QuickTips

Annual census of teachers in schools

Census

How to complete the census

1 **Log in at my.qct.edu.au**

Enter the school's user name provided in the census email to access your school's myQCT account.
There is a 'Forgot Login Details' facility, should you need to reset your password.
Click on **Update your school's list of teachers.** (You can also use the **Menu ≡** and select 'Teachers based at school'.)

2 **Agree to privacy**

The Queensland College of Teachers (QCT) has obligations under the *Information Privacy Act 2009* to keep personal information secure. You have been given a username to assist the QCT to make appropriate amendments to the data held by the QCT and to ensure that teachers' personal information is accurate. Please take all reasonable steps to ensure you do not use or disclose the information for any purpose other than the purpose for which the information was disclosed. For more information please refer to the privacy guidelines, available on the Office of the Information Commissioner website.

⊘ **I AGREE**

3 **Remove teachers**

Remove teachers who have **retired**, **resigned**, been **transferred** or are on extended periods of **leave for more than 12 months**. Teachers with PTT should not be removed unless they have left the school.

Note: Teachers who are on long service leave, sick or extended leave but will return within 12 months should not be removed.

4 **Add teachers**

⊞ Search for and add teachers at your school (**except casual/supply teachers**).

Note: A teacher with a number of contracts at different schools should be listed at the school to which their permanent/substantive position is attached or the school in which the majority of their teaching duties are performed.

Search the register
If you cannot find a person, search for any former names. If the search results in two or more teachers with the same name, double check which of them has your teacher's date of birth and registration number.

Add correctly identified teachers. ⊞
For any teachers not found in your search, add as an 'unidentified teacher'. ⊞ **UNIDENTIFIED TEACHER**

5 **Submit**

Principals are required to declare that they have honestly submitted the names of all persons undertaking teaching duties at the school, whether they are found on the Queensland Register of Teachers or - where not found on the register – listed as an unidentified teacher.

A false or misleading declaration may result in the QCT undertaking compliance management action.

➤ **SUBMIT CENSUS RETURN**

www.qct.edu.au | **call** 07 3377 4777
email enquiries@qct.edu.au

QUEENSLAND COLLEGE OF TEACHERS