



Department of
Education

Management of Professional Registration for School Psychologists Procedures

Effective date: 11 March 2025

Version: 1.0

These procedures must be read in conjunction with the Professional Registration Policy.

Table of contents

1. Policy supported	3
2. Scope	3
3. Procedures	3
3.1 Responsibilities for chief psychologist, directors of education (metropolitan and regional), lead psychologists and school administrators	3
3.2 Requirements for school psychologists	4
3.3 Management of unregistered psychologists	5
3.4 Confidentiality and records management	6
4. Definitions	6
5. Related documents	8
6. Contact information	8
7. History of changes	9
8. Appendices	9
9. More information	9
Procedure review date	9

These procedures must be read in conjunction with the Professional Registration Policy.

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 \(EAP\)](#) (staff only) 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:

Decide to deal with the matter as a disciplinary matter; or,

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:

- principal
- vice principal
- deputy principal
- head of school
- head of department
- program coordinator
- coordinator
- manager
- head of learning area.

Teaching staff

Means a member of teaching staff including:

- teachers other than school administrators
- director
- area director
- school psychologist
- education officer
- school development officer
- 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

Working with Children (Criminal Record Checking) Act 2004

Health Practitioner Regulation National Law (WA) Act 2010

Related Department policies

Staff Conduct and Discipline Policy

6. Contact information

Policy manager:

Director, Industrial and Employee Relations

Telephone: (08) 9264 4921

Policy contact officer:

Manager, Industrial Relations

Telephone: (08) 9264 4921

7. History of changes

Effective date	11 March 2025
Last update date Procedure version no.	1.0
Notes	DG Lisa Rodgers signed the Policy Submission at the Corp Exec, on 19 July 2024 (D23/1102790)

8. Appendices

Appendix A: [Department support areas](#) (PDF file - 70.2kB)

Appendix B: [Information to provide in notification letter for disciplinary matters](#) (PDF file - 128.2kB)

Appendix C: [Process for unregistered employees flowchart](#) (PDF file - 87.2kB)

9. More information

Supporting content

Policy

[Professional Registration Policy](#)

Procedure review date

11 March 2028
