



General Information

The Teachers Registration Board of South Australia (the Board) is established pursuant to the *Teachers Registration and Standards Act 2004* (the Act) and *Teachers Registration and Standards Regulations 2021* (the Regulations). The Act and Regulations can be accessed via the Board's website: www.trb.sa.edu.au/legislation

The object of the Act is to regulate the teaching profession in South Australia. Pursuant to Section 20 of the Act it is an offence to undertake employment as a teacher, principal or director at a school or prescribed service or provide pre-school, primary or secondary education unless you are registered (Maximum penalty \$5 000).

Applications must be submitted either by post or in person:

Post

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

In person

Teachers Registration Board of South Australia
Level 6, 70 Pirie Street
ADELAIDE SA 5000

Applications submitted by email will not be accepted.

Incomplete applications will not be accepted and will be returned to you.

Additional Documentation or Information

The Board may require additional documentation or information. All documentation supplied in support of your application must be the original or a certified copy. Refer to the below section 'Certification of documents' for more information.



The paper clip symbol is used throughout the Application for Teacher Registration under Mutual Recognition form to indicate when additional information or original or certified documentary evidence must be provided. All required documentary evidence must be supplied with the application form.

Certification of Documents

All required documents other than the original must be certified copies. Copies of original documents must be certified as a true and correct copy of the original by the same person responsible for all document certification and the same person who signs the Statutory Declaration (i.e. Justice of the Peace; Commissioner for Taking Affidavits; Proclaimed Police Officer; 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. If all documents have not been correctly certified, the application will not be accepted and will be returned to you.

Translation of Documents into English

All documents in a language other than English lodged as part of an Application for Teacher Registration under Mutual Recognition must be certified copies and attached to the 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). English translations undertaken overseas must have been completed by an officially accredited or licensed translator or an officially recognised organisation in that country.

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Personal Details

You must complete all details within the personal/contact/address information sections of the Application for Teacher Registration under Mutual Recognition form.

You must also disclose all names you have been known by throughout your life, see below example.

When Lucianne was born, she was given the first name Lucianne, the second name Jane and the surname of Jones. When she was married, she changed her surname to Smith. Lucianne commonly uses the name Lucy when introducing herself in the community. As such, Lucianne has four known names – her current name, maiden name, the alias name she used before she got married and the alias name she uses now. Lucianne needs to provide all four names, as follows:

Current name: Smith, Lucianne Jane

Alias name: Smith, Lucy Jane

Maiden name: Jones, Lucianne Jane

Alias name: Jones, Lucy Jane

Working with Children Check (Issued in South Australia)

You must provide details of your current Department of Human Services Working with Children Check (WWCC) or Child Related Screening Clearance, including the name the WWCC/Clearance was issued in; the date of issue; and the Unique Identification number.

If you do not have a current South Australian WWCC you can apply for one through the Department of Human Services: <https://screening.sa.gov.au/types-of-check/new-working-with-children-checks>

Qualifications

Under the mutual recognition agreement, your qualifications are not assessed. However, if you include a certified copy of your final Academic Transcripts this allows the Board to have an accurate record of your qualifications.

Mandatory Notification Training

Under mutual recognition, you are not required to provide evidence that you have completed the current mandatory notification training prior to finalisation of your registration. However, you may be required to complete this training prior to teaching children. This relates to an employment requirement. In addition, before you **renew** your registration in South Australia a correctly certified copy of the current training (Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHN-EC) Training) will be required.

Teaching Appointment

Please complete this section if a formal offer of employment has been made. An original or certified copy of the written offer of employment must be attached.

Employment as a teacher, principal or director at a school or prescribed service must not be undertaken until teacher registration has been granted. It is an offence to do so under Section 20 of the Act and penalties apply.

Documentary Evidence of Registration / Accreditation

Please provide documentary evidence to demonstrate you are currently registered as a teacher in the Australian State or Territory, or New Zealand that you are relying upon for registration in South Australia. You must provide a certified copy of your current Registration / Accreditation Certificate and/or Card from that Jurisdiction.

Declarations Regarding Disciplinary Action

The object of the Act is to establish and maintain 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. You must answer all of the Declaration questions and provide additional information where required.

You can discuss any issue relating to the Declarations by contacting the Board's Investigation Unit (telephone +61 8 82265984).

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Payment Details

Annual Fees - The expiry date for ALL teacher registration in South Australia is 31 January. The first term of your new South Australian Teacher Registration will be determined by the expiry date of your existing registration/accreditation; to 31 January the following year. For example, if your current registration expires in Northern Territory on 31 December in two years time, the expiry date of your NEW South Australian teacher registration will be 31 January in the year following.

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

Provision of False or Misleading Information

You are asked to certify that all the information you have provided on the Application for Teachers Registration under Mutual Recognition 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 *Statutory Declarations Act 1959 (Cth)* and refusal or cancellation of registration pursuant to the *Teachers Registration and Standards Act 2004*.

In addition, pursuant to Sections 54 and 55 of the Act, 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 the 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.

Privacy Statement

The personal information you provide within the Application for Teacher Registration under Mutual Recognition form will be used to assess your eligibility for teacher registration and to maintain the Register of Teachers. Extracts of the Register of Teachers are available for public inspection and your name, registration number, registration status and expiry date will be published on the Register of Teachers on the Board's website at: <https://crmpub.trb.sa.edu.au/Home/TeacherSearch>

Relevant information may be released to other teacher regulatory authorities to ensure effective national exchange of information, 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 1991* and the South Australian Government Cabinet Administrative Instruction Number 1/89 known as the 'Information Privacy Principles (IPPs) Instruction'.

Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG)

The South Australian Ombudsman developed the Information Sharing Guidelines for promoting safety and wellbeing (ISG). The ISG enables personal information to be shared without consent when it is believed a vulnerable person is at risk of harm (from others or as a result of their own actions). The Board will seek informed consent in all situations where it is considered safe to do so. A copy of the ISG can be found at: www.dpc.sa.gov.au/responsibilities/information-sharing-guidelines

If you require further information about the release of personal information under the ISG please refer to the Board website at: www.trb.sa.edu.au. If you are concerned that your personal information has been shared inappropriately, please contact the Registrar (telephone +61 8 8253 9700).

Categories of Registration

Deemed Registration - If an applicant holds current registration/accreditation in another Australian State or Territory, or New Zealand regulatory authority and provides evidence of that registration the applicant

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will be deemed to be registered in South Australia from the date on which the complete application and payment are received and processed by the Board.

Registration - The Board will grant the same registration status (Provisional Registration or Full Registration) and conditions (if applicable) as held in the other regulatory authority.

Conditions of Registration

Pursuant to Section 24 of the Act it is a condition of registration that all registered teachers make appropriate notifications to the Board under the following circumstances:

- If charged with or convicted of an offence of a kind specified, a registered teacher must **within 14 days** give written notice of the charge or conviction to the Board. Specified offence includes any offence for which a term of imprisonment is a penalty (whether or not a penalty of imprisonment was imposed); or any offence involving illicit drugs, violence, sexual or indecent behaviour, dishonesty, or cruelty to animals [Section 24(2)(a)(i)].
- If dismissed or resigns from employment as a practising teacher in response to or following allegations of unprofessional conduct, a registered teacher must **within 14 days** give written notice of the dismissal or resignation to the Board [Section 24(2)(a)(ii)].
- If dismissed or resigns from employment as a practising teacher in response to or following allegations of incompetence (however described), a registered teacher must **within 14 days** give written notice of the dismissal or resignation to the Board [Section 24(2)(a)(iia)].
- If a registered teacher is dismissed or resigns from any employment in response to or following allegations of improper conduct relating to a child, they must **within 14 days** give written notice of their dismissal or resignation to the Board [Section 24(2)(a)(iii)].
- A registered teacher must give written notice to the Board, **within 14 days** after becoming aware of the fact, if they become a prohibited person under the *Child Safety (Prohibited Persons) Act 2016* [Section 24(2)(c)(i)]; or if more than 5 years have elapsed since a Working With Children Check (WWCC) has been conducted [Section 24(2)(c)(ii)].