirement for teacher to submit renewal 28 days before expiry.	CB



## PROF004

## Registration with TRBWA Procedure

All teachers are required to have a current registration with the TRBWA to teach at the school. Teachers may hold a full, limited, or provisional registration.

The school utilises limited registrations to employ suitably qualified persons who are not fully registered teachers to fill specific teaching roles when needed.

### School's Responsibilities

- The principal, 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. Pay will be withheld until they have shown receipt of payment.
- Current TRBWA registrations are kept in secure personnel files by the administration team.
- In the case of teachers with Limited Registration, the Principal in conjunction with Administration is responsible for making an application for initial registration and for its renewal, on behalf of the teacher with limited registration.
- The school committee must report to the TRBWA, circumstances where a teacher has been issued with a formal warning, suspended, dismissed, or resigned because of serious misconduct, incompetence as a teacher, or a breach of the Code of Conduct.

### 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 to meet the fit and proper person requirements and professional standards outlined on the TRBWA website.
- 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 the administration team.
- Teachers must submit their application to renew registration more than 28 days before its expiry date to ensure continuity of registration until application is approved by the TRBWA.
- Teachers are responsible for keeping TRBWA informed about any changes to their personal information (address, email address etc).

### Renewal of TRBWA Registration:

The following from the TRBWA website sets out the minimum requirements for registration renewal.



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### Professional engagement

The professional engagement required (minimum days taught) to satisfy the registration renewal requirements is:

Registration Category	Minimum number of professional engagement (days taught) required
Full Registration	100 full working days or a period of time that would be equivalent in hours
Limited or Provisional granted for 3 years	60 full working days or a period of time that would be equivalent in hours
Limited or Provisional granted for less than 3 years	Calculated on a pro rata basis for the period since the registration was last granted or renewed, to the date of application at the rate of 20 full working days for each year

*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.

### Professional Learning Requirements

The minimum number of hours of professional learning activities that will be required for the renewal of teacher registration are as follows:

Registration Category	Minimum number of hours of professional learning activities required to be completed
Full Registration	100 hours
Limited or Provisional granted for 3 years	60 hours
Limited or Provisional granted for less than 3 years	Calculated on a pro rata basis for the period since the registration was last granted or renewed, to the date of application at the rate of 20 hours for each year