

# Maintenance and Renewal of Full Registration in the Northern Territory

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## GUIDELINES

**TRB**

TEACHER REGISTRATION BOARD  
of the Northern Territory

# Maintenance and Renewal of Full Registration in the Northern Territory

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## 1. GUIDELINES

These guidelines have been developed to assist teachers in understanding the requirements of renewing their full registration.

Full registration is granted for a period of five calendar years, subject to the payment of the annual registration fee.

Once granted full registration, teachers are required to maintain their professional proficiency through currency of practice and professional learning over the subsequent five years.

Full registration may be renewed for a term of five calendar years, subject to meeting the registration renewal requirements.

## 2. PURPOSE

The requirement to renew full registration every five years fulfils the Teacher Registration Board of the Northern Territory’s (the Board) statutory requirements under section 11 of the *Teacher Registration (Northern Territory) Act 2004* (the Act) ensuring that teachers who are registered, demonstrate ongoing competence against the Australian Professional Standards for Teachers (the Standards) at the proficient level.

Under section 30, a person is eligible for full registration if the Board is satisfied the person:

- (a) holds the prescribed qualifications for registration; and
- (b) is a fit and proper person to teach as decided under section 32; and
- (c) is competent to teach as decided in accordance with the regulations; and
- (d) has the prescribed professional experience and currency of practice for full registration; and
- (e) meets any other prescribed requirement for registration

Under section 36, if registration is granted it is subject to a condition that the teacher comply with the requirements of the professional development framework. Under Section 39, if renewal is granted the Board cannot vary or revoke the Professional Development condition.

## 3. RENEWAL OF FULL REGISTRATION REQUIREMENTS

### 3.1 Eligibility

At the end of the five year registration period, teachers who hold Full Registration will be required to demonstrate retrospectively:

<b>Currency of Practice</b>	180 days of practice
<b>Professional Development</b>	100 hours minimum of ongoing engagement in professional development
<b>Fit and Proper Person</b>	As outlined in section 32 of the Act

## 4. CURRENCY OF PRACTICE

### 4.1 What is currency of practice?

Currency of practice is defined as a minimum of 180 days of teaching practice (or one year of teaching) in the previous five years. Currency of practice does not include periods of leave such as, but not limited to:

- Stand down
- Public holidays
- Personal leave
- Long service leave
- Leave without pay
- Maternity leave
- Paternity leave
- Bereavement leave
- Miscellaneous leave

Currency of practice means having practised as a principal or teacher at a school, or at a place other than a school, in Australia or New Zealand, undertaking duties that include:

- delivery of an education program which implements an approved curriculum
- assessment of student participation in an education program which implements an approved curriculum, or
- administration of an education program which implements an approved curriculum.

The Act defines a teacher as **a person who is qualified to program and deliver a course of instruction at a school and to assess the work of students in relation to that course of instruction.** The Board also acknowledges that the practice of a teacher is not exclusively undertaken in a classroom and therefore acknowledges that teachers working in early learning services, educational leadership and equivalent practice are equally performing the role of a teacher.

**Educational Leadership:** Refers to the work of registered teachers in leadership roles both in and out of schools where the nature of their work has a relationship with the Standards. Educational leaders may not be teaching students, but their work will directly influence teaching and learning in classroom situations

**Equivalent practice:** Refers to registered teachers who are working in alternative teaching settings or related fields of education but who are not teaching in a primary, secondary or special school. A clear relationship between the work of these teachers and the Standards at the proficient career stage or higher, provides a case for equivalent practice.

### 4.2 How do I determine if I have currency of practice?

You can determine if you meet the currency of practice requirements by accessing a record of service (Statement of Employment or Statement of Service) from your employer.

**180 day teaching practice EXCLUDES stand-down, recreational leave and public holidays.**

The Board does not consider any form of tutoring or service under an authority to employ as being practice for the purposes of an application for, or renewal of, full registration.

## 5. PROFESSIONAL DEVELOPMENT

### 5.1 What is professional development?

For the purpose of this document, the term professional development is a synthesis of the academic concepts of both professional development and professional learning. This enables teachers to take ownership of achieving their individual goals for professional growth whilst simultaneously meeting the needs of children, young people and the requirements of their employers.

Personal hobbies, or routine school-based or extra-curricular activities such as routine staff meetings, staff planning activities and activities such as sport events or school camps, are not considered to be relevant professional development activities.

The Board can provide guidance if a teacher is uncertain about whether an activity would meet the threshold for relevant professional development under the Professional Development Framework.

### 5.2 How do I determine I have met the professional development requirements?

#### The minimum requirements

All teachers are required to meet the minimum requirements of the Professional Development Framework. The Framework requires that:

- All registered teachers are required to complete at least 100 hours of relevant professional development activities within a five-year period
- Professional development activities must be relevant (refer to section 6.2 of the Framework)
- development against all of the national standards aligned with the career stage of the teacher must be demonstrated
- A broad range of relevant professional development activities must be completed

#### Record-keeping

It is the responsibility of the individual teacher to ensure they complete the required amount of relevant professional development activities within the specified timeframes. All teachers must maintain records of their professional development activities.

Teachers may record their professional development via any mechanisms and in any format they choose. The Board provides a template on its website, which may be utilised.

## 6. FIT AND PROPER PERSON

### 6.1 What is a fit and proper person?

To be eligible to continue to hold registration in the Northern Territory, the Board must be satisfied that a person is a fit and proper person to teach. This means that the Board must be satisfied that you are honest, of good character and conduct yourself in a way that meets the standard of behaviour expected of a teacher.

## Under Section 32 of the Act

(1) In deciding whether a person is a fit and proper person to teach, the Board:

- (a) must take into account the person's criminal history; and
- (b) must take into account any behaviour of the person that:
  - (i) does not meet the standard of behaviour reasonably expected of a teacher; or
  - (ii) is not in accordance with a code of professional ethics developed and maintained by the Board; or
  - (iii) shows that the person is not of good character; and
- (c) must take into account whether the person:
  - (i) has had an application for registration as a teacher, in the Territory or elsewhere, refused; or
  - (ii) has had his or her registration as a teacher, in the Territory or elsewhere, suspended or cancelled; or
  - (iii) has been disqualified from registration by the Board; or
  - (iv) is, or has been, disqualified from registration as a teacher by a registration authority; and
- (d) must take into account any conditions currently or previously imposed on the person's registration as a teacher, either in the Territory or elsewhere; and
- (da) must take into account whether the person holds a clearance notice that is in force; and
- (f) may take into account other matters it considers relevant.

## 6.2 How do I determine I am a fit and proper person?

In determining whether you are a fit and proper applicant, the Board will consider:

- Your [criminal history](#) (a recent Australian national Police Check) with no disclosable outcomes or outcomes that are deemed not to be of concern – issued no earlier than 2.5 years prior to the date the current term of full registration ends;
- Any behaviour that indicates that you are not of good character, including behaviour that is not in accordance with the Code of Ethics for Northern Territory Teachers or does not meet the standard of behaviour reasonably expected of a teacher;
- Whether you have had registration refused, suspended or cancelled in the Northern Territory or elsewhere;
- Whether you have been disqualified from registration as a teacher by the Board or by another registration authority;
- Any conditions currently or previously imposed on your registration as a teacher, whether in the Northern Territory or elsewhere;

- Whether you hold a [Northern Territory Working with Children clearance](#) that is in force.

The Board may take into account any other matters it considers relevant. Such matters may include whether you have a physical or mental impairment, disability, condition or disorder that may impair your eligibility for registration including your ability to conduct yourself as a fit and proper person, and work professionally, appropriately and safely with children.

## 7. TEACHERS WHO CANNOT MEET THE REQUIREMENTS TO RENEW FULL REGISTRATION

The Board is aware that there may have been circumstances which have prevented teachers from completing the requirements for renewal of full registration. It is required that teachers declare if they cannot meet the eligibility requirements through their renewal of full registration application.

If you fall into this category, you have the ability to make the decision to move from full registration, to provisional registration, by making an application for provisional registration to the Board.

The office of the Board will assist you further through this process.

When completing a renewal of full registration application, the provision of false or misleading information is an offence pursuant to section 73A of the Act with a maximum of 100 penalty units.

In addition the providing of false or misleading information may result in further disciplinary action pursuant to section 50 of the Act.

## 8. ONLINE RENEWAL APPLICATION

The online renewal application opens towards the end of each year and can be accessed through the online services on the Board's website <https://trbaccount.ntschoools.net/Login.aspx?ReturnUrl=%2f>

The online application will take no more than 10 minutes to complete but it is important to complete it in one session as it will not save results until it is submitted.

Teachers who do not have a current national criminal history check recorded with the Board of not more than 2.5 years from December 31 of the year that full registration expires, will be required to apply for, and submit results to the Board before advancing to the next section of the renewal application.

You need to ensure your Working With Children Clearance (Ochre Card) is also valid. If it isn't, you will need to apply for and supply your ochre card number and expiry date to the Board.

This can be completed through Safe NT.

## 9. AUDIT OF RENEWAL OF FULL REGISTRATION

The Board, as a regulatory authority, has legislated responsibilities regarding teacher registration, including an obligation to comply with the requirements of the Act relative to the renewal of full registration.

In order to monitor compliance with the Act, the Board will conduct an audit of a sample of fully registered teachers each year.

More information can be found in the Guide to Audit: Renewal of Full Registration.

## 10. RELATIVE LINKS

### 10.1 Relative Legislation

- *Teacher Registration (Northern Territory) Act 2004*
- Teacher Registration (Northern Territory) Regulations 2004

### 10.2 Relative Policies

- Maintenance and Renewal of Full Registration Policy
- Audit of Renewal of Full Registration Policy
- Provisional Registration Policy
- Professional Development Framework

### 10.3 Relative Guidelines

- Guide to Evidencing Impact for Northern Territory Teachers
- Guide to Audit: Renewal of Full Registration in the Northern Territory
- Australian Professional Standards for Teachers
- Equivalent Practice in the Teaching Profession Guidelines

## 11. CONTACT US

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