



Department of  
**Education**

## **PROFESSIONAL REGISTRATION POLICY**

**MANAGEMENT OF PROFESSIONAL REGISTRATION FOR  
TEACHERS AND SCHOOL ADMINISTRATORS PROCEDURES**

**MANAGEMENT OF PROFESSIONAL REGISTRATION FOR  
SCHOOL PSYCHOLOGISTS PROCEDURES**

This PDF contains the following documents

**Document 1:**

*Professional Registration Policy v1.0*

Effective: 11 March 2025

**Document 2:**

*Management of Professional Registration for Teachers and School Administrators Procedures v1.0*

Effective: 11 March 2025

**Document 3:**

*Management of Professional Registration for School Psychologists Procedures v1.0*

Effective: 11 March 2025



Department of  
**Education**

## **PROFESSIONAL REGISTRATION POLICY**

**EFFECTIVE: 11 March 2025**

**VERSION: 1.0 FINAL**

## 1 POLICY STATEMENT

Teachers and school psychologists have requirements and responsibilities in relation to maintaining professional registration with the respective regulatory bodies (Teacher Registration Board of Western Australia, Psychology Board of Australia) as a condition of their contract of employment.

## 2 POLICY RULES

Employees must observe the obligations placed on them by the *Teacher Registration Act 2012* and the *Health Practitioner Regulation National Law (WA) Act 2010*.

### **Guidance**

*The policy applies to employees required to be registered with a regulatory body as an essential requirement of their employment. Within the context of this policy, employees who become unregistered include:*

*For school administrators and teachers:*

- *circumstances where the registered teacher's registration has been cancelled by the Teacher Registration Board of Western Australia (TRBWA) because the teacher is no longer entitled to be registered, including where:*
  - (a) the teacher has been convicted or found guilty of an actionable offence under the Teacher Registration Act 2012; or*
  - (b) a negative notice or an interim negative notice has been issued to the teacher under the Working with Children (Screening) Act 2004; or*
  - (c) the teacher has failed to give to the Board the teacher's written consent for the Board to obtain a criminal history check in accordance with a notice under section 43 of the Teacher Registration Act 2012; or*
  - (d) a qualification that enabled the teacher to gain registration has been withdrawn or cancelled by the body that conferred the qualification; or*
  - (e) a qualification that enabled the teacher to gain registration was forged or fraudulently obtained; or*
  - (f) the teacher is in arrears in respect of fees due and payable under the Teacher Registration Act 2012.*
- *cancellation or suspension of teacher registration as a result of a disciplinary proceeding under the Teacher Registration Act 2012*
- *the expiry of their teacher registration.*

*For school psychologists:*

- *the non-payment of the Australian Health Practitioner Regulation Agency (AHPRA) annual fee, causing registration to be cancelled*
- *failing to renew or transition to a new category of registration, in accordance with the provisions of the Health Practitioner Regulation National Law (WA) Act 2010 impacting on the ability to practice.*

*All employees who teach have a responsibility to maintain their professional registration as an essential condition of their contract of employment. The capacity of each employee to fulfil the duties and responsibilities essential in the requirements of their role is fundamental.*

*Failing to be registered with the Teacher Registration Board of Western Australia (TRBWA) or Psychology Board of Australia may result in the cessation of an employee's employment with the Department.*

### 3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Directors of Education (Metropolitan and Regional), school administrators, Chief Psychologist, lead psychologists and line managers are responsible for implementation of this policy.

The Executive Director, Workforce is responsible for compliance monitoring.

### 4 SCOPE

This policy applies to all teachers, school administrators and school psychologists employed on a permanent or fixed term employment contract.

#### **Guidance**

*A negative notice or an interim negative notice issued under the Working with Children (Criminal Record Checking) Act 2004 and/or notices issued under Section 42 of the Teacher Registration Act 2012 are dealt with by the Standards and Integrity Directorate and Labour Relations.*

### 5 SUPPORTING PROCEDURES

*Management of Professional Registration for Teachers and School Administrators Procedures*

*Management of Professional Registration for School Psychologists Procedures*

### 6 DEFINITIONS

#### **Breach of discipline**

*Public Sector Management Act 1994 (section 80) together with the School Education Act 1999 (section 239)*

A breach of discipline occurs when an employee:

- disobeys or disregards a lawful order
- contravenes any section of the *Public Sector Management Act 1994* or *School Education Act 1999* applicable to the employee
- contravenes any public sector standard or code of ethics
- is negligent or careless in the performance of his or her functions
- commits an act of victimisation within the meaning of section 15 of the *Public Interest Disclosure Act 2003*
- commits an act of misconduct
- breaches the Department's Code of Conduct.

#### **Chief Psychologist**

Chief Psychologist means a person holding a professional occupation position that has been determined to be a specified calling position requiring a relevant tertiary qualification in psychology.

**Lead Psychologist**

*School Education Act Employees' (Teachers and Administrators) General Agreement 2021*

Lead School Psychologist means School Psychologists appointed to a position of Lead School Psychologist and required to deliver outcomes in accordance with the Advanced Skills School Psychologist guidelines.

**Practice**

*National Board Registration Standards*

Practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a practitioner in their regulated health profession. Practice is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct non-clinical relationship with patients or clients, working in management, administration, education, research, advisory, regulatory or policy development roles and any other roles that impact on safe, effective delivery of health services in the health profession.

**Registered teacher**

*Teacher Registration Act 2012*

Registered teacher means a person who is registered under Part 3.

**Registered psychologist**

*Health Practitioner Regulation National Law (WA) Act 2010*

Psychologist means a person who is registered under this Law in the psychology profession.

**School administrators**

School administrators means:

- a) principal
- b) vice principal
- c) deputy principal
- d) head of school
- e) head of department
- f) program coordinator
- g) coordinator
- h) manager
- i) head of learning area.

**School psychologist**

Means a person holding a position of School Psychologist, as prescribed in the Act.

**Support person**

A person who the respondent elects to be supported by in the disciplinary process. The support person does not speak on behalf of the respondent in the process but can be present at meetings or interviews held in relation to the disciplinary process.

**Teach or Teaching (*Teacher Registration Act 2012, s.3*)**

Means to undertake duties in an educational venue that include any of the following:

- a) the delivery of an educational program and the assessment of student participation in an educational program;
- b) leading the delivery and assessment referred to in sub paragraph a), including managing others undertaking the delivery and assessment.

**Teacher**

Means a member of teaching staff including:

- (a) teachers other than school administrators
- (b) director
- (c) area director
- (d) school psychologist
- (e) education officer
- (f) school development officer
- (g) principal consultant.

## 7 RELATED DOCUMENTS

**Relevant legislation or authority**

*Public Sector Management Act 1994 (WA)*  
*Public Sector Management Regulations 1994 (WA)*  
*School Education Act 1999 (WA)*  
*Teacher Registration Act 2012*  
*Teacher Registration (General) Regulations 2012*  
*Health Practitioner Regulation National Law (WA) Act 2010*

**Related Department policies**

*Staff Conduct and Discipline Policy and Procedures*

**Other documents**

*Code of Conduct*  
*A guide to the disciplinary provisions contained in Part 5 of the PSM Act*

## 8 CONTACT INFORMATION

Policy manager: Director  
Workforce Policy and Coordination  
T: (08) 9264 4135

Policy contact officer: Manager  
Workforce Policy  
T: (08) 9264 5040

For further information: Labour Relations Branch  
T: (08) 9264 4921

**9 REVIEW DATE**

11 March 2028

**10 HISTORY OF CHANGES**

Effective date	Last update date	Policy version no.	Ref no.	Notes
This table will be completed by the Governance Unit.				
11 March 2025		1.0	D23/1098208	New policy, endorsed by the Director General at the Corporate Executive meeting held on 12 June 2024. D24/0507459





Department of  
**Education**

# **MANAGEMENT OF PROFESSIONAL REGISTRATION FOR TEACHERS AND SCHOOL ADMINISTRATORS PROCEDURES**

**EFFECTIVE: 11 March 2025**

**VERSION: 1.0 FINAL**

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## 1 POLICY SUPPORTED

*Professional Registration Policy*

## 2 SCOPE

These procedures apply to all teachers, school administrators and staff involved in the administration and decision-making process.

## 3 PROCEDURES

### 3.1 RESPONSIBILITIES FOR DIRECTORS OF EDUCATION (METROPOLITAN AND REGIONAL) AND SCHOOL ADMINISTRATORS

Directors of Education (Metropolitan and Regional) and school administrators must:

- comply with the notification obligations required by the *Teacher Registration Act 2012*
- only employ, engage, appoint and give permission to registered teachers to teach in public schools
- confirm the requirement to maintain registration is an express term included in appointment letters
- not permit a registered teacher to teach in contravention of a condition placed on the teacher's registration
- monitor teacher registration using the online [Teacher Register Information \(Professional\)](#) tool
- refer employees to the Teacher Registration Board of WA in relation to teacher registration matters
- report unregistered teachers to the Teacher Registration Board of WA and Workforce Policy and Coordination
- inform employees of support services available.

#### **Guidance**

*Employee support service is the Department's [Employee Assistance Program \(EAP\)](#) provider - PeopleSense.*

*The [Teacher Register Information \(Professional\)](#) (TRIP) is an online tool to monitor the registration status, conditions applied to registration and annual fee information of teachers.*

*[Workforce Policy](#) is able to provide principal access to TRIP. Principals are able to establish up to six delegates at their school to access TRIP on their behalf.*

### 3.2 REQUIREMENTS FOR TEACHERS AND SCHOOL ADMINISTRATORS

Teachers and school administrators must:

- maintain the capacity to fulfil the duties and responsibilities inherent in the requirements of their role by remaining registered as a teacher
- understand and fulfil their obligations relevant to teacher registration requirements and related policies

- comply with registration requirements and conditions as mandated by the *Teacher Registration Act 2012*
- comply with the respective TRBWA policies and procedures
- liaise directly with the TRBWA on matters related to their registration
- inform the school principal of a cancellation or expiry of registration
- maintain current contact details with the TRBWA and the Department.

#### **Guidance**

See *Appendix A: Department Support Areas*.

*The obligation to maintain teacher registration arises under s6 of the Teacher Registration Act 2012. Penalties apply.*

*Section 7 of the Teacher Registration Act 2012 makes it an offence to appoint, employ, engage or give permission to another person to teach in an educational venue unless the other person is a registered teacher. Penalties apply.*

*Teachers (Public Sector Primary and Secondary Education) Award 1993 requires all employees to carry out duties consistent with the School Education Act 1999 and any other relevant legislation impacting on Department business.*

*Section 9 of the Teacher Registration Act 2012 makes it an offence for an unregistered teacher to claim to be a registered teacher; or use a title that indicates, or could reasonably be understood as indicating, that he or she is a registered teacher or qualified or entitled to teach in an educational venue. Penalties apply.*

*Section 9 of the Public Sector Management Act 1994 requires teachers to comply with any other Act governing their conduct. The reference to any other Act includes the Teacher Registration Act 2012.*

*Regulation 27A of the Teacher Registration (General) Regulations 2012 requires teachers to give written notice to the TRBWA of changes to their registration details. Penalty applies.*

### 3.3 LIMITED REGISTRATION

If principals employ people using the category of Limited Registration, they must make an application in accordance with the TRBWA Policy on Making an Application.

#### **Guidance**

*The category of Limited Registration affords principals the ability to employ suitably qualified people to fill specific teaching roles when needed.*

*Circumstances when Limited Registration can be used include but are not limited to:*

- *where there is an inability to engage a qualified teacher to teach a language other than English (LOTE) or an indigenous language*
- *filling teaching positions in rural and remote communities.*

*The applicant for limited registration is the Principal who has made the offer of employment; the teacher is called a 'nominee'. The responsibility for application and the cost of the applicable registration fee is borne by the school.*

*The requirements on making an application, including applications for first registration, renewal of registration and applications to transition from one category of registration to another, is outlined in the TRBWA Policy on Making an Application. An application for limited registration should not be used as a substitute for maintaining a teachers' registration.*

### 3.4 MANAGEMENT OF UNREGISTERED TEACHERS

The Executive Director, Workforce will:

- review and assess all the material and information available at the time to decide how unregistered teachers are managed
- notify the employee in writing whether a decision has been made to refer the matter to Standards and Integrity for assessment.

The Director, Standards and Integrity will:

- determine if a breach of discipline is found to have occurred, and if so, will propose disciplinary action and/or improvement actions to be taken
- forward to the Director General any proposed actions for decisions on whether there is proof to the allegations and appropriate disciplinary action (penalty).

#### **Guidance**

*When the Department is made aware by any means that an employee's registration with the TRBWA has been cancelled, suspended or expired, and may have committed a breach of discipline, it can:*

1. *Decide to deal with the matter as a disciplinary matter; or,*
2. *Decide to:*
  - *take improvement action with respect to the employee; or,*
  - *take no action.*

*An unregistered employee may be ready and willing to Teach, but by reason of ss 6 and 7 of the TR Act are not lawfully able to Teach, they will cease to be paid for the period they are not Teaching, unless on authorised paid leave.*

*Employees are contacted using information recorded in the Department's Human Resource Management Information System (HRMIS). If the address is unknown, letters will be sent to the employee's last known address and published as a public sector notice in accordance with s.40 of the Public Sector Management Act 1994.*

*Notice is to be given to the TRBWA when dealing with a matter as a disciplinary matter that leads to disciplinary action being taken under s.42 of the Teacher Registration Act 2012 and results in that teacher:*

- *being suspended or dismissed from teaching at the school; or*
- *resigning from or no longer teaching at the school.*

*See Appendix B: Information to provide in notification letter for disciplinary matters.*

*See Appendix C: Process for unregistered employees flowchart*

#### **Employee rights and entitlements**

*Employees should seek independent financial advice on the financial ramifications of ceasing employment. This could be sought from:*

- *their own financial advisor*
- *GESB and other superannuation funds (if applicable)*
- *Centrelink; and/or*
- *the Australian Taxation Office.*

*Employees who cease their employment with the Department under the provisions of this policy and procedure are eligible to receive their long service leave entitlement. Line managers should liaise with Labour Relations in relation to leave entitlements.*

### 3.5 CONFIDENTIALITY AND RECORDS MANAGEMENT

All employees must maintain record keeping practices reflecting the need for confidentiality at all stages of the process.

## 4 DEFINITIONS

### **Registered teacher**

*Teacher Registration Act 2012*

Registered teacher means a person who is registered under Part 3.

### **School administrators**

School administrators means:

- a) principal
- b) vice principal
- c) deputy principal
- d) head of school
- e) head of department
- f) program coordinator
- g) coordinator
- h) manager
- i) head of learning area.

### **Teach or Teaching (*Teacher Registration Act 2012, s 3*)**

Means to undertake duties in an educational venue that include any of the following:

- a) the delivery of an educational program and the assessment of student participation in an educational program;
- b) leading the delivery and assessment referred to in sub paragraph a), including managing others undertaking the delivery and assessment.

### **Teacher**

Means a member of teaching staff including:

- (a) teachers other than school administrators
- (b) director
- (c) area director
- (d) school psychologist
- (e) education officer
- (f) school development officer
- (g) principal consultant.

## 5 RELATED DOCUMENTS

### Relevant legislation or authority

*Commissioner's Instructions No. 5 – Publishing a Public Sector Notice*  
*Public Sector Management Act 1994*  
*School Education Act 1999*  
*Teacher Registration Act 2012*  
*Working with Children (Criminal Record Checking) Act 2004*

### Related Department policies

*Staff Conduct and Discipline Policy*

## 6 CONTACT INFORMATION

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## 7 REVIEW DATE

11 March 2028

## 8 HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	Ref no.	Notes
This table will be completed by the Governance Unit.				
11 March 2025		1.0	D22/0606818	New procedures, endorsed by the Director General at the Corporate Executive meeting held on 12 June 2024. D24/0507459

## APPENDIX A. DEPARTMENT SUPPORT AREAS

### EMPLOYEE RELATIONS DIRECTORATE

Manager, Labour Relations provides the following services:

- industrial relations advice to principals and line managers
- advises on any industrial matters relevant to an unregistered employee
- assesses compliance with industrial instruments and legislative frameworks.

Manager, Employee Support Bureau:

- provides assessment and advice on workers' compensation matters relevant to an unregistered employee to the Director, Workforce Policy and Coordination.

### WORKFORCE POLICY AND COORDINATION DIRECTORATE

Manager, Workforce Policy:

- advises principals on teacher registration matters
- consults with the TRBWA on teacher registration related matters in the context of employment
- coordinates the Department's unregistered teacher process
- reports teacher registration employment matters to the Executive Director, Workforce.

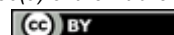
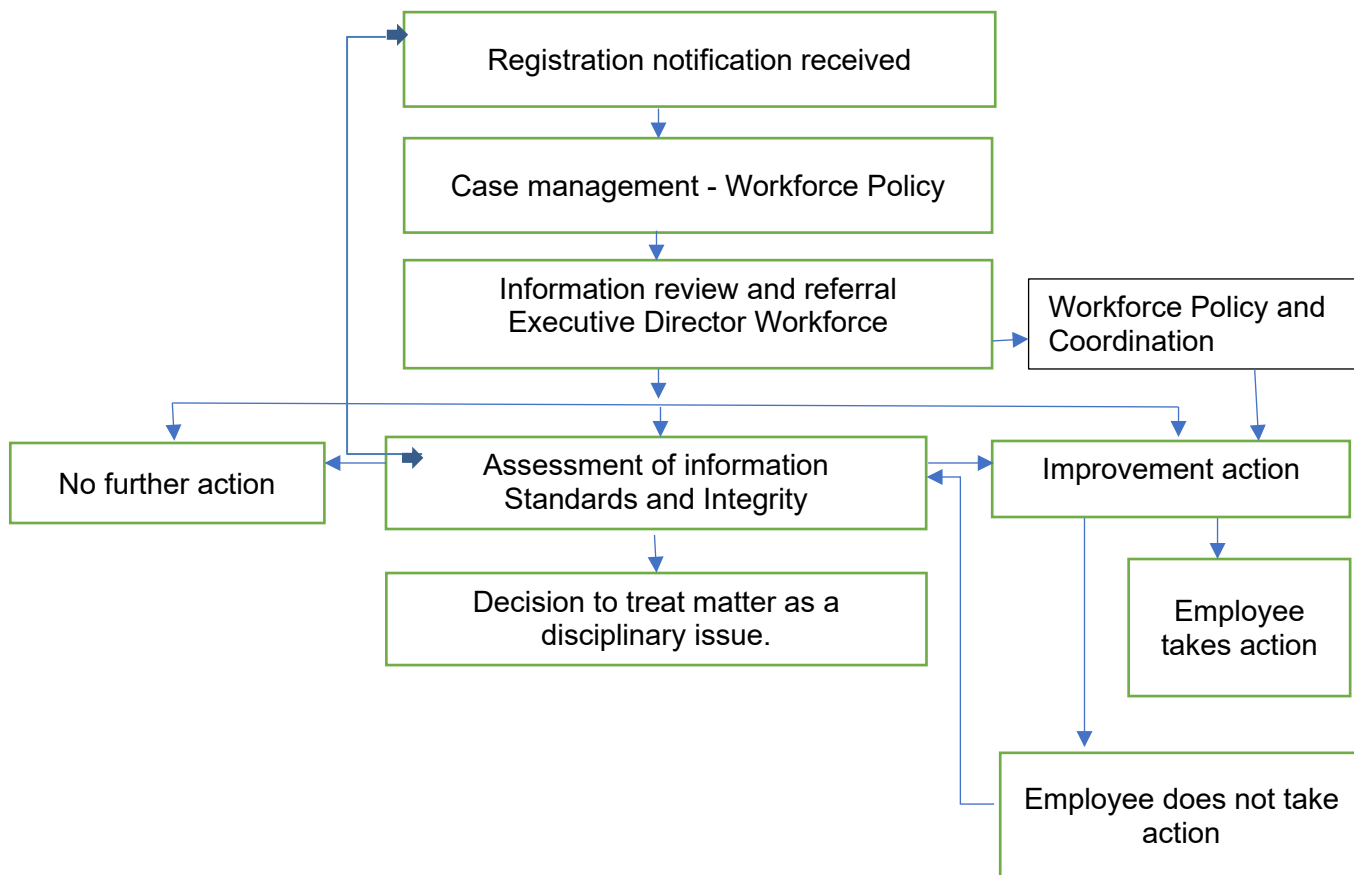
## APPENDIX B. INFORMATION TO PROVIDE IN NOTIFICATION LETTER FOR DISCIPLINARY MATTERS

### **Notification of decision and actions to deal with a matter as a disciplinary matter or suspected breach of discipline**

Once the decision has been made to deal with the matter as a disciplinary matter, the employee will be notified in writing, regardless of whether the employee remains unregistered. The letter will:

- stipulate that it is a requirement of their employment with the Department that as a teacher, they hold current teacher registration with the TRBWA
- if the employee remains unregistered:
  - the teacher is not to report to work and not to Teach
  - the employee will cease to be paid unless they proceed on authorised paid leave
  - the teacher is to take steps to become registered with the TRBWA as soon as possible
- advise that a decision has been made to deal with the matter as a disciplinary matter in accordance with s 81(1)(a) of the PSM Act
- advise that it is suspected the employee may have committed and if applicable, continues to commit, a breach of discipline (within the meaning of s 80(c) of the PSM Act) by failing to maintain their teacher registration with the TRBWA as a teacher
- specify that if a breach of discipline is found to have occurred, propose that disciplinary action, as defined in s 80A of the PSM Act and/or improvement action as defined in s 3 of the PSM Act, be taken.

### APPENDIX C. PROCESS FOR UNREGISTERED EMPLOYEES FLOWCHART





Department of  
**Education**

# **MANAGEMENT OF PROFESSIONAL REGISTRATION FOR SCHOOL PSYCHOLOGISTS PROCEDURES**

**EFFECTIVE: 11 March 2025**

**VERSION: 1.0 FINAL**

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## 1 POLICY SUPPORTED

*Professional Registration Policy*

## 2 SCOPE

These procedures apply to the Chief Psychologist, lead psychologists, school psychologists, school administrators and staff involved in the administration and decision-making process.

## 3 PROCEDURES

### 3.1 RESPONSIBILITIES FOR CHIEF PSYCHOLOGIST, DIRECTORS OF EDUCATION (METROPOLITAN AND REGIONAL), LEAD PSYCHOLOGISTS AND SCHOOL ADMINISTRATORS

Chief Psychologist, Directors of Education (Metropolitan and Regional), lead psychologists, school administrators will:

- comply with the notification obligations required by the *Health Practitioner Regulation National Law (WA) Act 2010*
- not permit an unregistered school psychologist to practice
- not permit a school psychologist to practice in contravention of a condition placed on the school psychologist's registration
- confirm the requirement to maintain registration is an express term included in appointment letters
- monitor school psychologist registration through the online Register of practitioners
- refer employees to the Psychology Board of Australia in relation to registration matters
- report unregistered school psychologists to the School Psychology Service and the Australian Health Practitioner Regulation Agency (AHPRA)
- inform employees of support services available.

#### **Guidance**

*Employee support service is the Department's Employee Assistance Program (EAP) provider - PeopleSense.*

*The Register of practitioners (also known as the public register) publishes registered practitioners who can practise within the scope of their registration.*

*School psychologists awaiting provisional registration must not undertake any direct psychological service provision or psychological intervention to any clients.*

*Registration with the Teacher Registration Board of Western Australia is not required to work as a school psychologist.*

### 3.2 REQUIREMENTS FOR SCHOOL PSYCHOLOGISTS

All school psychologists will:

- maintain the capacity to fulfil the duties and responsibilities inherent in the requirements of their role by remaining professionally registered as a school psychologist
- understand and fulfil their obligations relevant to registration requirements and related policies
- comply with registration requirements and conditions as mandated by legislation
- comply with the Psychology Board of Australia's policies and procedures
- liaise directly with the Psychology Board of Australia on matters related to their registration
- inform the Chief Psychologist and Principal of a cancellation or expiry of registration
- maintain current contact details with the Psychology Board of Australia and the Department.

#### **Guidance**

*See Appendix A: Department Support Areas.*

*The prohibition on practising whilst holding non-practising registration arises under s 75 of the Health Practitioner Regulation National Law (WA) Act 2010.*

*The Teachers (Public Sector Primary and Secondary Education) Award 1993 requires all employees to carry out duties consistent with the School Education Act 1999 and any other relevant legislation impacting on Department business.*

*Section 9 of the Public Sector Management Act 1994 requires school psychologists to comply with any other Act governing their conduct. The reference to any other Act includes the Health Practitioner Regulation National Law (WA) Act 2010.*

### 3.3 MANAGEMENT OF UNREGISTERED PSYCHOLOGISTS

The Executive Director, Workforce will:

- review and assess all the material and information available at the time to decide how unregistered psychologists are managed
- notify the employee in writing whether a decision has been made to refer the matter to Standards and Integrity for assessment.

The Director, Standards and Integrity will:

- determine if a breach of discipline is found to have occurred, and if so, will propose disciplinary action and/or improvement actions to be taken
- forward to the Director General any proposed actions for decisions on whether there is proof to the allegations and appropriate disciplinary action (penalty).

#### **Guidance**

*When the Department is made aware by any means that an employee's registration has been cancelled or expired, and may have committed a breach of discipline, it can:*

1. *Decide to deal with the matter as a disciplinary matter; or,*
2. *Decide to:*
  - *take improvement action with respect to the employee; or,*
  - *take no action.*

*An unregistered employee may be ready and willing to practice, but by reason of s113 and s117 of Health Practitioner Regulation National Law (WA) Act 2010 will not be lawfully able to practice or continue to practice. They will cease to be paid for the period they are not Practising, unless on authorised paid leave.*

*Employees are contacted using information recorded in the Department's Human Resource Management Information System (HRMIS). If the address is unknown, letters will be sent to the employee's last known address and published as a public sector notice in accordance with s.40 of the Public Sector Management Act 1994.*

*When dealing with a matter that leads to disciplinary action being taken, refer to s 142 of the Health Practitioner Regulation National Law (WA) Act 2010 in relation to what constitutes notifiable conduct.*

*See Appendix B: Information to provide in notification letter for disciplinary matters.  
See Appendix C: Process for unregistered employees flowchart*

#### **Employee rights and entitlements**

*Employees should seek independent financial advice on the financial ramifications of ceasing employment. This could be sought from:*

- *their own financial advisor*
- *GESB and other superannuation funds (if applicable)*
- *Centrelink; and/or*
- *the Australian Taxation Office.*

*Employees who cease their employment with the Department under the provisions of this policy and procedure are eligible to receive their long service leave entitlement. Line managers should liaise with Labour Relations in relation to leave entitlements.*

### **3.4 CONFIDENTIALITY AND RECORDS MANAGEMENT**

All employees must maintain record keeping practices reflecting the need for confidentiality at all stages of the process.

## **4 DEFINITIONS**

### **Chief Psychologist**

Chief Psychologist means a person holding a professional occupation position that has been determined to be a specified calling position requiring a relevant tertiary qualification in psychology.

### **Lead Psychologist**

*School Education Act Employees' (Teachers and Administrators) General Agreement 2021*

Lead School Psychologist means School Psychologists appointed to a position of Lead School Psychologist and required to deliver outcomes in accordance with the Advanced Skills School Psychologist guidelines.

**Registered psychologist**

*Health Practitioner Regulation National Law (WA) Act 2010*

Psychologist means a person who is registered under this Law in the psychology profession.

**School administrators**

School administrators means:

- a) principal
- b) vice principal
- c) deputy principal
- d) head of school
- e) head of department
- f) program coordinator
- g) coordinator
- h) manager
- i) head of learning area.

**Teaching staff**

Means a member of teaching staff including:

- (a) teachers other than school administrators
- (b) director
- (c) area director
- (d) school psychologist
- (e) education officer
- (f) school development officer
- (g) principal consultant.

## 5 RELATED DOCUMENTS

**Relevant legislation or authority**

*Commissioner's Instructions No. 5 – Publishing a Public Sector Notice*

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*School Education Act 1999*

*Working with Children (Criminal Record Checking) Act 2004*

*Health Practitioner Regulation National Law (WA) Act 2010*

**Related Department policies**

*Staff Conduct and Discipline Policy*

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## APPENDIX A. DEPARTMENT SUPPORT AREAS

### EMPLOYEE RELATIONS DIRECTORATE

Manager, Labour Relations provides the following services:

- industrial relations advice to the Chief Psychologist, principals and line managers
- advises on any industrial matters relevant to an unregistered employee
- assesses compliance with industrial instruments and legislative frameworks.

Manager, Employee Support Bureau:

- provides assessment and advice on worker's compensation matters relevant to an unregistered employee to the Executive Director, Workforce.

### SCHOOL PSYCHOLOGY SERVICE

Chief Psychologist, School Psychology Service:

- advises school principals on School Psychology registration matters
- consults directly with the Psychology Board of Australia on registration related matters in the context of employment
- coordinates the Department's unregistered school psychologists process
- reports school psychologist registration employment matters to the Executive Director, Workforce.

## APPENDIX B. INFORMATION TO PROVIDE IN NOTIFICATION LETTER FOR DISCIPLINARY MATTERS

### **Notification of decision and actions to deal with a matter as a disciplinary matter or suspected breach of discipline**

Once the decision has been made to deal with the matter as a disciplinary matter, the employee will be notified in writing, regardless of whether the employee remains unregistered. The letter will:

- stipulate that it is a requirement of their employment with the Department that as a psychologist they hold current registration with the Psychology Board of Australia
- if the employee remains unregistered:
  - the psychologist is not to work and not to practice
  - the employee will cease to be paid unless they proceed on authorised paid leave
  - the psychologist is to take steps to become registered with the Psychology Board of Australia as soon as possible
- advise that a decision has been made to deal with the matter as a disciplinary matter in accordance with s 81(1)(a) of the PSM Act
- advise that it is suspected the employee may have committed and if applicable, continue to commit, a breach of discipline (within the meaning of s 80(c) of the PSM Act) by failing to maintain their registration with the Psychology Board of Australia as a psychologist
- specify that if a breach of discipline is found to have occurred, propose that disciplinary action, as defined in s 80A of the PSM Act and/or improvement action as defined in s 3 of the PSM Act, be taken.

### APPENDIX C. PROCESS FOR UNREGISTERED EMPLOYEES FLOWCHART

