

## APPLICATION FORM C INFORMATION GUIDE

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

### Application

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

The application must be:

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

### Who should complete 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.

**An employer may apply for an authorisation only if all other options reasonably available to the employer have been administered to recruit a registered teacher OR if the employer is applying for an authority to employ a VET trainer.**

An employer may apply for an authorisation to employ, 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 authorisation

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

- is a fit and proper person to teach as decided under section 32 of the Act;
- is competent to teach each subject at the level specified;
- meets the specifications of one of the categories outlined in the Authority to employ an unregistered person to teach policy;
- will be appropriately supervised to ensure necessary learning outcomes for students;
- the person has complied with the any imposed conditions on previous authorisations; and
- the person/position being filled aligns with one of the categories in the Authority to teach policy.

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

### Application processing and assessment

The TRB office makes every effort to ensure that applications are processed expeditiously, it may take longer to process an application if:

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

If the application is successful, the employer will be granted authority to employ the unregistered person as a teacher for a specified period not exceeding a 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.

## Decision of the Board

After considering a complete application for authorisation, the Board must either:

- (a) grant the authorisation; or
- (b) refuse to grant it.

If the authorisation is granted, it is subject to:

- (a) a condition that the authorised person complies with the requirements of the Professional Development Framework; and
- (b) any other conditions that Board considers appropriate.

## Notice of decision

If the Board grants the authorisation, the employer and the unregistered teacher will be given written notice of the decision specifying the following:

- (a) the period of authorisation, not exceeding one calendar year;
- (b) the school at which the unregistered person is authorised to teach;
- (c) each subject/s and level at which the unregistered person is authorised to teach; and,
- (d) any conditions imposed on the authorisation.

If the Board refuses to grant the authorisation, the Board will:

- (a) give the employer and unregistered person written notice of the decision; and
- (b) return all documents given to the Board for the application

If the Board grants an authorisation in relation to a calendar year, **there is no right of renewal of the authorisation for a subsequent year and a new application must be made.**

## Notification requirements

An employer who has been granted an authorisation that is in effect must notify the Board if:

- (a) the person who has been authorised to teach has resigned or otherwise ceases working for the employer; or
- (b) there is any change to the employment details or teaching arrangements in relation to the authorised person that were provided in the application for authorisation

Notifications to the Board must be submitted using [Notification of Variation of Authorisation Form](#). If you are a person authorised to teach you are legally required under the *Teacher Registration (Northern Territory) Act 2004* (the Act) to notify the Board of certain changes in your circumstances. For more information visit:

<https://www.trb.nt.gov.au/teacher-notification-obligations>

## 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.

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

**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.

**2. CATEGORY OF AUTHORISATION**

Please indicate the category of authorisation you are applying for.

**Category 1 and 2 applications must include** a statement outlining the reason why the prospective employee is best suited for the position, rather than a registered teacher.

**Category 3, Category 4 or Category 5 applications must include the information outlined below:**

**Category 3: Teach for Australia Associate**

**Employers** for applicants in this category must provide:

- A statement outlining the reason why the prospective employee is best suited for the position, rather than a registered teacher.
- Evidence that associates are teaching subjects in which they are trained. This includes a detailed teaching timetable inclusive of scheduled mentor meetings, university study, release for lesson preparation and teaching load
- Mentoring suitability statement and arrangements
- Statement outlining orientation arrangements and support structures to monitor Associates competence and wellbeing
- A detailed overview of the employers orientation/induction program including information provided to Associates

**Applicants** in this category must provide:

- Evidence of completion of the Initial Intensive Program
- Written verification that the Associate is enrolled in the Teach For Australia program

**Category 4: Pre-Service Teacher**

**Employers** for applicants in this category must provide:

- A statement outlining the reason why the prospective employee is best suited for the position, rather than a registered teacher.

Applicants in this category must provide:

- Evidence of satisfactory academic progress (demonstrating a maximum of two (2) units left to complete which are not professional experience units)
- A copy of the final practicum report
- A written recommendation from the Head of School (or their delegate) outlining the good standing of the pre-service teacher, confirming completion of practical experience and units remaining for completion of study

### Category 5: Vocational Education Training (VET) Trainers

Applicants in this category must provide:

- Evidence that the person has the appropriate Training and Assessment Certificate IV
- Evidence that the person has the vocational competence (a trade or skills at, or above the level) that is required to deliver the program
- Evidence of industry currency (i.e. statement of employment or employer references)
- Ability to provide an up to date resume listing their current work history

### 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 new, complete application must be submitted by the employer at the subsequent school/s.**

The Board must be notified, without delay, of any change to the employment details in relation to the authorised person. [Notification of Variation of Authorisation Form](#)

### 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 will only grant an authorisation for a teaching position. Leadership positions will not be considered.

The Board must be notified, without delay, of any change to the **teaching arrangements** in relation to the authorised person. [Notification of Variation of Authorisation Form.](#)

## 5. STATEMENT OF SUPERVISION ARRANGEMENTS

All authorised persons must be supervised by a teacher who holds Full Registration (no exceptions). This is inclusive of graduate Teach for Australia Associates.

The employer must provide comprehensive details of the employment and supervision arrangements that will be in place to and safeguard children and young people and their learning outcomes. The below information must be provided:

- the name, TRB number and position of the prospective employee's fully registered mentor
- the supervisory and mentoring arrangements – e.g., frequency of meetings between mentor and employee
- the areas of work the mentor will be responsible for overseeing
- the class or classes the unregistered employee will be teaching
- how provision will be made for children with special needs
- the physical environment in which the employee will be teaching and indicate the proximity of the mentor and other support staff
- how and when the employee will be informed of legal obligations and how fulfilment of these will be monitored
- the strategies to be employed to encourage professional learning.

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 through the [Notification of Variation of Authorisation Form](#).

## 6. STATUTORY DECLARATION BY EMPLOYER

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

## 7. PAYMENT OPTIONS FOR APPLICANTS

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

- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payments must be made in Australian dollars.
- 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.
- The application fee is **non-refundable**.

**Please note** that fees are subject to increase annually as of 1 July in line with the Consumer Price Index as set by the Territory Revenue Office in accordance with the *Revenue Unit Act 2009* (Cth).

## PART B – TO BE COMPLETED BY THE APPLICANT

## 1. PERSONAL DETAILS

Please ensure you provide:

- personal details including all previous names.
- e-mail address (as this is the preferred mode of communication)

If you have previously applied for registration (or an employer has applied for authorisation to employ you as a teacher) with the Board, please indicate here and provide your NT registration number (if known). You may not need to provide all required documentary evidence if you have been previously registered or granted authorisation by the Board.

All applicants 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, current NT Working with Children Clearance (Ochre Card) or any other official licence.

Applicants 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.

Applicants 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 will not be able to process your application.

Information received through these processes will be stored in secure files at the office of the Board. This information will be used as permitted under the Act and any other related legislation.

The information you have provided in this application may be disclosed where necessary for the Board to perform its functions.

## 2. QUALIFICATIONS

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

**\*Refer to the end of this guide for information on how to have documents certified.**

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.

If prospective employees have an initial teacher qualification, please provide evidence of completion of any supervised practice teaching days in a school. In some instances this information will appear on the final academic transcript, in which case additional evidence is not required.

If you are required to provide evidence of supervised practice teaching days and your final academic transcript does not indicate how many 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**.

Applicants 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**.

[Translation of documents](#) into English must be prepared and certified as correct by an official translation service or an accredited translator. Australian translation services can be viewed on our website.

## 3. PROFESSIONAL EXPERIENCE AND CURRENCY OF PRACTICE

The unregistered person may be required to provide additional information to verify their professional experience and currency of practice.

This could include, but is not limited to:

- a record of service or statement of service
- a letter of recommendation
- current resume

A **letter of good standing** is a statement that a teacher is held in good stead in a particular jurisdiction.

A **record of service, statement of service or statement of employment** 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, and casual – and start and finish dates).

## 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 (who holds teacher registration) in Australia or New Zealand only.

The Board will accept this section of the form by 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 e-mail or post).

## 5. PROFESSIONAL DEVELOPMENT REQUIREMENTS

Section 42 of the Act provides that if an authorisation is granted it is subject to the condition that the authorised person to whom it has been granted, comply with the requirements of the Professional Development Framework approved by the Board.

If you are applying for a repeat authorisation, **you must provide evidence that you have met the requirements of the Professional Development Framework**, which is **20 hours for one calendar year** (or commensurate with the period of authorisation for that year) **of relevant professional development activities**, by submitting a Professional Development Log aligned to the Australian Professional Standards for Teachers.

## 6. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

Unregistered persons who are to be employed under an authorisation must demonstrate English language proficiency with one exception: if the unregistered person is to teach a language other than English 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 one of the Board approved English language proficiency tests within the last two years. Please indicate the score you achieved in each part of the test and the Overall Band Score (if applicable).

<https://www.trb.nt.gov.au/registration/eligibility-registration/english-proficiency>

**If applicable, please attach a certified copy of your most recent assessment.**

## 7. CRIMINAL HISTORY CHECK REQUIREMENT

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

### SAFE NT – Working With Children Clearance/National Police Check

All applicants must arrange for the Board to be provided with the results of a current National Police Check and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, issued by SAFE NT. If you are an overseas applicant please contact us to find out how to apply for the above.



\*A Current police check means the issue date is not more than three months prior to the date when your application for teacher registration was lodged.

\*A valid Northern Territory WWCC means it has not expired or been revoked or cancelled.

#### If you do not hold a current SAFE NT Working with Children Clearance/National Police Check:

Please apply to SAFE NT for a WWCC, as a National Police check is conducted as part of the WWCC process, it is recommended that you provide your permission to SAFE NT to release your National Police check results directly to the Board when you apply for the 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.

To apply go to the [SAFE NT website](#)

If you have a current WWCC or a National Police Certificate that was issued more than three months prior to the date of lodging your teacher registration application, you must apply to SAFE NT for a current 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 check will not be accepted for teacher registration in the Northern Territory.

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

To apply go to the [SAFE NT website](#)

### 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.

## 8. 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.

### 9. 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*.

### 10. 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, Affidavits and Declarations Act*. Penalties apply.

### 11. 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 73A of the *Teacher Registration (Northern Territory) Act 2004* (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:

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

**Maximum penalty: 100 penalty units.**

## PROVIDING DOCUMENTARY EVIDENCE

Please see below for the documentary evidence required to accompany your application.

All documents you supply to support your application must be the original or a certified copy of the original. Photocopies or scanned copies are not acceptable.

ISSUE	DOCUMENTARY EVIDENCE	MUST BE SUPPLIED
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 is not 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
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 the application for authorisation.	All applicants
	Current certified copy of Working with Children (Ochre) Card	
	Overseas criminal history check/s	
	Evidence of having applied for 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
	Official translation of documents into English	Prospective employees with any documents in a language other than English

<b>Professional Development Requirement</b>	Professional Development Log aligned to the Australian Professional Standards for Teachers, indicative of period of authorisation	Prospective employees who are applying for a repeat authorisation must provide evidence of meeting this condition.
<b>Evidence of enrolment in an approved ITE course – CATEGORY 1 ONLY</b>	Evidence of enrolment in an approved Initial Teacher Education Course; OR Successful Progress indicated by an Academic Transcript in an approved Initial Teacher Education Course	Prospective employees who are applying for a repeat authorisation under CATEGORY 1 may be required provide evidence of meeting this condition
<b>Good Character and/or Competence of Prospective Employee</b>	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 CERTIFY DOCUMENTS

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, NT Police Officer, 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.

### 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

**Emailed applications will not be processed.**

**Incomplete applications will not be processed.**

**Electronic signatures are not accepted**

**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 938