



Teachers Registration Board of South Australia

*Member of the Australasian Teacher Regulatory Authorities Inc.*

PO Box 3649, Rundle Mall SA 5000

Phone: (08) 8253 9700

Fax: (08) 8226 2667

Website: [www.trb.sa.edu.au](http://www.trb.sa.edu.au)

Email: [info@trb.sa.edu.au](mailto:info@trb.sa.edu.au)



# APPLICATION FOR ASSESSMENT OF QUALIFICATIONS

*This page has been  
intentionally left blank*

## GENERAL INFORMATION

The Teachers Registration Board of South Australia (the Board) is established pursuant to the *Teachers Registration and Standards Act 2004* (the Act), *Teachers Registration and Standards Regulations 2005* (the Regulations) and *Teachers Registration and Standards Variation Regulations 2008* (the Variations). The Act and the Regulations can be accessed via the Board's website:  
<http://www.trb.sa.edu.au/legislation.php>

The purpose of the Act is to regulate the teaching profession in South Australia.

An assessment of your qualifications enables the Board to determine whether you meet the minimum prescribed academic qualifications required for registration as a teacher in South Australia.

An application for assessment of qualifications must be made in the manner and form prescribed by legislation or approved by the Board. An application must be submitted in person or by mail. An application for assessment of qualifications can be submitted to the Board from any overseas or Australian location and at any time as there are no closing dates. Applications submitted by fax or email will not be accepted.

The Board may require additional documentation or information and will contact you if this is the case. All documentation supplied in support of your application must be the original or a certified copy. Refer to the section 'Certification of Documents' overleaf for more information.



This paperclip symbol is used throughout the application form to indicate that original or certified documentary evidence must be provided. All required documentary evidence must be supplied with the application form.

Your application will be considered by the Board on its merits, and you will be advised in writing of the Board's decision.

*An incomplete application will not be accepted and will be returned to you.*

## PRIVACY STATEMENT

The personal information you provide in this form will be used to assess your eligibility for registration.

Relevant information may be released to other teacher regulatory authorities to ensure effective national exchange of information, to universities to confirm academic results or in other circumstances as specified in the Act.

Requests for access to documents containing personal information held by the Board will be considered in accordance with the *Freedom of Information Act 1999* and *South Australian Government Cabinet Administrative Instruction Number 1, 1989 (reissued 2013)* known as the "Information Privacy Principles Instruction".

**SA Government Information Sharing Guidelines to Promote the Safety and Wellbeing of Children, Young People and their Families (ISG).**

The Privacy Committee of the Government of South Australia has granted agencies and organisations exemption from compliance with Information Privacy Principle 10(b) under the Information Sharing Guidelines (ISG). The ISG enables personal information to be shared without consent when it is agreed that there is an anticipated risk of harm, abuse or neglect to a child, young person or member of their family or if there is a risk to the person or to public safety. The Teachers Registration Board will seek informed consent in all situations where it is considered safe to do so.

If you require further information about the release of personal information under the ISG please contact the Co-ordinator, Investigations by phone on +61 8 8226 2666 or refer to the TRB website at [www.trb.sa.edu.au](http://www.trb.sa.edu.au) for more general information. If you are concerned that your personal information has been shared inappropriately, please contact the Registrar, Teachers Registration Board of South Australia by phone on +61 8 8226 2666.

**APPLICATION FOR ASSESSMENT OF QUALIFICATIONS - GUIDELINES BOOKLET****CERTIFICATION OF DOCUMENTS**

All required documents other than the original must be certified copies. If all documents have not been correctly certified, the application will not be accepted and will be returned to you.

Copies of original documents must be certified as a "true and accurate" copy of the original by either: a Justice of the Peace, a Commissioner for Taking Affidavits (e.g. Solicitor, Barrister), or a Notary Public.

Each document submitted for certification must be a photocopy with the original document available for sighting at the time of certification. In some circumstances the Board may require presentation of an original document.

**TRANSLATION OF DOCUMENTS INTO ENGLISH**

All certified documents in a language other than English lodged as part of an application for assessment of qualifications must be submitted attached to official certified English translations.

English translations undertaken in Australia will only be accepted if completed by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI). NAATI translators can be located on NAATI's website, [www.naati.com.au](http://www.naati.com.au). English translations undertaken overseas must have been completed by an officially accredited or licensed translator or an officially recognised organisation.

**1. PAYMENT DETAILS**

Fees are reviewed on an annual basis. For information on the current fees, please refer to the Board's website at <http://www.trb.sa.edu.au/fees>

Fees must be paid at the time of lodgement of your application. Please note that the assessment of qualifications fee will not be refunded under any circumstances.

Payment can be made by Cheque, Money Order, Visa or MasterCard. Please note if you pay via Visa or MasterCard a Card Verification Value (CVV) number is required. CVV is a security feature for credit card transactions. The CVV number is located on the back of the Visa or MasterCard. The number is a separate group of 3 digits to the right of the signature strip. All applications are dealt with in a confidential manner. The CVV details will be removed and shredded once an application has been processed.

**2. QUALIFICATION REQUIREMENTS**

The qualifications required for registration as a teacher are as follows:

- (a) an approved teacher education degree, diploma or other qualification awarded on satisfactory completion of a tertiary course of pre-service teacher education in pre-school, primary or secondary education that –
  - (i) is of at least 4 years' full-time duration or part-time equivalent duration; and
  - (ii) includes a practical student teaching component undertaken at a school or pre-school; or
- (b) -
  - (i) an approved non-teacher education degree, diploma or other qualification awarded on satisfactory completion of a tertiary course that is of at least 3 years' full-time duration or part-time equivalent duration; and
  - (ii) an approved postgraduate degree, diploma or other qualification awarded on satisfactory completion of a tertiary course of pre-service teacher education in pre-school, primary or secondary education that–
    - (A) is of at least 1 year's full-time duration or part-time equivalent duration; and
    - (B) includes a practical student teaching component undertaken at a school or pre-school.

The Teachers Registration Board has determined that under these Regulations, the practical student teaching component's duration must be at least 45 days.

**From 1 October 2011 all applicants must provide evidence of completion of a practical student teaching component of at least 45 days within their pre-service teacher education qualification. Qualifications containing less than the required 45 days will be assessed as not meeting the Board's requirements for teacher registration in South Australia.**

*(continued on page 3)*

## 2. QUALIFICATION REQUIREMENTS

You must complete the required information on the application form and attach the original or certified copies of all of your official academic transcripts showing completion/conferral date of the award(s). Computer print-outs, notification of examination results, assessment results, semester results, or other unofficial documentation will not be accepted.

You must also provide a certified copy of the parchment/degree certificate for each qualification to be assessed.

If you do not have the above documents, you must obtain them from the higher education institution at which you studied before submitting this application.

You must also provide documentary evidence from the higher education institution at which you studied confirming the length of the practical student teaching component of your teacher education qualification. If you do not have this documentary evidence, you must obtain it from the higher education institution at which you studied before submitting this application.

## 3. STATUTORY DECLARATION

Your signature must be witnessed by either:

- a Justice of the Peace, or
- a Notary Public, or
- a Commissioner for Taking Affidavits  
(e.g. Solicitor, Barrister)

### **Provision of false or misleading information**

You must certify that the personal information provided on the application form is correct. If it is subsequently discovered that you have made a statement that is false or misleading in a material particular, whether by reason of the inclusion or omission of any particular; in any information provided, this can lead to prosecution under the *Oaths Act 1936* and to refusal or cancellation of registration pursuant to the *Teachers Registration and Standards Act 2004*.

In addition, pursuant to Sections 54 and 55 of the *Teachers Registration and Standards Act 2004*, a person must not make a statement that is false or misleading in a material particular (whether by reason of the inclusion or omission of any particular) in any information provided under this Act, and that a person who by fraud or any other dishonest means procures registration for himself or herself, or for another person, is guilty of an offence. Maximum penalty: \$10 000.

*This page has been  
intentionally left blank*



# Teachers Registration Board of South Australia

Member of the Australasian Teacher Regulatory Authorities Inc.

PO Box 3649, Rundle Mall SA 5000 Phone: (08) 8226 2666 Fax: (08) 8226 2667 Website: www.trb.sa.edu.au Email: info@trb.sa.edu.au

## APPLICATION FOR ASSESSMENT OF QUALIFICATIONS

Please refer to the Guidelines Booklet when completing this form.

### PERSONAL DETAILS

Title (Mr/Mrs/Ms/Dr/Other)

#### FULL NAME:

Family/Surname

Given Names

#### PREVIOUSLY KNOWN AS: (please ensure birth name is indicated)

Surname

Given Names

Surname

Given Names

Surname

Given Names

Surname

Given Names



Attach certified copies of your full Birth Certificate and passport.

Attach certified copies of evidence of all name changes e.g. marriage certificate, decree nisi, deed poll, etc. if applicable.

Gender: F

M  (please tick)

Date of Birth:

Day

Month

Year

Nationality

Place of Birth:

Country

State

Town/Suburb

Address for correspondence (your postal address)

Residential/Personal Address (the address where you live, if same as above please write "as above")

Telephone

Mobile

Email

Have you previously lodged an application with the Teachers Registration Board of South Australia?

Yes

No  (please tick)

### 1. PAYMENT DETAILS

#### OFFICE USE ONLY

Registration No.

New Applicant

Prev. Applicant

Refer to Guidelines Section 1.

Payment of fees can be made by either of the following: cheque  money order

or, I authorise the Teachers Registration Board to draw on my Visa  Mastercard

Signature:

Expiry Date:  /

Cardholder Name:   
(print in full)

Amount: \$

Card number:                      CVV:

APPLICATION FOR ASSESSMENT OF QUALIFICATIONS

## 2. QUALIFICATION REQUIREMENTS


Refer to Guidelines Section 2.

| Name of Qualification | Name of Institution | State or Country | Length of Course<br>(full time equivalent) | Start Date<br>(month/year) | Completion Date<br>(month/year) |
|-----------------------|---------------------|------------------|--|----------------------------|---------------------------------|
|                       |                     |                  |  |                            |                                 |
|                       |                     |                  |  |                            |                                 |
|                       |                     |                  |  |                            |                                 |
|                       |                     |                  |  |                            |                                 |
|                       |                     |                  |  |                            |                                 |
|                       |                     |                  |  |                            |                                 |

 For each qualification listed above, attach original or certified copies of official academic transcripts including evidence of completion/ conferral date of the award(s) **and** certified copies of the parchment/degree certificate(s).

What was the duration of the practical student teaching component of your teacher education qualification?

or 
 
 or

 Attach original or certified copies of documentary evidence from the higher education institution in which you studied confirming the duration of the practical student teaching component.

**Please note:**

This agency has implemented the SA Government Information Sharing Guidelines to Promote the Safety and Wellbeing of Children, Young People and their Families (ISG). This means that this agency will work closely with other agencies to coordinate the best support for you and your family. Under the ISG your informed consent for the sharing of information will be sought and respected in all situations unless:

- it is unsafe or impossible to gain consent or consent has been refused and
- without information being shared, it is anticipated a child, young person or member of their family will be at risk of serious harm, abuse or neglect, or pose a risk to their own or public safety.



### 3. STATUTORY DECLARATION

I \_\_\_\_\_ do solemnly and sincerely declare  
(print your name)

that I have read and understand the information contained herein and my answers to the information required herein, together with information contained in any documents forwarded herewith, are true and correct and I make this solemn declaration, conscientiously believing it to be true and by virtue of the provisions of the *Oaths Act, 1936*. I am aware that an application which is false or misleading in any material particular can lead to prosecution under the *Oaths Act*.

In addition, I understand that, pursuant to Sections 54 and 55 of the *Teachers Registration and Standards Act 2004*, a person must not make a statement that is false or misleading in a material particular (whether by reason of the inclusion or omission of any particular) in any information provided under this Act, and that a person who by fraud or any other dishonest means procures registration for himself or herself, or for another person, is guilty of an offence. I am aware that an application which is false or misleading in any material particular can lead to refusal or cancellation of my registration pursuant to the *Teachers Registration and Standards Act 2004*. Maximum penalty: \$10 000.

\_\_\_\_\_  
(Applicant's Signature)

Your signature **must be** witnessed by either:

- a Justice of the Peace, **or**
- Notary Public, **or**
- Commissioner for Taking Affidavits  
eg (Solicitor, Barrister)

Refer to Guidelines Section 4.

Declared before me at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Print Title of Office \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Licence number or stamp \_\_\_\_\_

**AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED  
AND WILL BE RETURNED TO YOU.**

Please forward your completed application to:

Teachers Registration Board of South Australia  
PO Box 3649  
RUNDLE MALL SA 5000

For further information contact:

Teachers Registration Board of South Australia  
Level 6, 70 Pirie Street  
ADELAIDE SA 5000  
Telephone: +61 8 8226 2666  
Facsimile: +61 8 8226 2667  
Email: [info@trb.sa.edu.au](mailto:info@trb.sa.edu.au)  
Website: <http://www.trb.sa.edu.au>

