

Full registration is granted to teachers who meet the professional practice requirements for full registration under the *Education (Queensland College of Teachers) Act 2005*, including the prescribed qualifications and experience, and are suitable to teach. This Fact Sheet is an overview of full registration.

## Understanding full registration

Full registration is usually granted on:

- completion of one year of full-time classroom practice or the part-time equivalent;
- successful demonstration of the *Australian Professional Standards for Teachers (APST)* at the proficient career stage; and
- completion of a provisional to full recommendation report.

The period of full registration is five years from the day the Queensland College of Teachers (QCT) grants registration. However, if a teacher held provisional registration and then obtained full registration, the full registration period is reduced by the provisional registration period. For example, if provisionally registered for two years, the first full registration period would be three years.

At the end of the five-year period, a fully registered teacher must renew their registration.

While full registration is renewed every five years, the registration will only remain current if the annual fee is paid for each registration year.

### Requirements for registered teachers to advise the QCT

Registered teachers are legally required to notify the QCT if:

- There is a change in their criminal history
- There is a change to their name or address
- A qualification used as a basis for them obtaining registration is removed or varied
- There is a change to the school at which they are employed on a permanent full-time or part-time basis

## Renewal of full registration

Prior to the end of their period of registration, teachers will receive notification from the QCT about applying for renewal of their registration. The end date of the current period of registration is stated on a teacher's certificate, the public register on the QCT website, and in their myQCT account.

- Teachers complete their renewal application online.
- Registration continues until the QCT makes a decision on the renewal application, as long as the application for renewal (form and fee) has been submitted before registration ends.
- If a teacher does not apply to renew their registration before the end of their period of registration, they will have to apply to restore their registration (if within three months of the end date) or re-apply for registration. An additional fee applies for restoration of registration and re-applications incur the full application fee.

## Requirements for renewal

The QCT may renew a teacher's registration if the QCT is reasonably satisfied that:

- the person is suitable to teach
- each condition of the person's registration has been fulfilled or is being complied with
- the person has met their continuing professional development (CPD) requirements.

It is the individual teacher who is responsible for maintaining their registration and for meeting requirements for renewal of registration.

On renewal, fully registered teachers who do not have recency of practice (taught in an Australian school for 100 days or more in the past five-year period) will have their full registration renewed subject to a Returning to Teaching (RTT) condition.

## Returning to Teaching condition

Teachers with an RTT condition need to complete an RTT professional development program if they recommence teaching in their new five-year registration period.

The RTT program requirements include a range of activities, that develop an individual's skills, knowledge and expertise for their role. This professional development can contribute to a teacher's CPD requirements. Further information about RTT professional development requirements is available on the QCT website.

## Continuing Professional Development (CPD)

The QCT has a CPD Policy and Framework that recognises the importance of teacher engagement in professional development and outlines the CPD expectations and requirements for renewal of registration.

### CPD requirements

Teachers with full registration must undertake a relevant, balanced combination of CPD annually focused on strengthening their professional practice and achieving their development goals. They must complete 20 hours of CPD for any year they teach 20 days or more.

### Amount of CPD

All teachers with full registration must complete at least the minimum annual amount of CPD and the CPD undertaken should demonstrate:

- a balance across the following areas
  - employer/school directed and supported CPD
  - teacher identified CPD
- a range of types of CPD activities

### CPD hours

Days of teaching employment per year	Annual CPD requirement
20 days and above	At least 20 hours
Under 20 days	Nil CPD

### Range of activities

A range of different CPD activities should be undertaken. CPD must be differentiated from activities that are normal expectations of the teacher's role or engagement in extra-curricular activities. For example, CPD does not include participation in routine staff, planning and preparation meetings.

The QCT also recognises teachers' individual circumstances and will provide advice where applicable.

### Recording CPD

It is the responsibility of the individual teacher to maintain records of their CPD. These records can be in a format that suits individual needs or employer requirements. Records should indicate the timeframe, provider, type of activity and relationship between the activity and the APST.

Teachers are encouraged to keep their CPD records electronically in the CPD Records section of their myQCT account. The QCT provides online tools and templates to assist in the recording of CPD. Teachers who do not use the QCT's recording tool may be requested to provide evidence of completion of stated CPD activities.

### Evidence of CPD activities

Evidence of CPD activities can include for example, certificates of attendance, school or employer verification and/or documenting a reflection about the activity, knowledge gained and applied to teaching practice.

### Examples of CPD activities

Teachers can access a rich variety of professional development opportunities and activities. These may vary in content and structure, from informal school-based programs and online, self-paced programs to structured professional development activities, including those that may lead to a formal qualification.

### CPD audit

Each year the QCT identifies a random sample of teachers and requests that they supply records and/or evidence to establish that the required CPD has been undertaken. Selected teachers are notified by email.

If you are selected for audit you will be notified by email and requested to supply records and/or evidence to establish that you have undertaken the required CPD for the nominated audit year.

The audit will be used by the QCT in making a decision on renewal of your registration, including, for example, whether registration will be renewed with a condition.

### Information for supply and contract teachers

Teachers involved in supply and relief work or short term contracts have a responsibility to maintain records of their employment/hours of teaching practice and CPD. These records will need to be supported by statements of service from the range of employers if requested by the QCT on audit.

To meet CPD requirements teachers are encouraged to be proactive in:

- building relationships with the range of schools with which they work
- knowing who in these schools coordinates school-based professional development opportunities
- knowing how to access information about professional development opportunities
- seeking opportunities to join in appropriate school-based activities.

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