



3:11 Registration

1. All teachers are required to be registered and hold a current practising certificate.
2. Teacher's registration details, including those of day to day relievers, will be kept on a staff data base and include the registration number and date for renewal.
3. All new teacher's will have their registration checked as part of confirming their eligibility for employment and their details will be added to the data base.
4. The data base will be checked twice a year by the principal to ensure all current staff are aware of the need to seek renewal of their practising certificate.
5. Teachers are responsible for collecting and presenting evidence across the three years between renewal dates, to their principal in order for them to sign documents for re-certification.
6. This evidence includes
 - The teacher is fit to teach and is of a good character;
 - The teacher has undertaken ongoing professional development;
 - The teacher meets the Practising Teacher Criteria; and
 - The teacher adheres to the Code of Ethics.
7. Teachers who work < .5 part time can opt to use a paper based system for collection of evidence.
8. Relievers are required to keep their own evidence and records of professional development.