

GUIDE TO TRANSITIONING FROM PROVISIONAL TO FULL REGISTRATION IN THE NORTHERN TERRITORY

INTRODUCTION

This Guide sets out the process for provisionally registered teachers making the transition to apply for Full Registration in the Northern Territory. Gaining Full Registration is a process focused on teacher growth and the Board acknowledges that provisionally registered teachers include:

- Graduate teachers
- Teachers new to the profession/have not yet practiced as a qualified teacher
- Teachers returning to the teaching profession after an absence of five or more years
- Teachers who have been practicing as a fully registered teacher, but cannot meet the requirements to maintain full registration

Irrespective of experience, it is recommended you follow the processes outlined within this guide, as they are designed to be incorporated into your employer professional growth processes.

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

- You have completed 180 days of service as a teacher in a school within a five year period
- You have complied with all conditions on your registration, including the Professional Development condition
- Met all of the eligibility criteria for full registration (including good character check); and
- Demonstrated your proficiency against the Australian Professional Standards for Teachers

Provisional to Full Process:



Provisionally Registered

PROVISIONALLY REGISTERED TEACHERS

Provisional registration is granted if you do not have the prescribed professional experience and currency of practice for Full Registration, but are otherwise eligible for Full Registration.

Provisionally Registered teachers are an important part of the teaching workforce and bring with them valuable skills and knowledge.

Provisional Registration is granted for an initial period of three years and is a period of supported induction, or reintroduction following a career break, into the teaching profession in the Northern Territory.

During this time it is expected that Provisionally Registered teachers work toward Full Registration by attaining the requisite professional experience and currency of practice, and the knowledge, skills and experience required against the proficient career stage against the Australian Professional Standards for Teachers.

There are 4 circumstances which will determine if you are a Provisionally Registered teacher. These are:

- i. You are a graduate teacher/new to the profession
- ii. You have not yet practiced as a qualified teacher
- iii. You are returning to the teaching profession after an absence of five or more years
- iv. 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)

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 Australian Professional Standards for Teachers, whereby the applicant is supported to further develop effective teaching strategies, which lead 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

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Eligibility

DETERMINING YOUR ELIGIBILITY

To be entitled to Full Registration you must demonstrate that you meet the eligibility requirements. In addition, 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 180 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 of the eligibility criteria for full registration; and
- Demonstrated your proficiency against the Australian Professional Standards for Teachers.

Duties undertaken in roles such as teachers' aides, teachers' assistants, student teachers 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.

Evidence of currency of practice can also be used if you have taught in New Zealand. All other overseas practice and/or experience cannot be used as evidence.



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 and to advise them they wish to apply to move to 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 as a way to grow and improve your practice so as 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 Australian Professional Standards for Teachers.

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

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Learning

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 a calendar 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 <https://www.trb.nt.gov.au/news>

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

COLLECTION OF EVIDENCE

Evidence

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In order to demonstrate your proficiency against the Australian Professional Standards for Teachers, you will need to prepare a portfolio containing evidence of your teaching practice that demonstrates your 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 TRB NT 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 reports on observed teaching practice by a mentor/experienced teacher/certified teacher/principal or their delegate aligned to the Australian Professional Standards for Teachers;
- A collection of direct evidence aligned and annotated against the Australian Professional Standards for Teachers
- A log of your professional development activities, in accordance with the Professional Development Framework, which includes teacher reflection aligned to the Australian Professional Standards for Teachers

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

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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. Each panel member will sign the report. This recommendation will be forwarded to the Principal.

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 HALT, who will act as chair

In cases where there are insufficient panel members, the Principal may seek the involvement of fully registered teachers from outside the school to assist in the panel assessment. The Principal 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. These are:

Full Registration is recommended – the school panel considers your proficiency is satisfactorily demonstrated. The Recommendation Report is filled out by the chair and each panel member signs it. The Principal (or the Principal's delegate, but not a panel member), 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. Applications will not progress if the application form is incomplete.

OR

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 an extension of your Provisional Registration. [FORM E](#)

SUBMISSION OF APPLICATION OF PROVISIONAL TO 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 familiarize 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 registered you will be required to renew your category of registration every five years. In doing so, fully registered 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.



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 a least twelve months from the date of your assessment. This evidence may continue to be built on for registration renewal.

EVIDENCE COMPONENTS

The minimum evidence requirements that must be included in the portfolio submission to the school based panel include:

Two observation Reports

These observation reports should focus on recording aspects of teaching practice aligned to the Australian Professional Standards for Teachers. These observations must be conducted by the mentor, certified teacher and/or line manager, and should encourage collaboration between colleagues to help improve teacher practice.

The reports must indicate clearly to the panel how the provisionally registered teacher identified areas for development, how the teacher demonstrated growth against their goals and self-reflection of practice.

The TRBNT encourage the use of the AITSL Classroom Practice Continuum and the Looking at Classroom Practice Guide to assist observers and to guide directions for continued learning and growth.

These resources can be located here:

<https://www.aitsl.edu.au/lead-develop/develop-others/classroom-observation/classroom-practice>

Professional Development Log

A log of your professional development activities, in accordance with the Professional Development Framework must be presented to the panel. This log should include teacher reflection aligned to the Australian Professional Standards for Teachers, and hours should be indicate of the number of years teaching (approximately 20 hours per year).

A Professional development Log Template can be found here:

<https://www.trb.nt.gov.au/professional-responsibilities/teaching-practice/professional-development-framework>

Collection of Direct Evidence

Direct evidence is collected from your daily teaching practice or other professional activities that demonstrate your knowledge, practice and engagement against the Australian Professional Standards for Teachers. You are encouraged to embed your evidence collection into your practice.

Evidence must be balanced across all 7 Standards, using the Standard descriptors to guide your reflections and annotations. Evidence should be current and within the last five years of practice.

Maintaining a holistic view of the Standards when identifying, collecting, annotating and referencing evidence allows for a greater understanding of your practice to be demonstrated and assessed. Evidence should be kept for twelve months after attaining full registration as part of the audit process, and can be built upon for registration renewal.

For further detail about the collection and presentation of evidence to the panel, please refer to the Evidence Guide for Provisionally Registered Teachers.

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