



Registration Special Authorities to Teach Policy.

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1 Objective

The Teachers Registration Board of South Australia (the Board) is committed to ensuring that the teaching profession comprises competent educators who are fit and proper persons to have the care of children.

The objective of this policy is to ensure that only registered teachers are employed in sites as teachers, principals, leaders or as a director of a site or prescribed service as defined by Part s20(1) of the Teachers Registration and Standards ACT 2004. The Board has a function to regulate the teaching profession pursuant to s6(a) of the Act.

Note: *Teachers Registration and Standards Regulations 2016 – s5(1)(a)* exempts a director at a prescribed education and care service from the requirement to be registered as long as the person is not personally providing preschool education or early childhood teaching services at the prescribed education and care service.

To achieve this function the Board has a responsibility to consider applications for a special authority for unregistered persons to teach (SAT) pursuant to s30 of the Act.

“The Teachers Registration Board may, on application by a person who is not a registered teacher, in its discretion, grant the applicant a special authority to teach for a period and subject to conditions specified by the Board (which must include conditions limiting the places or circumstances in which the person may teach under the special authority).”

This document outlines the overarching policy framework for the Board in considering and granting SATs.

There are several categories of SATs with each having their own specific requirements. These categories may vary from time to time. A current list of the SAT categories is maintained on the Teachers Registration Board of SA website.

2 Preamble

The Board has the discretion to consider an application by a person who is not a registered teacher and to grant a SAT for a period of time under conditions that are deemed appropriate. This Policy does not confer a right of grant to any applicant. Rather, each application is considered in accordance with this Policy and the provisions of the Act, and specifically (and by way of example only):

- s30(1a) of the Act – that a current Working With Children Check (WWCC) is in place;
- s30(2)(c) that a criminal history check of the applicant has been obtained and the results considered;
- s30(2)(ca) the person is otherwise a fit and proper person to be granted a SAT;
- s30(2)(d) the person meets any other requirements prescribed by regulation for the purposes of this subsection including satisfactory completion of a mandatory notification course during the period of 12 months prior to applying for a SAT; and
- all relevant fees are paid.

The purpose of a SAT is to facilitate employment in teaching positions for those people who do not meet the requirements to be registered but provide specialist skills that are in-demand skills or short supply.

In exceptional circumstances, sites may not be able to secure the services of a registered teacher. This can arise with geographically remote areas or for subject discipline areas where there is a shortage of registered teachers.

Special authorities are only granted where a registered teacher with the required specific skills cannot be found for the role.

Employers are encouraged to make all reasonable attempts to engage registered teachers before making or supporting any application for a SAT.

Whilst all applications will be considered within the parameters of this policy and applicable category, they will be considered by the Board on a case-by-case basis.

Once a SAT is granted under section 30(5) 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”*.

3 Provisions

3.1 Categories of SAT

SAT by an unregistered person may be granted by the Board in the following categories:

- Special Authority to Teach (Advertised)
- Exchange Teacher
- Instrumental Music Instructor
- Anangu Education in Schools
- Religious or Spiritual Educator

The Board may, at its discretion, approve further categories as necessary.

3.2 Approval of application

Unless the Board has granted a delegation to an individual (i.e. the Registrar) all applications for a SAT will be considered by the Admissions Committee who will grant or reject an application after exploring its merits.

3.3 Leadership Positions

The Board has resolved it will not approve a SAT for individuals in Principal or leadership positions.

What may comprise Leadership is based on the ordinary understanding of what is involved when leading in a school setting and when in doubt always contact the Board.

3.4 Duration

A SAT is granted for a specific period of time, not usually exceeding three years. A guide to the defined period for a SAT in a specific category is provided in the applicable category in sub-section 4 of this policy.

3.5 English Language Requirement

3.5.1 Standard Position

Applicants must demonstrate English language competency regardless of the category of special authority.

Where an applicant is from Australia or any other exempt country (Canada, Republic of Ireland, New Zealand, United States of America or United Kingdom) and holds a relevant three year qualification such as a;

- Bachelor of Theology; or
- Diploma of Music; or
- Diploma of Teaching (Anangu Education from the University of South Australia; or
- Bachelor of Teaching (Anangu Education) from the University of South Australia; or

where the applicant is working toward completion of an accredited Initial Teacher Education program (ITE) from a recognised country, they will be deemed as meeting the English language requirement for the grant of an SAT.

3.5.2 Other circumstances

Absent the standard position the following is required;

Where it is a condition for a category of SAT (see 4.5), the minimum English Language competency requirement is:

- an average band score of 7.5 International English Language Testing System (IELTS) Academic Module across all four skill areas of Speaking, Listening, Reading and Writing; or
- a score of level 4 International Second Language Proficiency Ratings (ISLPR) in all four skill areas of Speaking, Listening, Reading and Writing.

For applicants applying for a Language other than English (LOTE) SAT, the requirement is:

- an average band score of 6.0 IELTS Academic Module across all four skill areas of Speaking, Listening, Reading and Writing; or
- a score level of 3+ ISLPR in all four skill areas of Speaking, Listening, Reading and Writing.

In exceptional circumstances the Board may exercise its discretion to waive or lower the minimum English language competency requirement.

3.6 Professional Learning

3.6.1 Obligations

All holders of a SAT granted for a period of more than 12 months must undertake professional learning in accordance with the requirements set out in [Attachment A](#). Professional learning must be recorded on the Professional Learning Record template [Attachment B](#).

This requirement commences 1 July 2021.

Where a contract of employment is extended on one or more occasions, such that a further SAT is granted and the totality exceeds 12 months, professional learning requirements will apply.

Professional learning must be referenced to the Australian Professional Standards for Teachers (APST).

3.6.2 Requirements

Holders of a SAT must undertake a minimum of 20 hours of professional learning for every 12 months of their SAT term, or 60 hours across a three-year term.

The implementation date of this requirement is 1 July 2021, therefore during the first-year of this requirement between 1 July 2021 and 31 December 2021 holders will only be required to complete a pro-rata 10 hours of professional learning.

3.6.3 Audit

A random sample of relevant SAT holders will be subject to a Professional Learning Audit (refer 7.2 of this policy) conducted by the Board on an annual basis. The audit is conducted in accordance with the requirements of the Professional Learning Policy.

3.7 Restrictions

A SAT will generally restrict the holder:

- to teaching particular discipline subject(s);
- to teaching at a single site or site(s) as determined by the Board, unless otherwise stipulated in the relevant category; and,
- for a specified period.

The Board may, at its discretion, specify conditions as determined in the circumstances.

3.8 Register

The Board keeps a Register of persons granted a SAT s31(1).

The Register must include the following information for each person granted a SAT s31(2):

- full name, personal address and business address (if applicable);
- qualifications attained (if applicable) that are determined by the Board to be relevant to the person's activities under the SAT;
- the reference number of the person's SAT; and
- unique identifier (UI);
- details of the most recent Working With Children Check conducted;
- details of any conditions on the person's SAT; and
- expiration date of the SAT;
- details concerning the outcome of any action taken against the individual by the Board under the Act, and
- other information the Board considers relevant.

The Registrar must make the information recorded on the Register (other than addresses of any person), available for inspection on application to the Registrar and on the Board's website.

3.9 Responsibilities

The Board or the Registrar may, at any time, require a SAT holder, the employer, or a former employer of such a person, to provide information relating to the person or their employment history s31(A)(1).

A person who fails to comply with a requirement under this section is guilty of an offence.

Maximum penalty: \$5 000. Expiation fee: \$315.

For the purposes of s31(A)(1), a reference to a holder of a SAT will be taken to include a reference to a person who was, but is no longer, the holder of a SAT.

Further obligations of SAT holders and employees are listed below.

3.9.1 Authority Holder Responsibilities

- The holder of a SAT must, within 28 days after changing name or address, inform the Registrar in writing of the change.

Maximum penalty: \$1 250. Expiration fee: \$160.

- The holder of a SAT must, as soon as practicable after a Working With Children Check is conducted in relation to the person (but in any event within 14 days), inform the Registrar in writing of that fact, and provide such details relating to the Working With Children Check as the Registrar may require s31(5).

3.9.2 Employer Responsibilities

Obligations include:

- The employer of a special authority holder must notify the Board where they:
 - dismiss a SAT holder for being a prohibited person; or
 - not having a Working With Children Check conducted within the 5 preceding years;
 - or in response to an allegation of unprofessional conduct;
 - or incompetence (however described); or
 - any other reason prescribed by regulations; or
 - accept the resignation of the SAT holder arising out of any reason listed above, regardless that the employee was not “dismissed”.
- The employer of a SAT holder must also notify the Board if the employer becomes aware of any of the following in relation to the SAT holder;
 - that their capacity to teach is, or may be, seriously impaired by an illness or disability affecting the person’s behaviour or competence as a SAT holder;
 - or that an allegation of unprofessional conduct is made against the SAT holder;
 - or the SAT holder is not, in the opinion of the employer, a fit and proper person to be a SAT holder;
 - or any other matter of a kind prescribed by the regulations.

- Former employers of a SAT holder must notify the Teachers Registration Board if, within 12 months, immediately after the SAT holder ceases to work for them they become aware of any of the following;
 - that an allegation of unprofessional conduct was or is made against the SAT holder;
 - or any other matter of a kind prescribed by the regulations.

An employer or former employer who, without reasonable excuse, refuses or fails to comply with a requirement listed in 3.9.2 above is guilty of an offence with the maximum penalty being \$10,000.

3.10 Fitness and Probity

For applicants to be granted a SAT all applicants must:

- hold a Working With Children Check that has been conducted within the preceding 5 years;
- not be a prohibited person under the *Child Safety (Prohibited Persons) Act 2016*;
- consent to the conduct by the Board of a Nationally Coordinated Criminal History Check;
- satisfactorily complete a mandatory notification course during the period of 12 months prior to applying for a SAT;
- where required, in accordance with the Board's Overseas Criminal History Check Policy, provide suitable evidence of Overseas Criminal History Checks; and
- otherwise be a fit and proper person to be granted a SAT (30(2)(ca)).

3.11 Code of Conduct

The Board may, by notice in the Gazette, publish or adopt codes of conduct and professional standards for the purposes of the Act (section 31B).

The Board may, from time to time, by notice in the Gazette, vary, substitute or revoke a code of conduct published or adopted under this section.

A copy of any code of conduct published and adopted under this section, as varied or substituted from time to time must be published on a website determined by the Board and must be made available for inspection without charge at the place or places determined by the Board.

To assist SAT holders it is intended that a code of conduct be prepared for SAT holders to understand the broader implications of their conduct.

3.12 Notification of offences

Pursuant to section 52(1a), if the Registrar becomes aware that a person is or has been a SAT holder is charged with, or convicted of, an offence (whether an offence under the law of South Australia or elsewhere), that in the opinion of the Registrar, raises serious concerns about the person's fitness to hold, or continue to hold a SAT, the Registrar must, as soon as practicable, give details of the matter to the:

- person's employer if the person is the holder of a current SAT; and
- Chief Executives of the Department for Education, the Catholic Education Office and the Association of Independent Schools of South Australia Incorporated.

3.13 Revocation

Pursuant to Section 30(5) of the Act, the Board may, at its discretion and without any requirement for a hearing or other process, by written notice to the holder of a SAT, vary or revoke the SAT.

3.14 Appeal

There is no provision pursuant to the Act for a person to appeal against a decision of the Board regarding the granting, refusing or revocation of a SAT. Pursuant to section 49 of the Act only decisions made by the Board under Parts 5 and 7 of the Act may be the subject of an appeal. The grant of the SAT falls within Part 6 of the Act and is therefore excluded.

This exclusion does not derogate from a person's right of appeal pursuant to any other legislation or at common law, including seeking judicial review proceedings in the Supreme Court.

4 Categories of SAT & Requirements

Overview

There are currently five categories of SAT (as set out in 3.1 of this policy) and for each type of SAT the professional learning requirements and any applicable English language proficiency requirements are set out below.

The naming of SAT categories is determined by the Board.

4.1 Special Authority to Teach (Advertised)

Where a school has made every effort to fill a teaching position with a registered teacher (including advertising the position appropriately), the Board may, as an emergency measure, grant a SAT.

Prospective employers can lodge an application form for a SAT with the Board. There are sections of this application form that are completed by the Applicant and sections the employer is required to complete.

If granted, the SAT authorisation will restrict the holder to teaching for the subject disciplines and fraction of time advertised. The SAT will generally restrict the holder to teaching at a single site; however the Board may consider granting a SAT holder permission to teach at multiple sites, but only at those sites nominated by the employer and only after each site had externally advertised the position.

A SAT in this category will not be granted for leadership positions in any setting.

A SAT in this category is generally granted for a period of time not exceeding 12 months. However, once an applicant has been granted a SAT, if within the period of their SAT they provide evidence to the Board of their enrolment into a recognised teacher education qualification that will, upon completion, meet the prescribed qualification requirements for teacher registration, the Board will consider extending the period of the SAT for a further two-year period (for a maximum total of three years). The applicant must also provide evidence from the education site(s) where the SAT is held that the applicant is currently fulfilling all the requirements of the position(s) and that the employer requires them to be in that role for an extended period.

An applicant who has their SAT extended in this way is required to provide to the Board evidence of their satisfactory progress towards completing their recognised ITE qualification each semester.

The Board would consider satisfactory progress to be the successful completion of at least one subject/course/unit per semester. If a SAT holder is unable to demonstrate their continued satisfactory progress towards completing their recognised teacher education qualification, the Board has the power to review or revoke the SAT.

4.1.1 Requirements

Professional Learning requirement:

For SAT holders exceeding one-year, professional learning is required. SAT holders will be required to address the professional learning requirements as set out in the TRB Guidelines ([Attachment A](#)) and can do so through enrolment and completion of units/courses comprising an ITE program.

It is the responsibility of the SAT holder to align this work against the Australian Professional Standards for Teachers (APST). Evidence of the professional learning undertaken is provided by academic transcripts, which list all the units of study completed for each semester of the program. This learning can be easily recorded following the guidelines in [Attachment A](#). It must then be recorded in the professional learning record in [Attachment B](#) and aligned against the appropriate standards.

English Language Proficiency:

When applying for this SAT category, the employer has determined the Applicant's suitability to fulfil the functions of the role, including the Applicant's ability to communicate effectively. Therefore, they will be deemed as meeting the English language proficiency requirements for the granting of a SAT under this policy.

4.2 Exchange Teachers

Exchange Teachers are generally employed through agreements between teacher employers in South Australia and educational authorities overseas. Teachers appointed through an exchange program are placed in a specific school for up to one year. Professional learning requirements under this policy apply to teachers where the grant of the SAT exceeds one year.

A SAT in this category will not be granted for leadership positions in a school or preschool.

Prospective employers of an exchange teacher can lodge an application form for a SAT exchange teacher, (available on the Board's website) with the Board. There are sections of this application form to be completed by the Applicant and sections for the employer to complete.

The granting of a SAT to an exchange teacher restricts teaching to a specific school, for a defined period, typically not exceeding one school year.

Exchange Teachers may subsequently apply for teacher registration if they wish to seek ongoing employment as a teacher in South Australia for a further period beyond one year. If the teacher's qualifications were attained at Higher Education institutions outside Australia or New Zealand they will first have to complete the 'Application for Assessment of Qualifications' and meet the minimum prescribed qualification

requirements for registration as a teacher in South Australia prior to applying for registration as a teacher. These can be found at <https://www.trb.sa.edu.au/overseas-teacher>

4.2.1 Requirements

Professional Learning requirement:

None apply.

English Language Proficiency

If an Applicant has met all the conditions of employment set by their proposed employer, they will be deemed as meeting the English language proficiency requirements for the grant of a SAT under this policy.

4.3 Instrumental Music Instructor

This category enables instrumental music instructors without teacher registration to instruct in the specialised subject of music theory, classroom music, a specified musical instrument or instruments, or a category of musical instruments.

A SAT in this category will not be granted for leadership positions in a school or preschool.

In order to qualify for this category of SAT, an Applicant must have completed one of the following higher education qualifications:

- successful completion of the Graduate Certificate in Music Teaching from the Elder Conservatorium / University of Adelaide; **or**
- successful completion of the Bachelor of Music (including HM4027) from TABOR; **or**
- a portfolio of successful experience and studies that demonstrates to the satisfaction of the Board that an applicant has had a successful career as a private instrumental music instructor; **or**
 - i. a major study in the instrument(s) to be taught as part of a music degree, diploma or equivalent qualification awarded on satisfactory completion of a tertiary course of study that is of at least three years' full-time duration or part-time equivalent; and
 - ii. evidence of approved studies in music education/teaching/pedagogy.

Evidence of approved studies in music education/teaching/pedagogy would consist of at least 135 hours of study (approximately one quarter of a full-year) at workshops,

seminars, summer schools or tertiary courses. These are offered by Higher Education institutions, TAFE colleges and professional music organisations like the Australian Music Examinations Board, Music Teachers Association, Orff, Yamaha, Suzuki, Australian Strings Association, Australian Society for Music Education, etc.

An applicant is eligible to apply to renew a SAT at the expiry of each three-year period, provided they satisfy all other requirements and are fit and proper to be granted a renewal of the SAT for a further three-year period.

This SAT does not restrict the holder to a specific site.

4.3.1 Requirements

Professional Learning requirement:

The type of professional learning might include any number of activities:

- completion of formal courses in higher or vocational education;
- participation in face-to-face workshops and seminars provided by professional associations;
- viewing of online videos;
- participation in conferences or talks by professional associations;
- individual professional reading; and
- ad hoc training that is relevant to your field of expertise.

All professional learning must be mapped against the Australian Professional Standards for Teachers (APST). Further details about the recording of professional learning is provided in [Attachment A](#). Professional learning for this category must be completed and recorded in the template [Attachment B](#) to ensure that currency within a field of expertise is maintained.

English Language Proficiency

There are no English Language requirements applicable to this category of SAT.

4.4 Anangu Education

This category enables applicants who have completed a specific program of higher education study, to teach in Anangu schools in South Australia. Anangu schools are located on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands in the north west of South Australia.

This SAT does not enable the applicant to teach in any other prescribed service and/or site in South Australia.

In order to qualify for a SAT in this category, an Applicant must have completed one of the following higher education qualifications:

- Diploma of Teaching (Anangu Education) from the University of South Australia; or
- Bachelor of Teaching (Anangu Education) from the University of South Australia.

An applicant is eligible to apply to renew a SAT at the expiry of each three-year period, provided they have satisfied all other requirements and are fit and proper to be granted a renewal of the SAT for a further three-year period.

4.4.1 Requirements

Professional Learning requirement:

The type of professional learning might include the following activities:

- completion of formal courses in higher or vocational education;
- participation in face-to-face workshops and seminars provided by professional associations;
- viewing of online videos;
- participation in conferences or talks by professional associations;
- individual professional reading; and
- ad hoc training that is relevant to your field of expertise.

All professional learning must be mapped against the Australian Professional Standards for Teachers. Further details about the recording of professional learning is provided in [Attachment A](#). Professional learning for this category must be completed and recorded in the template [Attachment B](#) to ensure that currency within the appropriate field of expertise is maintained.

English Language Proficiency

A person who holds a higher education qualification listed at 4.4 will be deemed as meeting English language proficiency requirements.

4.5 Religious or Spiritual Educator

This category enables religious/spiritual educators who do not hold teacher registration to teach in the specialised subject area of the religion of a school or preschool. Such educators may be ordained priests or ministers, members of a religious order, or lay people recognised within the relevant religious/spiritual community.

A SAT in this category will not be granted for leadership positions in a school or preschool, nor will it enable the applicant to teach any other subject.

This SAT does not restrict the holder to a specific site.

A SAT as a Religious/Spiritual Educator in schools or preschools is required when:

- i. teaching in the area of religion at a school or preschool. This means teaching a course of instruction (e.g. studies in sacred text) as a part of the religious/spiritual education program of the school or preschool; or
- ii. teaching a language which is an integral part of the study of a religion. It is distinct from teaching a language other than English.

A SAT is not required when providing pastoral and/or spiritual support to the school community.

In order to qualify for this category of SAT, an applicant must have completed one of the following higher education qualifications:

- i. a tertiary qualification from a recognised Higher Education institution (or approved equivalent) that is of at least three years' full-time duration (or part-time equivalent), in a field related to the study of religion (e.g. Bachelor of Theology or Bachelor of Divinity, etc.), or an approved comparable degree or diploma; or
- ii. recognition and endorsement from the relevant religious/spiritual community.

An applicant is eligible to apply to renew a SAT at the expiry of each three-year period, provided they have satisfied all other requirements and are fit and proper to be granted a renewal of the SAT for a further three-year period.

4.5.1 Requirements

Professional Learning requirement:

All professional learning must be mapped against the Australian Professional Standards for Teachers (APST). Further details about the recording of professional learning is provided in [Attachment A](#). Professional learning for this category must be completed and recorded in the template [Attachment B](#) to ensure that currency within the appropriate field of expertise is maintained.

The type of professional learning undertaken might include a variety of different types, such as:

- completion of formal courses in higher or vocational education;
- participation in face-to-face workshops and seminars provided by professional associations;
- viewing of online videos;
- participation in conferences or talks by professional associations;
- individual professional reading; and
- ad hoc training that is relevant to your field of expertise.

English Language Proficiency

The minimum English Language competency requirement for applicants will be:

- an average band score of 7.5 International English Language Testing System (IELTS) Academic Module across all four skill areas of Speaking, listening, reading and writing, or
- a score of level 4 International Second Language Proficiency Ratings (ISLPR) in all four skill areas of speaking, listening, reading and writing

5 Transition arrangements

5.1 Introduction date

This policy is effective from 1 July 2021.

5.2 Professional learning provision

The following categories are typically issued for less than one year namely;

- Special Authority to Teach (Advertised)
- Exchange Teacher

All other SATs are issued for a period of greater than one year and the holder **must complete** professional learning under this policy, being 60 hours of professional learning over the three-year term of the SAT. This equates to 20 hours per year.

Therefore, from 1 July 2021 to 31 December 2021 the holder of a SAT where professional learning applies is required to complete 10 hours of professional learning on a pro rata basis.

After 2021, SAT holders will be required to complete professional learning on a pro rata basis as follows:

- If the SAT is due to expire 31 January 2022, 10 hours of professional learning as set out in these policies will be required;
- If the SAT is due to expire 31 January 2023, 30 hours of professional learning as set out in these policies will be required; and
- If the SAT is due to expire 31 January 2024, 50 hours of professional learning as set out in these policies will be required.

For each subsequent SAT issued the professional learning requirement is 60 hours.

6 References and Links

Legislation (www.legislation.sa.gov.au)

- *Teachers Registration and Standards Act 2004*

Teachers Registration Board of South Australia (www.trb.sa.edu.au)

- SAT information and application forms - www.trb.sa.edu.au/special-authority
 - SQAT fees - www.trb.sa.edu.au/fees
 - Register of Special Authorities - <http://crmpub.trb.sa.edu.au/Home/TeacherSearchSP>
 - Professional Learning Policy for Teachers. Whilst not directly applicable to you assistance may be found here - <http://www.trb.sa.edu.au/sites/default/files/PdfDocuments/Professional-Learning-Policy-2017.pdf>
-

7 Attachment A

PROFESSIONAL LEARNING GUIDELINES and RECORD

Professional learning includes various learning opportunities, processes and experiences in which educators engage either during work hours or in their own time. The value of these opportunities is that they:

- continue to build capacity as a professional so that they remain current in their practice and area of expertise;
- further their own professional growth; and,
- ensure that we continue to support the learning of our children and students.

The Teachers Registration Board of South Australia (TRBSA) accepts a range of different types of professional learning including:

- reading about teaching and learning or broader education issues;
- multiple forms of online, e-learning and multi-media learning;
- conferences, forums, workshops or seminars;
- study and undertaking further education courses; and,
- professional learning via local, national or international Communities of Practice.

However, for professional learning to be recognised by the TRBSA it must go ‘over and above’ the preparation of teaching resources, planning of learning activities, assessment and student reporting, which are expected responsibilities of all educators. As an example, participation in parent teacher nights is not accepted as professional learning because it is part of the professional practice of teachers i.e., it is expected that SAT holders will talk to the parents of children and students they teach. See <https://www.trb.sa.edu.au/types-of-PL> for further information.

Regardless of the professional learning activities completed, they must align to at least one of seven Australian Professional Standards for Teachers (APSTs). It is recognised that as a SAT holder you are not a registered teacher. As a SAT holder, you are recognised for particular expertise in a given area so would be expected to be able to address at least the following standards:

- Standard 2: Know the content and how to teach it.
- Standard 4: Create and maintain supportive and safe learning environments.
- Standard 6: Engage in professional learning.

In recording your professional learning, the following must be provided:

1. Description or title of the activity/experience;
2. Dates on/over which the professional learning took place;
3. Time committed to completing the professional learning;
4. The APSTs addressed by the professional learning;
5. The type of evidence held to verify completion of the professional learning (i.e. certificate, statement of attendance, academic transcript, personal notes or reflections); and,
6. A very brief description, in your own words, to describe how the professional learning is linked to the identified standard(s).

Template B identifies each of these aspects. Simply, fill your professional learning activities within each row as shown by the two examples provided. Further information is available also from <https://www.trb.sa.edu.au/Recording-PL> or contact the **Professional Standards team on 8253 9730**.

7.1 How to record professional learning

Professional learning must be completed and recorded in the template [Attachment B](#).

All professional learning must be mapped against the *Australian Professional Standards for Teachers* (APST).

SAT holders are responsible for ensuring that all their professional learning activities are appropriately recorded. All records and evidence to substantiate the completion of professional learning requirements must be maintained for audit purposes, for a period of 12 months after the expiry of your current SAT certificate.

7.2 Audit

A sample of applications for renewal of a SAT forms will be selected at random and audited by the Board on an annual basis. When selected for audit the Board will require you to provide your professional learning record to ensure you have recorded completion of a minimum of 60 hours of acceptable professional learning within the previous three year term of holding your SAT. This learning should be referenced to the APST. If necessary, TRB staff will contact the SAT holder to clarify the content and nature of professional learning activities recorded. Upon request, a SAT holder must submit any other related documents to the Board for the purposes of verifying the professional learning declaration made in the renewal application form. The records will be retained by the Board. Accordingly, it is recommended that records are lodged electronically or if you do lodge hardcopy documents ensure you retain a copy.

8 Attachment B

PROFESSIONAL LEARNING RECORD

Name: _____ Special authority number: _____

Reporting Period: _____ to _____

Year	Date of PL	Type of PL completed	Hours involved	Description of evidence	APST addressed	Description in own words of how this standard was addressed by the PL
Examples 2020	23/5/20	Attendance at a workshop about conducting an orchestra offered at Festival Theatre, Adelaide	2	Notes written during workshop	Standard 2	The workshop explained the role of a conductor while providing opportunities to hone the key skills involved as required in my new musical role in a school.
2020	24/6/20	Webinar on different ways of assessing in early childhood. Presenter: Karyl Collins	1.5	Receipt of payment and written notes	Standard 5	The webinar included useful discussions about techniques and strategies to use in assessing children's learning before they can write.

