

Registration

Special Authority for an Unregistered Person to Teach, Temporary Relief Teacher Policy

August 2025

Version: 3.0

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Title: Acting Registrar

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Date Approved:



**Teachers
Registration Board**
OF SOUTH AUSTRALIA

Special Authority for an Unregistered Person to Teach, Temporary Relief Teacher Policy

Document Control

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Version	Revision Description	Date
1.0	Document created	8 September 2023
1.1	Version revised and approved	10 October 2023
2.0	Board approved extension of Policy update	25 September 2024
3.0	Board approved extension of Policy update	15 August 2025

TRIM details:	24/2; DOC25/XXXX
Audience:	Teachers Registration Board of South Australia Secretariat
Creator:	Teachers Registration Board of South Australia
Original approval date:	15 October 2023
Scheduled for review:	August 2028
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Special Authority for an Unregistered Person to Teach, Temporary Relief Teacher Policy

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Special Authority for an Unregistered Person to Teach, Temporary Relief Teacher Policy

Contents

1	Objective	1
2	Scope	1
3	Policy Statement	1
4	Authorisation	1
5	Legislative Framework and Context	1
6	Policy Detail	2
6.1	Eligibility for a special authority.....	2
6.2	School, Preschool and Employer Endorsement	2
6.3	Code of Ethics and Code of Conduct.....	2
6.4	English Language Requirement.....	2
6.5	Supervision of a SAT	3
7	Defined Terms	3
8	Discretionary Exercise of Power	4
9	References and links	4

Special Authority for an Unregistered Person to Teach, Temporary Relief Teacher Policy

1 Objective

This policy has been created upon request from the three Education sectors (Department for Education, Catholic Education South Australia, Association of Independent Schools of South Australia) in response to a workforce shortage in South Australian schools and preschools.

Holders of a Special Authority for an Unregistered Person to Teach (SAT) are expected to progress towards completion of their initial teacher education (ITE) studies, while employed as a Temporary Relief Teacher (TRT) in a South Australian school or early childhood setting.

2 Scope

Final year pre-service teachers can apply for a Special Authority for an Unregistered Person to Teach, Temporary Relief Teacher (SAT TRT), pursuant to section 30 of the *Teachers Registration and Standards Act, 2004*.

This policy is limited to those pre-service teachers enrolled in their final year of ITE study, either in an accredited South Australian program, or an online equivalent interstate program and who reside in South Australia, who apply to undertake a TRT role in a South Australian school/s.

This policy does not apply to pre-service teachers enrolled in a Teach for Australia program or an equivalent employment-based program.

3 Policy Statement

This policy is to be read in conjunction with the general principles set out in the '*Special Authorities to Teach Policy*' as originally approved on 21 September 2018 and updated from time to time.

4 Authorisation

Under the *Teachers Registration and Standards Act 2004* (the Act), the Registrar is responsible for the management of staff and resources.

This policy is issued under the authority of the Registrar and with the approval of the Teachers Registration Board.

5 Legislative Framework and Context

The Teachers Registration Board has a discretion to consider an application by a person who is not a registered teacher and to grant a special authority to teach for a period, and under conditions, as appropriate. This Policy does not confer a right of grant to any applicant. Rather, each application will be considered in accordance with this Policy and the provisions of the Act:

- section 30(1a) of the Act - that a current working with children check is in place;
- section 30(2)(c) that a criminal history check of the applicant has been obtained and the results considered;
- all relevant fees have been paid. Application fees are non-refundable; and
- that each applicant is a fit and proper person to hold such an authority.

Even upon grant, it is noted that under section 30(5) of the Act, the Board may, "*without any requirement for a hearing or other process, by written notice to the holder of a special authority, vary or revoke the special authority*".

Special Authority for an Unregistered Person to Teach, Temporary Relief Teacher Policy

It is noted that all applications for a special authority will be considered by the Registrar (per delegation by the Board, pursuant to section 17 of the Act). The Registrar may authorise responsibility of considering and approving applications for Special Authorities to Teach to the Manager Registration and the Director Regulatory Performance.

6 Policy Detail

A SAT (TRT) holder may be authorised to teach at several sites concurrently as a Temporary Relief Teacher under this authority.

This Policy has no application for Principal, Director or other leadership positions.

6.1 Eligibility for a special authority

Applicants may apply for a special authority at any time, prior to commencing their employment.

Applicants must be in their final 12 months of an accredited South Australian ITE program or online interstate equivalent. An unofficial academic transcript is required to be submitted to support the consideration of each application.

Under the Act, a special authority is granted to a person, and all applications must be made by that person (section 30(1) of the Act).

The special authority will only be granted for a period of up to 12 months. The SAT TRT holder must be actively enrolled in an ITE qualification while holding the SAT.

Being granted a special authority does not automatically ensure eligibility for teacher registration. All pre-service teachers must meet eligibility requirements for provisional registration upon application, at the completion of their ITE program.

6.2 School, Preschool and Employer Endorsement

Applications for the Special Authority for an Unregistered Person to Teach should be endorsed by either of the following:

- the Department for Education,
- Principal(s) or other authorised officer(s) of the CESA school(s), or
- the Principal(s) or other authorised officer(s) of the individual AISSA member school(s).

The employer must provide the following information to the Board:

- details of the professional support to be provided to the applicant during the period they hold the special authority to teach, including how the site will support the applicant to develop their pedagogical and classroom or learning environment management skills, and progress towards teacher registration according to their plan; and
- details of how the applicant will be supervised for the duration of the grant.

6.3 Code of Ethics and Code of Conduct

All holders of a SAT (TRT) must abide by the core values (integrity, respect and responsibility) that are articulated in the Teacher Registration Board Code of Ethics, and the best practice professional standards, as set out in the Teachers Registration Board Code of Conduct.

6.4 English Language Requirement

Applicants are exempt from demonstrating the English language requirement. This exemption will not extend beyond the grant and where appropriate, applicants will be required to demonstrate English language proficiency when applying for teacher registration or any other authorisation requiring this. Refer to the [English Language Proficiency Requirement Policy](#) for further information.

Special Authority for an Unregistered Person to Teach, Temporary Relief Teacher Policy

6.5 Supervision of a SAT

Holders of the SAT (TRT) must be supervised by a registered teacher.

Supervision includes oversight of the planning and implementation of learning programs, and professional support including:

- pedagogical approaches
- teaching strategies
- learning space and site routines
- student welfare
- assessment procedures and related matters.

Supervision **does not mean** that a registered teacher must always be present in the classroom/learning environment with the SAT (TRT) holder.

The employer will ensure holders are adequately supervised, provided with mentoring and appropriately inducted in relation to providing for child safety and wellbeing. A primary mentor must be named for each SAT (TRT) holder, applicants can provide this name up to four weeks after their application has been approved.

In addition, where a holder moves between sites, the holder must be provided with site specific induction.

The holder of the SAT must not undertake TRT employment while completing their final Professional Experience (PEX) Placement and Teaching Performance Assessment (TPA) practicum.

The holder of the SAT must not undertake their final PEX Placement and TPA practicum at the same site where TRT relief is performed unless:

- the integrity of the TPA can be maintained at all times; and
- the principal of the DfE, CESA or AISSA school or early childhood site and the TRT pre-service teacher have advised the ITE provider of the proposed practicum placement in writing, prior to commencement of the PEX or TPA.

7 Defined Terms

Act means the [Teachers Registration and Standards Act, 2004](#).

AISSA means the Association of Independent Schools of South Australia and its schools

CESA means Catholic Education South Australia and its schools

DfE means Department for Education and its schools

ITE means an accredited Initial Teacher Education program offered by an Australian higher education institute.

PEX means Professional Experience Placement, which is a key component of the ITE curriculum. High-quality professional experience placements provide pre-service teachers with opportunities to develop, practise and demonstrate their ability to teach and manage a classroom/learning environment.

Regulations means the [Teachers Registration and Standards Regulations, 2016](#)

SAT (TRT) means a special authority for an unregistered person to teach in a temporary relief teacher role.

Site means the location of a school or early childhood setting.

Special Authority for an Unregistered Person to Teach, Temporary Relief Teacher Policy

TPA means the Teaching Performance Assessment which is a tool used to assess the practical skills and knowledge of pre-service teachers. Pre-service teachers collect evidence of practice to complete a TPA in the final year of their ITE program. It is assessed by ITE providers and is a requirement for graduation.

TRT means a paid temporary relief teacher role in a South Australian school or early childhood setting, usually filling in for absent teachers at a site at short notice and providing extra support in schools and preschools on a daily and casual basis, or to fill a vacancy of no more than 20 days.

8 Discretionary Exercise of Power

As the Teachers Registration Board exercises a discretion on a case-by-case basis, each application will be considered on its merits, including but not limited to:

- the SAT holder will be employed as a Temporary Relief Teacher;
- the SAT holder has completed up to their final year of study, including placements;
- that the applicant will not be placed in a Principal, Director or other leadership position;
- that the applicant notify the Board within fourteen (14) days of dismissal or resignation of employment at the designated school or sites; and
- whether grant of the authorisation is consistent with promoting best practice for teaching and specifically; in establishing and maintaining a teacher registration system and professional standards for teachers to safeguard the public interest in there being a teaching profession whose members are competent educators and fit and proper persons to have the care of children (section 4 of the Act).

At all times during the period of operation of the special authority, the Board may require information arising from the application, including but not limited to the site/s, the pre-service teacher, the temporary relief teacher duties or the employer.

It is always expected that the authority holder will provide information relevant to their employment as a TRT, upon request.

Measures of success of this policy will include pre-service teachers gaining ITE qualifications and provisional registration and workforce supply; this will be reported to the Board.

9 References and links

- Teachers Registration Board of South Australia, [Code of Ethics](#) and [Code of Conduct](#)
- [Special Authorities to Teach Policy](#)
- [Teachers Registration and Standards Act, 2004](#)
- [Teachers Registration and Standards Regulations, 2021](#)
- [English Language Proficiency Requirement Policy](#)