



Department of  
**Education**

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

Effective date: 11 March 2025

Version: 1.0

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

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

## **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) (staff only) 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:

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 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:

- principal
- vice principal
- deputy principal
- head of school
- head of department
- program coordinator
- coordinator
- manager
- 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:

- the delivery of an educational program and the assessment of student participation in an educational program;
- 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:

- 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*

*Teacher Registration Act 2012*

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

### **Related Department policies**

Staff Conduct and Discipline Policy



## 6. Contact information

### Policy manager:

Director, Industrial and Employee Relations

T: (08) 9264 4921

### Policy contact officer:

Manager, Industrial Relations

T: (08) 9264 4921

## 7. History of changes

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

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## 8. More information

### Supporting content

#### Policy

[Professional Registration Policy](#)

#### Procedure review date

11 March 2028

