

INFORMATION FOR PRINCIPALS

ON PROVISIONALLY REGISTERED TEACHERS APPLYING FOR FULL REGISTRATION IN THE NORTHERN TERRITORY

A CATEGORY OF REGISTRATION

Provisional Registration is a category of registration granted to teachers who do not hold the prescribed currency of practice and professional experience to be granted Full Registration. Effectively, it is best described as a period of supported induction into, or back into, the teaching profession in the Northern Territory. During this time provisionally registered teachers work towards gaining the professional experience that will entitle them to apply for Full Registration.

Principals play a crucial role in facilitating, guiding and reviewing the professional and collegial support offered to provisionally registered teachers in their school.

WHO IS GRANTED PROVISIONAL REGISTRATION?

A person is granted Provisional Registration if the Teacher Registration Board (TRB) is satisfied the person does not have the prescribed professional experience and currency of practice for Full Registration but is otherwise eligible for Full Registration under section 30 of the *Teacher Registration (Northern Territory) Act*. To meet the currency of practice requirements for Full Registration, teachers must be able to demonstrate a minimum 180 days teaching experience in the previous five years in Australian and/ or New Zealand.

Provisional Registration normally is granted to new graduates, teachers returning from extended periods of leave, provisionally registered teachers from other jurisdictions who have applied under the Mutual Recognition Principle and teachers from overseas who have no teaching experience in Australia and /or New Zealand.

The Board is developing a guide specifically for teachers who are experienced and returning to the profession after a period of absence or who have significant experience teaching overseas. In the meantime, the Board recommends these provisionally registered teachers follow the processes outlined in the Guide and adapt to accommodate their relevant experience.

THE TERM OF PROVISIONAL REGISTRATION

Provisionally registered teachers are granted a term of registration of three years with one possible extension of two years if the Board is satisfied they continue to be entitled to Provisional Registration. The term of registration is subject to the payment of the annual registration fee.

APPLYING FOR FULL REGISTRATION

There is no rush to move from Provisional to Full Registration. The first priority of a provisionally registered teacher is to establish their role as a teacher: planning, teaching, assessing, organising, developing relationships and networks, as well as establishing a supportive environment and independent practice. A primary focus should be on consolidating teaching practice and undertaking professional learning.

To be entitled to apply for Full Registration, the provisionally registered teacher must have completed **180 days** teaching practice and provide a folio of evidence of meeting the Australian *Professional Standards for Proficient Teachers* (the Standards) to a school-based panel.

Generally, provisionally registered teachers will have a mentor to support them in their professional practice and gathering of evidence, which is assisted through ongoing collegial and professional discussion between the provisionally registered teacher, the mentor and other teachers in the school.

Provisionally registered teachers' continuing development against the Standards through teaching experience, guidance, support, learning and monitoring of development usually will closely align with employer practices for probation and sector support for teachers new, or returning, to the profession.

THE PRINCIPAL'S ROLE

The Principal assumes responsibility for ensuring provisionally registered teachers receive access to the support, advice and guidance needed to apply for Full Registration. The Principal's role is:

- (a) to identify provisionally registered teachers in their school and initiate the necessary processes
- (b) to ensure each provisionally registered teacher has an appropriate mentor appointed
- (c) to delegate, if necessary and where relevant, responsibility to a Senior Teacher
- (d) to complete Form D, Proficiency to Teach in order to endorse the school-based panel's recommendation to the Teacher Registration Board; and
- (e) to assist the Board, if necessary, with any anomalies relating to the process

APPOINTING A MENTOR TO SUPPORT THE PROVISIONALLY REGISTERED TEACHER

Working closely with a mentor allows provisionally registered teachers access to exemplary knowledge, skills and advice. Mentors will hold Full Registration and be in a position to provide the necessary professional support to provisionally registered teachers.

Principals need to give consideration as to when the provisionally registered teacher is appointed a mentor. In most cases schools ensure that neophyte teachers work closely with a mentor. For the purposes of mentoring provisionally registered teachers, it may be the case that a mentor works closely with such a teacher for the duration of their provisional registration. It may also be the case that a new mentor is appointed to work with the provisionally registered teacher once they are ready to apply for Full Registration. No matter the context, schools are best positioned to decide on how to do this.

MONITORING THE PROCESS OF PROVISIONAL REGISTRATION IN YOUR SCHOOL

The Board encourages Principals to take an active role in monitoring how provisionally registered teachers are supported in the early stages of teaching. It is envisaged that the Principal or their delegate will utilise existing school-based practices to supervise, review and guide the process. The collection of evidence by provisionally registered teachers allows for the monitoring of their achievement against the Standards and, in some cases, identifying areas for development requiring extra support, for example behaviour management strategies. Monitoring of progress should be strategically mapped to coincide with the collection of evidence by the provisionally registered teacher.

Evidence Component	Evidence Requirement
1 <i>Professional Knowledge</i> Examples of Teaching	<ul style="list-style-type: none"> • Two reports on observed teaching by a mentor/fully registered teacher/principal or their nominee; and • An example of a planning/teaching/learning/assessing/reporting cycle and annotated analysis linked to the professional standards
2 <i>Professional Practice</i> Examples of participation in collegial activities	<ul style="list-style-type: none"> • A verified record of collegial engagement where the provisionally registered teacher has participated in a collaborative planning activity
3 <i>Professional Engagement</i> Examples of Reflective Practice and Professional Renewal	<ul style="list-style-type: none"> • A commentary on three professional development activities that identify how learning goals against the Standards have been addressed and how these activities have been incorporated into classroom teaching; and • Three examples of guided reflection on personal practice against the Standards, endorsed by a fully registered mentor

THE CULMINATING JUDGEMENT AND PRINCIPAL RECOMMENDATION

The following seven steps should be followed once the provisionally registered teacher is ready to apply for Full Registration and has met the currency of practice requirement of 180 days teaching practice:

- 1) The provisionally registered teacher takes responsibility for maintaining a record of evidence.
- 2) The provisionally registered teacher submits their evidence of meeting the Standards, accompanied by a declaration that the evidence is their own work, unless otherwise appropriately acknowledged. This evidence will include items provided or verified by fully registered teachers and line managers.
- 3) The Principal establishes a panel to assess the provisionally registered teacher's evidence against the Standards. The panel will comprise a Senior Teacher, who will act as chair, a fully registered teacher nominated by the provisionally registered teacher (this could be the mentor) and a fully registered teacher familiar with the work of the provisionally registered teacher. The panel will consider the evidence presented by the provisionally registered teacher and engage in collegial, professional dialogue about how the teacher has met the Standards. Normally, 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 advises the provisionally registered teacher if this is to be the case.
- 4) The Principal completes Form D, Section 4: Proficiency to Teach – Principal Endorsement, in order to endorse the recommendation of the school-based panel. The panel's recommendation may be for Full Registration, or a further period of Provisional Registration or another option determined in consultation with the Board.
- 5) The Principal may seek advice from the Teacher Registration Board in individual atypical cases, for example, where there is insufficient evidence on which to make a decision.
- 6) The process requires the provisionally registered teacher to sign the recommendation report to acknowledge having sighted it and that the opportunity to discuss the report with the Principal and mentor was provided. This is to be done on Form D, Section 5: Statutory Declaration. It is the provisionally registered teacher's responsibility to lodge with the Teacher Registration Board the application for Full Registration that is accompanied by the Provisional to Full Registration Recommendation Report.
- 7) The Teacher Registration Board advises the provisionally registered teacher of the Board's decision, including, where applicable, the process for review of a decision

BOARD SUPPORT FOR PROVISIONALLY REGISTERED TEACHERS

The TRB provides Information Sessions for provisionally registered teachers at least once a semester. These sessions will be facilitated through face-to-face meetings in urban centres and via webinar for provisionally registered teachers in remote localities. Session details and online registration will be available through the [TRB Website](#).