



# Application for Limited Registration



## **This application is to apply for Limited Registration.**

This application can be made separately to a *Notice of Intention to Apply for Limited Registration* (Notice). If, however, a teacher has been identified as suitable to teach and is required urgently, it is suggested that a Notice accompany this application so the nominee is allowed under the *Teacher Registration Act 2012* (Act) to teach immediately.

The *Application for Limited Registration* (Application) forms the second part of a process for registration if a Notice was lodged with the Teacher Registration Board of Western Australia (TRBWA). The Application **must** be made to the TRBWA within 5 days of the Notice being lodged.

If this process is followed, the grant of registration is backdated to the date the Notice was lodged with the TRBWA.

If a Notice is not lodged, the nominee may not teach until a successful assessment of the application has been made and the nominee has been granted registration by the TRBWA.

### **To be eligible for the grant of Limited Registration the nominee must:**

- have the required skills, experience and/or qualification(s) for the duties of the teaching position offered; and
- have the English language skills required for teachers in Western Australia; and
- be a fit and proper person to be registered.

# Nominee's personal details (please print clearly)



Have you previously applied for or held registration with the TRBWA (or WACOT)?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Registration number (if known): _____	
Title <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss   Other _____			
Given name			
Middle name(s)			
Family name/surname			
Preferred name			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/unknown		Date of birth (dd/mm/yyyy)   /   /	
Other names by which I am or ever have been known including: <i>Alias (A), name change by Marriage (M) or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages (P)</i> (please <input checked="" type="checkbox"/> beside each other name). If more room is required, list on a separate sheet. Please sign and send the sheet with this application form.			
Additional sheet included? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<b>Address Information</b>			
Current postal address (No/Street)			
Country	Suburb	State	Postcode
<b>Contact Details</b>			
Preferred contact number <input type="checkbox"/> Mobile or <input type="checkbox"/> Landline			
Mobile	Landline	Fax	
Preferred email (please print one character per box)			
Alternate email address (please print one character per box)			
<b>PLEASE NOTE:</b> The TRBWA will use this email address as your registered email address for contact purposes. During the application process it is your responsibility to inform the TRBWA of any changes to your contact details.			
<b>Place of Birth</b>			
Country of Birth	State	Suburb	



**Other Information**

Are you of Aboriginal and/or Torres Strait Islander descent? Yes No

**Employment details (applicant)**



**Applicant details**

Name of employer (s)			
Name of educational venue (s)			
Name and position of principal, supervisor or other delegate of the employer of the primary contact person for this application.			
Postal address of primary contact			Postcode
Email address of primary contact			
Telephone		Mobile	

**Details of employment for which Limited Registration is sought**

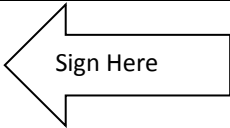
Venue

Full name of principal/supervisor/other delegate

Details of the teaching duties required for the teaching position (s) - **(including subjects and years/levels )**

Period of employment **From:** / / **To:** / / (maximum of three years registration is available)

Delegate's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**Provide details for additional educational venues, if any, on the next page. Photocopy extra pages as needed.**

## Expertise or Skills (applicant with nominee)



This declaration is required to be submitted by all the employers.

*For additional employers, please photocopy and complete this page as required.*

Name of nominee:

Nominee DOB: \_\_/\_\_/\_\_

### Applicant's declaration.

I declare that the nominee has the skills and expertise required to fulfil the duties of the teaching position that has been offered.

I understand that I may be contacted by the TRBWA to verify this information and that it is an offence to give false or misleading information in connection with an application.

**Please state the nominee's skills and expertise relevant to the teaching position. Where qualifications are identified as being a significant contribution to the decisions that the person is suitable for the teaching position, please ensure to complete the qualifications section of this application.**

Applicant's name

Current school

Applicant's position  
e.g. principal; deputy

Signature of delegate \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_





Sign Here

***Provide details for additional educational venues, if any, on the next page. Photocopy extra pages as needed.***



## English language requirement (applicant with nominee)

The nominee must have the required English language proficiency to be a registered teacher. Please select one of the options listed below and provide the required supporting evidence.

<input type="checkbox"/> <b>Option 1</b>	<p>The nominee's teaching qualification relied on for eligibility was wholly completed in English in one or more of the following countries, Australia, Canada, New Zealand, the Republic of Ireland, the United Kingdom or the United States of America then the nominee meets the English language proficiency requirements.</p> <p><b>Verification undertaken:</b> A review of your qualification(s) will verify this selection.</p>
<input type="checkbox"/> <b>Option 2</b>	<p>The nominee has completed an International English Language Testing System (IELTS) academic test less than 2 years old resulting in an average of at least level 7.5 across the four components of listening, speaking, reading and writing and no score under level 7 and a score of at least 8 in both speaking and listening. </p> <p><b>Evidence required:</b> Please attach a <b>certified</b> copy of the nominee's IELTS assessment that is less than 2 years old.</p> <p>More information about the IELTS test is available from <a href="http://www.ielts.org">http://www.ielts.org</a>.</p>
<input type="checkbox"/> <b>Option 3</b>	<p>The nominee has completed a Professional English Assessment for Teachers (PEAT) assessment less than 2 years old resulting in a score of A in all four components of listening, speaking, reading and writing. </p> <p><b>Evidence required:</b> Please attach a <b>certified</b> copy of the nominee's PEAT assessment that is less than 2 years old.</p>
<input type="checkbox"/> <b>Option 4</b>	<p>Where the teaching position solely involves the teaching of, or in, a language other than English (LOTE), an IELTS or PEAT test result less than 2 years old the following applies: </p> <p>(a) The nominee has completed an IELTS academic test result with an average of level 6 or more across the four components of listening, speaking, reading and writing. With no score below level 5.5 in any of those components and a score of level 6.5 or more in the components of speaking and listening; or</p> <p>(b) The nominee has completed a PEAT test and achieved Band A in each of the components of listening, speaking, reading and writing</p> <p>A PEAT or IELTS academic test result which does not meet the above level <i>may</i> be determined to be sufficient where it is supported by a declaration from the school principal stating that the person's test result and the person's English language ability is sufficient to adequately perform the duties of the teaching position.</p> <p><b>Evidence required:</b> Please attach a <b>certified</b> copy of the nominee's IELTS or PEAT assessment that is less than 2 years old and a Principals declaration stating that the person's test result and the person's English language ability is sufficient to adequately perform the duties of the teaching position.</p>
<input type="checkbox"/> <b>Option 5</b>	<p>Where the teaching position solely involves the teaching of, or in, an Indigenous Australian language, and the nominee is of Aboriginal or Torres Strait Islander descent. </p> <p><b>Evidence required:</b> Please attach a letter from the employer, principal or nominated supervisor stating that the nominee is of Aboriginal or Torres Strait Islander descent and that the employer, principal or nominated supervisor is satisfied that the nominee's English language skills are suitable for the position offered.</p>
<p>If you believe that there are exceptional circumstances that mean the requirement to submit a recent IELTS or PEAT assessment is unreasonable in your case because the nominee's English proficiency, both written and oral, is suitable for registration, you may request a '<b>Request for Exception Circumstances – English Language form</b>' from <a href="mailto:info@trb.wa.gov.au">info@trb.wa.gov.au</a>. Please be aware that this avenue of meeting the English language requirement does not operate to lower the language requirement for registration and an assessment of your claim may significantly delay the processing of your application.</p>	

## Western Australian Working with Children Check details (if available)



Current Working with Children Check (WWCC) Notice Number									
WWCC Expiry Date									

## Criminal Record Check consent (nominee)



This application requires an assessment by the TRBWA as to whether the nominee is a fit and proper person, in accordance with section 24 of the Act. Part of the assessment is undertaken with consideration of any criminal history you may have pursuant to section 24(c) of the Act.

In order for the TRBWA to conduct a National Police History check through the CrimTrac agency, the nominee must provide the TRBWA with the CrimTrac National Police Checking Service Application/Consent form (Consent), the link to which is found in the box below. Once you have completed, printed and signed the Consent form, please forward it, together with 100 points of **certified** identification, to the TRBWA with the other supporting documentation.



I (the nominee) consent to the TRBWA completing a National Police History check and I will forward the completed and signed Consent Form to the TRBWA.

Signature \_\_\_\_\_

Date / /



## Fit and proper questions (nominee)



<b>The <i>Teacher Registration Act 2012</i> requires the TRBWA to have regard to certain matters to determine that the nominee is a fit and proper person to be registered. Therefore the nominee is required to respond to the following questions (☑).</b>	Yes	No
To the best of your knowledge, have you breached the <i>Teacher Registration Act 2012</i> or any laws in other Australian States and Territories and New Zealand that deal with the registration of teachers?	<input type="checkbox"/>	<input type="checkbox"/>
To the best of your knowledge have you engaged in any behaviour of the kind that does not satisfy a standard of behaviour generally expected of a teacher?	<input type="checkbox"/>	<input type="checkbox"/>
To the best of your knowledge have you engaged in any behaviour of the kind that shows that you are not of good character?	<input type="checkbox"/>	<input type="checkbox"/>
To the best of your knowledge have you contravened any order of the TRBWA, a disciplinary committee or the State Administrative Tribunal which has arisen under Part 5 of the <i>Teacher Registration Act 2012</i> which covers disciplinary and impairment matters?	<input type="checkbox"/>	<input type="checkbox"/>
To the best of your knowledge have you contravened any order of a disciplinary body or of a court or tribunal of another jurisdiction exercising jurisdiction or powers by way of appeal or review of an order of a disciplinary body that deals with the registration of teachers (however described)?	<input type="checkbox"/>	<input type="checkbox"/>

***If you have answered YES to any of these questions, please provide full details in a sealed envelope addressed to the Director and marked Private and Confidential.***



## Department of Education Consent (recommended)

I consent to the TRBWA disclosing details of the national criminal record check relating to me, as provided by the CrimTrac Agency and the Australian police services, to the Western Australian Department of Education.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



### Nominee's declaration



I, \_\_\_\_\_

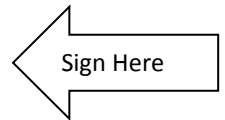
Full name

of \_\_\_\_\_

Address

sincerely declare that the information I have provided in this application is complete, true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



It is an offence under the Act to provide a false or misleading statement.

### Applicant's declaration



I, \_\_\_\_\_

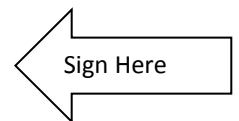
Full name

of \_\_\_\_\_

Address

sincerely declare that the information I have provided in this application is complete, true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



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## Payment calculator



Calculation of fee payable	Fee	Fee due
Application fee Select (☑) one option	<input type="checkbox"/> <b>\$503.00</b> if the application involves approval of a qualification or qualifications conferred by a body that is not established, or primarily based, in Australia or New Zealand.	\$
	<input type="checkbox"/> <b>No fee</b> if the application involves a nominee participating in a teacher exchange programme approved by the TRBWA for the purposes of this item. Please call the TRBWA for confirmation prior to selecting this option.	\$ 0.00
	<input type="checkbox"/> <b>\$209.00</b> any other application, including where the application involves the consideration for approval of qualification(s) conferred by an Australian or New Zealand institution.	\$
<b>FEE PAYABLE:</b>		\$

### Notes:

- Application fees are non-refundable.
- Applications will not be processed without full payment of the application fee.
- An annual fee for the current financial year is applicable if your application is successful. The TRBWA will send the nominee an invoice for the annual fee.
- The TRBWA financial year is from 1 April to 31 March of the following year.
- The first year's annual fee depends on when registration is granted:
  - \$42.00 (October – March)
  - \$84.00 (April- September)
- Registration will be cancelled if the annual fee is not paid. This fee is due and payable when registration is granted.
- Annual fees can be paid up to and including the final year of the registration period.

## How to certify a document

Photocopy the original document. Take the original document and the copy to the person authorised to certify documents in your state/country (Please refer to the TRBWA web site for a list of authorised persons).

The authorised person must make the following statement on every page of the document to be certified:

I certify this to be a true and accurate copy of the original document sighted by me on:	
Date:	_____
Signature:	_____
Name:	_____
Occupation:	_____

The authorised person's name and occupation should be clearly indicated.

Scanned documents, photocopies, copies of certified copies and certification on stickers are not acceptable. Pencil or black pen should not be used.

## Lodging this application for registration

### In person

The application form and payment of fees may be hand delivered to:

Teacher Registration Board of Western Australia  
Unit 4, 398 Great Eastern Highway  
ASCOT WA 6104

Office Hours: Mon to Fri 8.30am - 4.30pm

Information about the TRBWA office location is available on the TRBWA website:

[http://www.trb.wa.gov.au/Pages/contact us](http://www.trb.wa.gov.au/Pages/contact-us)

### Via post

The application form together with the payment of fees may be mailed to:

Teacher Registration Board of Western Australia  
PO Box 691  
BELMONT WA 6984

To help ensure your application is received you may wish to consider using Registered Post.

## To avoid unnecessary delays please check that your application is complete using the following checklist:

- I have provided no original supporting documents with my application, only copies.
- The copies I have provided of my supporting documents have been properly certified.
- I have completed a CrimTrac National Police Checking Service Application/Consent Form (as available from the TRBWA website <http://www.trb.wa.gov.au/CRIMTRAC form>).
- I have enclosed with this application the National Police Checking Service Application/Consent Form.
- I have provided properly certified copies of sufficient identification documents required by the National Police Checking Service Application/Consent Form.
- I have used paper clips and not staples to attach all pages and documents required in this application.
- I have used the date format of DD/MM/YYYY only.
- I have provided evidence supporting any change of names reflected in my application (for example, a properly certified copy of my marriage certificate or official change of name certificate).
- I have provided no original supporting documents with my application, only copies.

## Payment details

Primary applicant: \_\_\_\_\_

Nominee's full name: \_\_\_\_\_

Nominee's date of birth:        /        /  
   Day Month Year

Payment of the registration fee will be made via:

- EFTPOS/Cash in Person
- Cheque
- Money order/bank draft

Amount: \$

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### Office use only

Voucher/Receipt #

Date processed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Processed by: \_\_\_\_\_

If Declined: Error message: (Printout attached)