

# APPLICATION FORM C INFORMATION GUIDE

## INFORMATION ABOUT MAKING AN INITIAL APPLICATION FOR AUTHORISATION TO EMPLOY AN UNREGISTERED PERSON

### Application

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

To grant authorisation, the Board must be satisfied the unregistered person:

- is a fit and proper person to teach;
- is competent to teach each subject at the level specified; and
- will be appropriately supervised to ensure necessary learning outcomes for students.

The application must be:

- made in the approved form and include certain details;
- accompanied by the prescribed documents; and
- accompanied by the prescribed fee.

### Who Should Complete Application Form C?

An applicant who is an employer who wishes to employ an unregistered person as a teacher should make an application to the Board for authorisation to employ the person as a teacher using the *Application for Authorisation* form (Form C).

Form C is in two parts: Part A should be completed by the employer, usually a Principal, and Part B should be completed by the prospective employee.

**All responsibility to the Board in relation to authorisation to employ an unregistered person to teach lies with the Principal.**

Form C is for employers who wish to make:

- an initial application for authorisation; or,
- a subsequent application for authorisation in relation to the same person.

## Application Processing and Assessment

The application will be processed and assessed by TRB staff then approved by the TRB Director before being noted by the Board at one of its scheduled meetings.

Please allow up to 15 working days for a preliminary assessment of the application for authorisation. Applications in relation to persons from overseas or who have overseas qualifications will normally require a longer assessment period.

While the TRB office makes every effort to ensure that applications are processed expeditiously, it may take longer than 15 working days to process an application if:

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

If the application is successful, the employer will be granted authority to employ the unregistered person as a teacher for a maximum of one calendar year.

## The Board may seek further information

To decide whether the unregistered person satisfies the requirements for authorisation, the Board may:

- (a) with the permission of the unregistered person – seek information about the unregistered person from a referee for the unregistered person; and
- (b) consider any information given by the referee.

In addition, the Board may require the applicant to provide further information it considers necessary to inform its decision.

## Notification of grant of authorisation

Once the Director grants an employer authorisation to employ an unregistered person as a teacher, TRB Staff will issue a written notice to the Principal and the unregistered person specifying:

- the period of authorisation;
- the school at which the unregistered person is authorised to teach;
- each subject/s and the level at which the unregistered person is authorised to teach; and,
- any conditions imposed on the authorisation.

**There is no appeal against unsuccessful applications for authorisation, but the applicant (employer) may request that the Board reconsider the decision and the Board may agree to reconsider the matter.**

## GUIDE TO COMPLETING APPLICATION FORM C (PARTS A AND B)

To enable the Board to properly consider the application and keep accurate records, both the employer and the prospective employee must complete all sections of the Application Form C as they apply to each.

All documents supplied in support of the application must be the original or a certified copy of the original.

### PART A – TO BE COMPLETED BY THE EMPLOYER

#### Section 1: Employer Details

Please provide the name of the applicant/employer (Principal), employing sector, name and address of school at which the unregistered person will teach if authorisation is granted and employer's contact details.

#### Section 2: Category of Authorisation

Please indicate the category of authorisation for which you are applying.

Employers seeking authorisation for applicants in either **Category 3** or **Category 4** are required to provide **additional information**, which can be found on the [TRB Website](#).

#### Section 3: Details of School Appointment in the Northern Territory

Please provide the name and qualifications of the prospective employee, whether the person is to teach full-time or part-time (and, if part-time, the time fraction of the appointment/teaching allotment), and the period of time of the proposed employment.

**Where an unregistered person is to be employed under authorisation at more than one school, a complete new application has to be submitted by the proposed employer.**

The Board must be notified, without delay, of any change to the **employment details** in relation to the authorised person.

#### Section 4: Details of Teaching Position

Please provide details of the teaching position, including the subjects/program that will be taught, the year level/stage of schooling to be taught, the key duties of the position, the reason for applying for authorisation and the statement of suitability of the person for the position.

The Board must be notified, without delay, of any change to the **teaching arrangements** in relation to the authorised person.

#### Section 5: Statement of Supervision Arrangements

The employer is required to make a statement outlining the circumstances under which the prospective employee is to be employed to teach and indicate how you will ensure that person is appropriately supervised to safeguard children and children's learning outcomes. Comprehensive details of supervision arrangements will facilitate the processing of this application. Please provide the information indicated below:

- insert the name, TRB number and position of the prospective employee's fully registered mentor
- outline supervisory and mentoring arrangements – e.g., frequency of meetings between mentor and employee
- indicate the areas of work the mentor will be responsible for overseeing
- identify the class or classes the unregistered employee will be teaching

- explain how provision will be made for children with special needs
- describe the physical environment in which the employee will be teaching and indicate the proximity of the mentor and other support staff
- outline explicitly how and when the employee will be informed of legal obligations and how fulfilment of these will be monitored
- outline the strategies to be employed to encourage professional learning.

An authorised person is to be supervised by a **fully registered** teacher (no exceptions).

The **Statement Of Supervision** is binding and the Board must be approached for approval of any changes to the circumstances under which the unregistered person is being employed (using Form C).

### Section 6: Statutory Declaration

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

### Section 7: Payment Options for Applicants

Authorisation is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year. Payment covers one unregistered person for one calendar year.



Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.

- The Board cannot accept cash and does not have EFTPOS facilities but it can accept VISA, MasterCard, money orders and bank cheques.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- Please note that fees are subject to increase annually as of 1 July in line with the CPI as set by the Territory Revenue Office in accordance with the Revenue Unit Act 2009.

## PART B – TO BE COMPLETED BY THE PROSPECTIVE EMPLOYEE

### Section 1: Personal details

Please provide your personal details including all previous names. As email is the preferred mode of communication by the Board, your email address will be required.

If you have previously applied for registration (or an employer has applied for authorisation to employ you as a teacher) with the Teacher Registration Board of the Northern Territory, please indicate here as you might not need to provide all the required documents. Please contact the TRB office for advice.



All prospective employees 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 or any other official licence or photo ID card.



Prospective employees 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.



Prospective employees 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 may not be able to process your application.

The school and personal information provided may be disclosed only where necessary for the Board to perform its functions.

## Section 2: Qualifications



All prospective employees must provide the Board with their **final academic transcript/s** (original documents or [certified](#) copies for all qualifications awarded).

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. Links to various Australian university websites are provided on the [TRB website](#) to assist you in obtaining your academic transcript.



Prospective employees should provide evidence of completion, as part of their qualification, of any supervised practice teaching days in a school. In some instances this information will appear on your final academic transcript, in which case you do not need to provide additional evidence.

If you are required to provide evidence of practice teaching days and your final academic transcript does not indicate how many supervised practice teaching days you completed as part of your qualification, the Board will accept:



- (a) an original **official letter** from the University, on University letterhead;
- (b) a copy of the relevant page of the University **handbook**; or
- (c) the link to the relevant page of the University **website**.

Prospective employees 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**.

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

## Section 3: Professional Experience and Currency of Practice

Please indicate whether you have experience as a teacher, educator or trainer. If so, please provide details and include records of service.

In particular, please include:

- Service as a principal of a school;
- Service as a classroom teacher in a school;
- Undertaking duties that include:
  - the delivery of an educational program designed to implement an approved curriculum; or
  - the assessment of student participation in an educational program designed to implement an approved curriculum; or
  - the administration, at any level, of an educational program designed to implement an approved curriculum.

“Approved curriculum” means a curriculum approved by the Minister responsible for the administration of the NT *Education Act* (or the equivalent in another jurisdiction).

Include all teaching service completed over your entire career.



Please provide a separate page if more space is required.



Prospective employees must provide evidence of teaching experience (i.e., certified copies of official records or statements of service issued by the employer) as part of the application for authorisation.

A **record of service** or **statement of service** is an official document on the employer’s letterhead which indicates your period of service with the employer (including your employment status – full- time, part-time, permanent, casual – and start and finish dates).

The Board may make contact with the other teacher registration / accreditation authorities in Australia and New Zealand in order to verify the good standing of teachers who have taught in Australia and New Zealand.



Additionally, prospective employees who have taught outside of Australia and New Zealand in countries that have a mandatory system of teacher registration are required to provide the Board with a ‘Letter of Good Standing’ from the relevant registration authority of that country.

A **letter of good standing** is a statement that a teacher is held in good stead in a particular jurisdiction. Sometimes this letter is called a ‘Letter of Good Conduct’ or a ‘Statement of Professional Standing’ or similar.



If you are unable to provide a letter of good standing at the time of application, evidence of your request to the registration authority will be required.

## Section 4: Competence to Teach

For prospective employees who are experienced teachers, this section needs to be completed by your current principal (or delegate), your former principal (or delegate) or line manager in Australia or New Zealand only.

The Board will accept this section of the form by fax, e-mail or post from the principal if necessary (e.g., if you have moved to the Territory, you can contact your former school and ask them to submit this section of the form to the Board by fax, e-mail or post).



## Section 5: English language proficiency requirement

Unregistered persons who are to be employed under an authorisation must demonstrate English language proficiency with one notable exception: if the unregistered person is to teach only a foreign language under an authorisation, the Board may be satisfied the person is competent to teach despite not being proficient in the English language.

The English language proficiency assessment is not required where the prospective employee 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 an approved language test within the last 2 years. For more information regarding the minimum English proficiency scores please visit the [TRB website](#).

Please indicate the score you achieved in each part of the test and the Overall Band Score (if applicable).



**Please attach a certified copy of your most recent assessment.**

## Section 6: Criminal History Checks

The Board is unable to process your application until the results of a Criminal History Check have been received.

The results of a Criminal History Check 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.

### Privacy Statement

Information received through these processes will be stored in secure files at the office of the Board in accordance with Board policy. They will be used only for the purposes of authorisation as required under the privacy legislation.

### Australian Criminal History Checks

If you are currently living in Australia or have ever lived in Australia you must arrange for the Board to be provided with the results of a current criminal history check conducted by the NT Police.

**Current means the police check issue date is not more than 3 months before or 3 months after the date when your application for authorisation is received.**

SAFE NT is the business unit of the NT Police that has sole responsibility for conducting Australian criminal history checks and issuing Working With Children Clearances (Ochre Cards) for employment purposes in the NT. SAFE NT is located at 77 Smith Street, Darwin. Ph. 1800 723 368. E-mail: [safent.police@nt.gov.au](mailto:safent.police@nt.gov.au).

It is mandatory for teachers to hold an NT Working With Children Clearance (WWCC) for employment purposes, as well as a criminal history check for authority to employ an unregistered person.

A national criminal history record check is conducted as part of the WWCC process therefore it is recommended that you provide permission to SAFE NT to release your criminal history record details to the Board when applying for your WWCC by:

- Online application – tick the box to **‘Notify the Teachers Registration Board’** and confirm your consent
- Hard copy application – sign the **‘Teachers only’** release under Section D.

If you have a current WWCC (Ochre Card) or National Police Certificate that was issued **more than 3 months** prior to the date of lodging your application for authorisation, you will need to apply for a National Police Check through SAFE NT. **The specified purpose of the check must be for 'Employment' as a 'Teacher'**. If the purpose of the check is not correctly specified the check will not be accepted for authorisation in the Northern Territory. In this instance you would be required to reapply for a subsequent National Police Check to satisfy the Board's requirements.

Once your **National Police Certificate** has been issued please post either the original or a certified hard copy to the Teacher Registration Board.

### 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 checks must cover the applicant's entire period of residency in all applicable countries.**

Please visit the **Department of Immigration and Citizenship** website for information on the process for sourcing the required criminal history clearances from overseas countries:

<http://www.border.gov.au/Trav/Citi/Appl/What-documents-do-you-need/good-character-and-offences>

Please 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.

### Section 7: Declarations

Please read each question carefully and answer truthfully. If you are unsure about the information you are required to disclose, please see [Registration Information](#) on our website – the guide for applicants for registration applies equally to applicants for authorisation to be employed.

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.

### Section 8: 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*.

### Section 9: Statutory Declaration

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

Please note that a person making a false statement in a statutory declaration may be committing a criminal offence under the *Oaths Act*. Penalties apply.



### Section 10: 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 74 of the *Teacher Registration (Northern Territory) Act* (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:

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

Maximum penalty: 50 penalty units.

## PROVIDING DOCUMENTARY EVIDENCE

All documents you supply to support your application must be the original or a [certified](#) copy of the original.

**Photocopies, faxed or scanned copies are not acceptable.**

The documentary evidence required to accompany your application includes the following:

Issue	Documentary Evidence	Must be supplied by
Identity of prospective employee and any name changes	Documentary evidence of birth name (e.g., Birth Certificate or extract)	All prospective employees
	Documentary evidence of current name, including photograph (e.g., current passport)	All prospective employees
	Documentary evidence of all previous names and name changes (e.g., marriage certificate, deed poll)	Prospective employees who have changed their name legally (officially)
	Statutory Declaration regarding names assumed and on what dates	Prospective employees who have assumed a new name
	Official translation of documents into English	Prospective employees with ID documents in another language
Qualifications completed by prospective employee	Final academic transcript/s	All prospective employees
	Evidence of the number of supervised practice teaching days you completed as part of your teaching qualification	Prospective employees who have completed a teaching qualification and the number of practicum days <u>is not</u> shown on your final academic transcript.
	Official translation of documents into English	Prospective employees with qualification documents in a language other than English
Professional Experience of Prospective Employee	Evidence of teaching service (statements of service)	Prospective employees with relevant teaching service
	Evidence of good standing as a registered teacher in a country other than Australia or New Zealand	Prospective employees who have taught outside of Australia and New Zealand in a country with a mandatory system of teacher registration
	Evidence of a request for a letter of good standing from an overseas registration authority	Prospective employees who are unable to supply a letter of good standing with the application
	Official translation of documents into English	Prospective employees with documents in a language other than English

Issue	Documentary Evidence	Must be supplied by
English Proficiency of Prospective Employee	English language test results (IELTS, ISLPR or PEAT) undertaken and passed within the last 2 years	Prospective employees whose higher education qualifications are not from Australia, Canada, Ireland, New Zealand, the UK or the USA
Good Character of Prospective Employee	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	Prospective employees who are currently living in Australia or have ever lived in Australia
	Overseas criminal history check/s	Prospective employees who have lived overseas for 12 months or more in the last 10 years or since attaining the age of 18
	Evidence of having applied for criminal history check/s	Prospective employees who are unable to supply all relevant criminal history checks along with the application for authorisation
	Official translation of documents into English	Prospective employees with criminal history clearance in a language other than English
Good Character and/or Competence of Prospective Employee	Letter to the Director, providing full details of the circumstances of the issue	Prospective employees who answered "Yes" to any of the questions in Section 8 (Declarations)

If an application for registration or authorisation has previously been lodged with the Board in relation to the prospective employee, it is suggested you contact the TRB office to determine what documents you need to provide.

## HOW TO HAVE A DOCUMENT CERTIFIED

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

She or he must check the original and the copy to see that the original has not been altered and that the copy is an exact copy and then must make the following written 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.

*Guidelines for Certification of Documents can be found on the [TRB website](#).*

## 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

### Please 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 4, 22 Harry Chan Avenue, Darwin 0800

**Faxed or emailed applications will not be processed.**

**Incomplete applications will not be processed.**

**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 9388