

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:

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- (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

The personal information you provide on Application Form C is required under 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 TRBNT; and
- enable the TRBNT to contribute to the Australian Teacher Workforce Data project (ATWD), as discussed below.

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 you have provided may be disclosed where necessary for the Board to perform its functions.

The TRBNT is contributing to the Australian Teacher Workforce Data project (ATWD) and will disclose information about teachers registered in the Northern Territory to the Australian Institute of Health and Welfare (AIHW) for the purposes of the ATWD. The ATWD will only include linked, de-identified data to be used for reporting and research purposes. AIHW will never disclose the personal information it receives from the TRBNT and the use of personal information is subject to the *AIHW Act 1987* and the *Privacy Act 1988 (Cwth)*. Teachers will not be identifiable in any reports on ATWD data. Further information is available at <https://www.aitsl.edu.au/research/australian-teacher-workforce-data-strategy>

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.

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.

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

FORM C – PART A: APPLICATION FOR AUTHORISATION TO BE COMPLETED BY THE EMPLOYER

1. EMPLOYER DETAILS

Name of Principal:	
Employing Sector:	
Name of School / Institution / Cluster / Group:	
School / Institution Address:	
School Telephone:	
Email:	

2. CATEGORY OF AUTHORISATION

The Board considers each application for authorisation on its own merits and on a case-by-case basis. Please indicate the Category of Authorisation for which you are applying:

Category 1 - A person who does not hold the prescribed qualification

Applicants in this category are experienced teachers and generally will have completed at least three years of an approved teacher education program.

Category 2 - A person who has specialist knowledge and skills

Applicants in this category are people who have specific knowledge and skills required for a particular teaching position, most commonly music and language.

PLEASE NOTE CATEGORY 1 AND 2 APPLICANTS: where the application is a repeat authorisation, the unregistered person must provide evidence of enrolment in an initial teacher education course and/or demonstrate satisfactory progress towards the award of the qualification to provide eligibility for teacher registration.

Category 3 - A Teach for Australia Associate

Applicants in this category are enrolled in the Teach for Australia program and are sought by employers to employ them as an unregistered person in the Northern Territory. Employers seeking authorisation for applicants in this category are required to provide additional information, which can be found on the [TRB Website](#).

Category 4 - Pre-service teacher

Applicants in this category are pre-service teachers who are in their final year (second semester) of an undergraduate study or who are in their final semester of an initial teacher postgraduate program. All Professional Experience as outlined in the course requirements needs to be completed. Applicants can have a maximum of two units of the course to complete. Employers seeking authorisation for applicants in this category are required to provide additional information, which can be found on the [TRB Website](#).

3. DETAILS OF SCHOOL APPOINTMENT IN THE NORTHERN TERRITORY

Name of Person being Employed:							
Qualifications of person being employed:							
Proposed Teaching Appointment:		Full-time <input type="checkbox"/>	Part-time – time fraction: _____				
Proposed Term of Appointment:	Dates	From	/	/ 20	To	/	/ 20
	Terms	Term 1	Term 2	Term 3	Term 4		
	Year	Entire school year: _____					

4. DETAILS OF TEACHING POSITION

Subject/s or program to be taught:
Year Level/s to be taught:
Key duties of position:

Reason for applying for authorisation and statement of suitability of prospective employee:

5. STATEMENT OF SUPERVISION ARRANGEMENTS

Name of Employee	
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Indicate the name, TRB number and position of the person who will be the employee's mentor and indicate the frequency of the planned meetings:

Name of Supervisor		TRB No.	
Position			
Meetings			

Indicate the areas of work that the mentor will be responsible for overseeing:

Programming <input type="checkbox"/>	Behaviour Management <input type="checkbox"/>	Curriculum Delivery <input type="checkbox"/>	Assessment <input type="checkbox"/>
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Identify the class or classes the employee will be teaching, and 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/accessibility of the mentor and other support staff:

Outline specifically how and when the employee will be informed of their legal obligations. Also indicate how and when the fulfilment of these will be monitored:

Outline the strategies to be employed to encourage professional learning:

Signature of Principal :		Date / / 20
Signature of supervising teacher/mentor:		Date / / 20

6. DECLARATION BY EMPLOYER

Declaration by employer – to be witnessed by a person over the age of 18

I declare that I have completed and read Part A of this Initial Application for Authorisation form to employ an unregistered person as a teacher in the Northern Territory and I conscientiously believe that the information I have provided is true in every particular. And I make this solemn declaration by virtue of the *Oaths Act* acknowledging that a person wilfully making a false statement in a statutory declaration is liable to a penalty.

Signature of Principal:		Date: / / 20
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Name of Witness: (aged over 18)		Phone:	
Signature of Witness:		Date: / / 20	

7. PAYMENT OPTIONS FOR APPLICANTS

Please note the following:

- 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.
- You must pay the Initial Application Fee of **\$139** before your application can be processed.
- Application fees may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- 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.

In the event that the School is not paying for this application, please ensure the employee provides their payment details below. There is no request for payment in Part B.

Name of Employer:													
Name of Prospective Employee:													
Application Fee:		New Application \$139						Repeat Application \$90.00					
Payment Total:	\$ _____	for	one (1)	Calendar year									
(RTM 35R999 134131)													
Personal Cheque	<input type="checkbox"/>	Bank Cheque	<input type="checkbox"/>	Money Order	<input type="checkbox"/>	VISA	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>				
Card Number													
Name of Card Holder								Expiry Date					
Signature								Date					

Initial Application for Authorisation: the new application fee applies.

Repeat Application for Authorisation (same terms): a reduced repeat application fee applies if the authorisation is to be on the same terms as the preceding calendar year.

‘Same terms’ means the same school, teaching position, subjects, levels and supervision arrangements as the preceding year.

Repeat Application for Authorisation (different terms): the new fee applies if the authorisation is to be on different terms as the preceding calendar year.

‘Different terms’ means different school, teaching position, subjects, levels or supervision arrangements as the previous authorisation.

FORM C – PART B: APPLICATION FOR AUTHORISATION TO BE COMPLETED BY PROSPECTIVE EMPLOYEE

1. PERSONAL DETAILS

Family Name					
Given Names					
Preferred Name (if applicable)					
All Previous Names including given and family names					
Title, e.g. Mr/Mrs/Ms/Miss/Dr		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

Date of Birth						
Place of Birth	Town		State		Country	

Contact Details

Telephone BH		Telephone AH		Mobile	
Email					

Postal Address

Street or PO Box							
Suburb		State		Country		Postcode	

Have you applied for registration with the <u>Teacher Registration Board</u> of the Northern Territory previously? Your TRB No.:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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		No. of pages attached
	ATTACH a certified photocopy of your birth certificate or extract of birth certificate indicating the name given to you at birth plus the place and date of your birth. A baptismal certificate is not acceptable .	
	ATTACH a certified photocopy of photo identification indicating your current name (e.g., current passport). If you do not have a current passport, then a current Australian driver's licence or other official licence or photo ID card.	
	If applicable, ATTACH certified photocopies of documentary evidence of all previous names and name changes if changed legally (officially). For example, marriage certificate, decree nisi, deed poll, change of name document .	
	If applicable, ATTACH an original Statutory Declaration of the name change and the date of the name change where not legally changed (i.e., all assumed names).	
	If applicable, ATTACH a certified photocopy of official translation into English of any identity documents not in the English language.	

2. QUALIFICATIONS

Please indicate your teaching qualification/s. [Please see next page for non-teaching qualifications]

Name of Qualification	Name of Institution	State or Country	Year Completed	Course Length (full-time equiv)

		No. of pages attached
	ATTACH a certified photocopy of your final academic transcript/s for all teaching qualification/s. A final academic transcript includes a statement indicating the completion of the qualification.	
	If applicable, ATTACH a certified photocopy of translation into English of any qualification documents not in English.	

Please complete the question below:

How many Supervised Practice Teaching days did you complete in a school as part of your teaching qualification?		Days
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NB: If you have completed a teaching qualification and your final academic transcript does not indicate how many supervised practice teaching days you completed as part of your qualification, you are required to provide written evidence from the University.

		No. of pages attached
	If applicable, ATTACH evidence from the University of the number of supervised practice teaching days you completed in a school as part of your teaching qualification. For example, an original official letter from the University on University letterhead, or a copy of the relevant page of the University handbook , or the link to the relevant page of the University website	
	If applicable, ATTACH a certified photocopy of translation into English of any University documents not in English.	

Have you completed any other (non-teaching) tertiary qualifications, for example, undergraduate degree, undergraduate diploma, postgraduate diploma?

Yes

No

If **YES**, please provide details:

Name of Qualification	Name of Institution	State or Country	Year Completed	Course Length (full-time equiv)

		No. of pages attached
	If applicable, ATTACH a certified photocopy of any non-teaching qualification/s. A final academic transcript includes a statement indicating the completion of the qualification.	
	If applicable, ATTACH a certified photocopy of translation into English of any qualification documents not in English.	

3. PROFESSIONAL EXPERIENCE AND CURRENCY OF PRACTICE

Do you have experience as a teacher, educator or trainer?

Yes

No

If **NO**, go on to Section 4.

If **YES**, please provide the details of all relevant teaching service completed over your entire career.

Position	School/Institution or Employing Authority	State of Country	Full-time or Hours Per Week	Dates From – To	Total No. Of Days
Total:					

		No. of pages attached
	ATTACH certified evidence of all relevant teaching experience completed over your entire career including official records or statements of service issued by your employer.	
	If applicable, ATTACH a separate page if more space is required - due to extensive teaching experience.	
	If applicable, ATTACH a certified letter of good standing from a relevant overseas teacher regulatory authority or evidence of having applied for the letter of good standing if you are unable to supply it when lodging your application and you anticipate delays. [See Part B, Section 3 of "Guide to Completing Application Form C" for more information].	

4. COMPETENCE TO TEACH

Do you have experience as a teacher, educator or trainer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **NO** go to Section 5.

If **YES**, the following section is to be completed by your current principal or his/her delegate, your former principal or his/her delegate, or line manager. This person should be prepared to substantiate the reference if contacted.

A copy of the *Australian Professional Standards for Proficient Teachers* is provided on the following page, or visit the TRB website <http://www.trb.nt.gov.au/professional-standards-and-ethics>

I, _____ (Full name of Principal / Line Manager / Delegate) _____ (Position Held)

of _____ (Name of school or work unit) _____ (Location)

certify that I have supervised _____ (Full name of prospective employee)

between the dates _____ and _____

being a period of _____ years and _____ months and that to the best of my knowledge, information and belief, he/she is able to teach in accordance with the *Australian Professional Standards for Proficient Teachers* being a document that I have read and understand. I understand that I may be contacted by the Teacher Registration Board or its delegates to verify this information.

Signature of Principal / Line Manager / Delegate		E-mail Address	
Date		Telephone (BH)	

Australian Professional Standards for Proficient Teachers

Professional Knowledge	Know students and how they learn	<p>1.1 Physical, social and intellectual development and characteristics of students Use teaching strategies based on knowledge of students' physical, social and intellectual development and characteristics to improve student learning</p> <p>1.2 Understand how students learn Structure teaching programs using research and collegial advice about how students learn</p> <p>1.3 Students with diverse linguistic, cultural, religious and socioeconomic backgrounds Design and implement teaching strategies that are responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socioeconomic backgrounds</p> <p>1.4 Strategies for teaching Aboriginal and Torres Strait Islander students Design and implement effective teaching strategies that are responsive to the local community and cultural setting, linguistic background and histories of Aboriginal and Torres Strait Islander students</p> <p>1.5 Differentiate teaching to meet the specific learning needs of students across the full range of abilities Develop teaching activities that incorporate differentiated strategies to meet the specific learning needs of students across the full range of abilities</p> <p>1.6 Strategies to support full participation of students with disability Design and implement teaching activities that support the participation and learning of students with disability and address relevant policy and legislative requirements</p>
	Know the content and how to teach it	<p>2.1 Content and teaching strategies of the teaching area Apply knowledge of the content and teaching strategies of the teaching area to develop engaging teaching activities</p> <p>2.2 Content selection and organisation Organise content into coherent, well-sequenced learning and teaching programs</p> <p>2.3 Curriculum, assessment and reporting Design and implement learning and teaching programs using knowledge of curriculum, assessment and reporting requirements.</p> <p>2.4 Understand and respect Aboriginal and Torres Strait Islander people to promote reconciliation between Indigenous and non-Indigenous Australians Provide opportunities for students to develop understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages.</p> <p>2.5 Literacy and numeracy strategies Apply knowledge and understanding of effective teaching strategies to support students' literacy and numeracy achievement</p> <p>2.6 Information and Communication Technology (ICT) Use effective teaching strategies to integrate ICT into learning and teaching programs to make selected content relevant and meaningful</p>
Professional Practice	Plan for and implement effective teaching and learning	<p>3.1 Establish challenging learning goals Set explicit, challenging and achievable learning goals for all students</p> <p>3.2 Plan, structure and sequence learning programs Plan and implement well-structured learning and teaching programs or lesson sequences that engage students and promote learning</p> <p>3.3 Use teaching strategies Select and use relevant teaching strategies to develop knowledge, skills, problem solving and critical and creative thinking</p> <p>3.4 Select and use resources Select and/or create and use a range of resources, including ICT, to engage students in their learning</p> <p>3.5 Use effective classroom communication Use effective verbal and non-verbal communication strategies to support student understanding, participation, engagement and achievement</p> <p>3.6 Evaluate and improve teaching programs Evaluate personal teaching and learning programs using evidence, including feedback from students and student assessment data, to inform planning</p> <p>3.7 Engage parents/ carers in the educative process Plan for appropriate and contextually relevant opportunities for parents/ carers to be involved in their children's learning.</p>
	Create and maintain supportive and safe learning environments	<p>4.1 Support student participation Establish and implement inclusive and positive interactions to engage and support all students in classroom activities</p> <p>4.2 Manage classroom activities Establish and maintain orderly and workable routines to create an environment where student time is spent on learning tasks</p> <p>4.3 Manage challenging behaviour Manage challenging behaviour by establishing and negotiating clear expectations with students and address discipline issues promptly, fairly and respectfully</p> <p>4.4 Maintain student safety Ensure students' wellbeing and safety within school by implementing school and/ or system, curriculum and legislative requirements.</p> <p>4.5 Use ICT safely, responsibly and ethically Incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching</p>
	Assess, provide feedback and report on student learning	<p>5.1 Assess student learning Develop, select and use informal and formal, diagnostic, formative and summative assessment strategies to assess student learning</p> <p>5.2 Provide feedback to students on their learning Provide timely, effective and appropriate feedback to students about their achievement relative to their learning goals</p> <p>5.3 Make consistent and comparable judgements Understand and participate in assessment moderation activities to support consistent and comparable judgements of student learning</p> <p>5.4 Interpret student data Use student assessment data to analyse and evaluate student understanding of subject/content, identifying interventions and modifying teaching practice</p> <p>5.5 Report on student achievement Report clearly, accurately and respectfully to students and parents/carers about student achievement, making use of accurate and reliable record</p>
Professional Engagement	Engage in professional learning	<p>6.1 Identify and plan professional learning needs Use the Australian Professional Standards for Teachers and advice from colleagues to identify and plan professional learning needs</p> <p>6.2 Engage in professional learning and improve practice Participate in learning to update knowledge and practice, targeted to professional needs and school and/or system priorities.</p> <p>6.3 Engage with colleagues and improve practice Contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge and practice</p> <p>6.4 Apply professional learning and improve student learning Undertake professional learning programs designed to address identified student learning needs</p>
	Engage professionally with colleagues, parents & carers and the community	<p>7.1 Meet professional ethics and responsibilities Meet codes of ethics and conduct established by regulatory authorities, systems and schools</p> <p>7.2 Comply with legislative, administrative and organisational requirements Understand the implications of and comply with relevant legislative, administrative, organisational and professional requirements, policies and processes</p> <p>7.3 Engage with the parents/carers Establish and maintain respectful collaborative relationships with parents/ carers regarding their children's learning and wellbeing</p> <p>7.4 Engage with professional teaching networks and broader communities Participate in professional and community networks and forums to broaden knowledge and improve practice</p>

5. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

Have you been awarded a degree or diploma (or higher qualification) following the completion of studies undertaken in English at a higher education institution in one of these countries: Australia, Canada, Ireland, New Zealand, the United Kingdom, or the United States of America?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **YES**, go on to Section 6.

If **NO**, you must satisfy the Board that you are proficient in the English language.

Please answer the following:

Have you undertaken and passed an approved English language test within the last 2 years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
International English Language Testing System (IELTS) - "Academic"	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
International Second Language Proficiency Ratings (ISLPR)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please indicate the score you achieved in each part and your Overall Band Score:

Listening		Speaking		Reading		Writing		Overall	
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		No. of pages attached
	ATTACH a certified photocopy of your most recent English language proficiency assessment if applicable.	

6. CRIMINAL HISTORY CHECK REQUIREMENT

AUSTRALIAN CRIMINAL HISTORY CHECK

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 police check conducted by SAFE NT. Current means the police check issue date is not more than 3 months prior to the date when your application for authorisation is received.

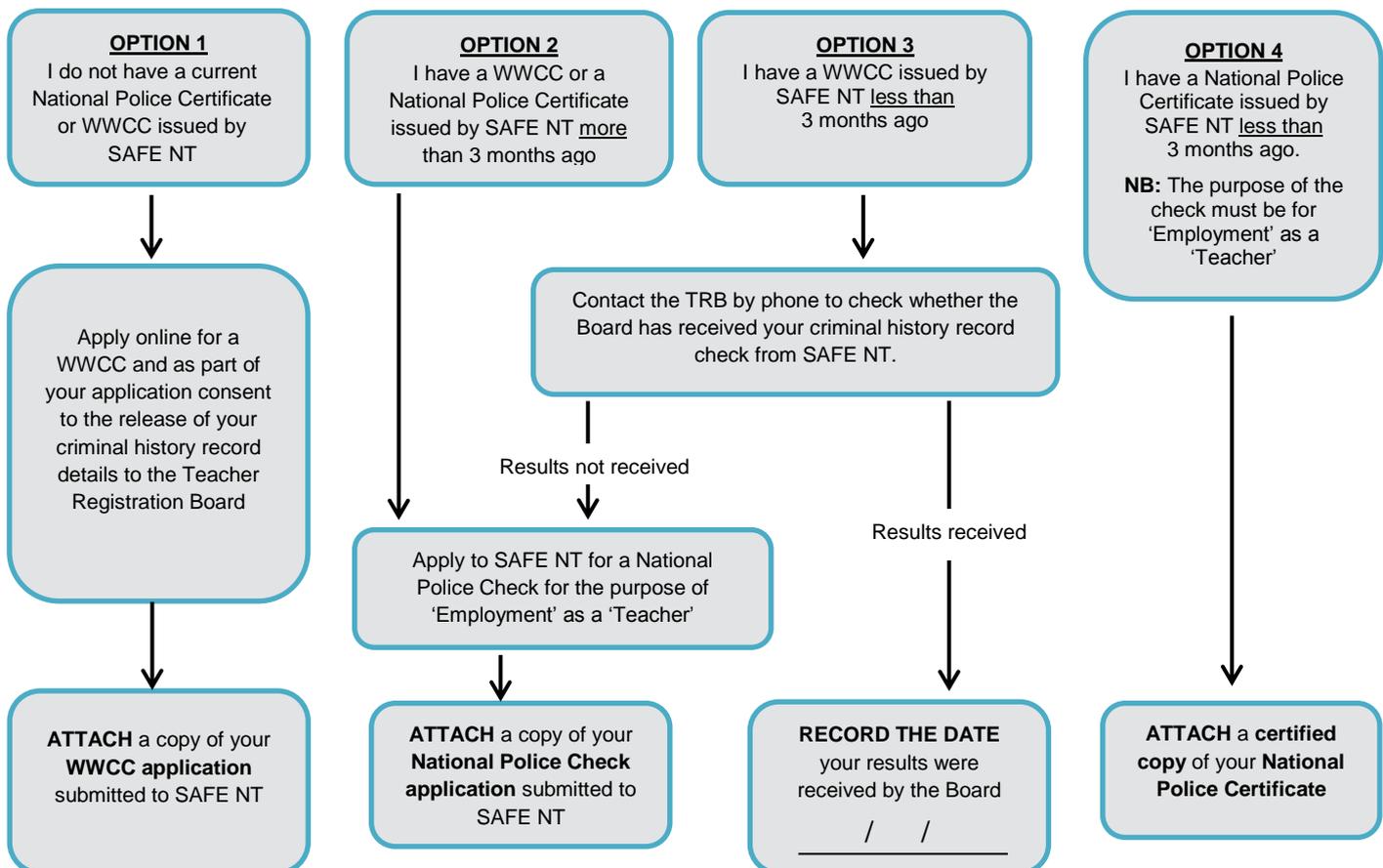
It is mandatory for teachers to hold an NT Working With Children Clearance (WWCC) for employment purposes as well as a criminal history check for authorisation.

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 authorisation application, you must apply to SAFE NT for a new National Police Check. **The specified purpose of the check must be for 'Employment' as a 'Teacher'**. If the purpose of the check is not correctly specified the results 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.

Select the option applicable to you, complete the relevant action and attach the required information.



Please visit the SAFE NT website for an application form <https://forms.pfes.nt.gov.au/safent/>

		No. of pages attached
	ATTACH a copy of your Working With Children Clearance application or your National Police Check application or a certified photocopy of your National Police Certificate	

OVERSEAS CRIMINAL HISTORY CHECK

Since attaining the age of 18 years, have you lived overseas for 12 months or more in the last 10 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **NO**, go on to Section 7.

If **YES**, you must complete the table below and provide a criminal history clearance from each jurisdiction in which you have lived for 12 months or more in the last 10 years.

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/App/What-documents-do-you-need/good-character-and-offences>

Overseas countries in which I have lived for 12 months or more in the last 10 years since attaining the age of 18 years	Period of Residence	
	From	To

All overseas criminal history clearances must cover the entire period of residence in the above listed countries.

		No. of pages attached
	ATTACH evidence of having applied for the relevant criminal history check/s (e.g., photocopy of receipt or completed application form). All documents must be in English or officially translated into English.	
	ATTACH a certified photocopy of the criminal history check/s results from any applicable overseas country. Applicants with police clearances in a language other than English must supply certified photocopies of <u>both</u> the original [untranslated] document and official English translation.	

7. DECLARATIONS

1. Have you ever been refused registration, authorisation (Limited Authority to Teach, Permission to Teach or similar), licensing or classification as a teacher in Australia or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you ever had your registration, authorisation (Limited Authority to Teach, Permission to Teach or similar), licensing or classification as a teacher or any other entitlement to teach cancelled or suspended or withdrawn or have you ever been disqualified from registration or authorisation as a teacher in Australia or any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are there, or have there ever been, any conditions imposed on your registration, authorisation (Limited Authority to Teach, Permission to Teach or similar) as a teacher, either in the Territory or elsewhere?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Have you ever been dismissed or resigned from a teaching position in Australia or in any other country following allegations by your employer of your misconduct or incompetence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Have you ever been, or are you currently, the subject of disciplinary proceedings, or any other action that might lead to such proceedings, in relation to your employment as a teacher in Australia or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Have you ever been convicted or found guilty of any offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Have you ever been charged with any offence, whether or not you have been found guilty, or are there any charges in relation to any offence pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

		No. of pages attached
	If you answered Yes to any of the above questions, please provide full details. This information may be placed in a sealed envelope marked 'Confidential' and addressed to the Director.	

8. PERMISSION TO RELEASE INFORMATION

The TRBNT 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 2002*.

- I hereby authorise the Teacher Registration Board of the Northern Territory or its delegates to make enquiries, to seek or to exchange information with any teacher registration authority/employer/relevant institution concerning my registration to teach or any other matter relating to my registration that arises under the *Teacher Registration (Northern Territory) Act 2004*. Such exchange of information would include the exchange of information pursuant to any reciprocal information sharing agreement made with any other teacher registration authority and the exchange of information with the Screening Authority established under section 196 of the *Care and Protection of Children Act 2007*.
- I give my permission, if relevant, for Batchelor Institute or Charles Darwin University to release my academic records to the Board.
- I give permission for my de-identified individual registration information to be provided to the Australian Institute of Health and Welfare for the purposes of the Australian Teacher Workforce Data Strategy.

Name of Applicant	Signature of Applicant	Date / /
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STATUTORY DECLARATION – to be witnessed by a person over the age of 18

I, _____
(Full name of applicant)

of _____
(Full residential address of applicant)

do solemnly and sincerely declare that I have completed and read this Initial Application for Authorisation form to be employed as an unregistered person in the Northern Territory and I conscientiously believe that the information I have provided, and the documents I have submitted, are true in every particular. And I make this solemn declaration by virtue of the *Oaths Act* acknowledging that a person wilfully making a false statement in a statutory declaration is liable to a penalty.

Declared by _____ (Signature of Applicant) _____ (Town/Place)

this _____ day of _____, _____
(Date) (Month) (Year)

before me _____
(Full name of witness)

Signed _____ Phone _____
(Signature of witness) (Business hours telephone of witness)

9. AUSTRALIAN CITIZENSHIP / RESIDENCEY / WORK VISA

Answering question in Section 10 is optional. Information is for statistical purposes only.

Are you an Australian citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you identify as being of Aboriginal or Torres Strait Islander descent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are not an Australian citizen:		
Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold permanent resident status in Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold a visa to work in Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

HOW TO HAVE A DOCUMENT CERTIFIED

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

This is the prospective employee's checklist – please use it to ensure you have completed all sections of Part B of the application form, but do not include it with your application.

Have you completed Part C of the form in full?	<input type="checkbox"/>
Has your Principal completed Section 4?	<input type="checkbox"/>
Have you completed the Criminal History Check section and applied for the required Criminal History Checks? (Section 6)	<input type="checkbox"/>
Have you completed the Declarations? (Section 7)	<input type="checkbox"/>
Have you signed the Permission to Release Information statement? (Section 8)	<input type="checkbox"/>
Did you sign the Statutory Declaration before a witness aged 18 or over? (Section 9)	<input type="checkbox"/>
Have you attached: <ul style="list-style-type: none"> - documentary evidence of your birth name, date and place of birth? - documentary evidence of your current name? - documentary evidence of all previous names and name changes? - documentary evidence of all academic records as required? - documentary evidence of teaching service and good standing (if applicable)? - recent English language proficiency assessment results (if applicable)? - overseas Criminal History Clearance (if applicable)? - evidence of having applied for a current criminal history check? (e.g., payment receipt, lodgement receipt, copy of <i>Criminal History Check - Application</i> form, etc.) - Letter to the Director (if applicable)? - translation of all documents into English (if applicable)? 	<input type="checkbox"/> <input type="checkbox"/>
Have you had these documents certified as accurate copies of the originals, on every page, by an authorised person?	<input type="checkbox"/>
Have you or your employer attached the Initial Authorisation Application fee payment?	<input type="checkbox"/>

Please do not submit your application until all sections of the form have been completed and all required documents are attached.

Lodging Your Application	
Your application and payment may be mailed to:	Or you may lodge your application in person to:
Teacher Registration Board of the Northern Territory	
GPO Box 1675 Darwin NT 0801	Level 4, 22 Harry Chan Avenue Darwin 0800

We are unable to accept applications lodged by fax or e-mail.

DISCLAIMER

The information on this form and its associated guide is subject to change without notice. All care has been taken to ensure that the information is correct. No responsibility will be accepted or taken by the Board for information that may have changed since the time of printing. Up-to-date information and forms are available from the Board's office or [website](#).

Teacher Registration became law in the Northern Territory in accordance with the *Teacher Registration (Northern Territory) Act 2004*