

Recency of Professional Teaching Practice for Renewal of Full Registration Policy

Purpose

The Teacher Quality Institute (TQI) acknowledges that maintaining the currency of professional teaching practice is essential to sustaining and enhancing teacher quality. This policy establishes the framework for meeting the teaching practice requirements for ACT teachers who hold Full registration under the *ACT Teacher Quality Institute Act 2010* (the Act).

Legislative reference

The *ACT Teacher Quality Institute Act 2010* (the Act) establishes the legislative relationship between Full registration for ACT teachers and the requirement to maintain recency of professional teaching practice. This policy is underpinned by the following provisions of the Act and associated legislative instruments:

Primary legislation

- Part 5, Section 51 – Renewal of registration, *ACT Teacher Quality Institute Act 2010*

Associated regulations and determinations

- Section 9, *ACT Teacher Quality Institute Regulation 2010*
- Standards for Full Registration:
 - *ACT Teacher Quality Institute Regulation 2010*, s.11(1)(b)
 - s.10A, *ACT Teacher Quality Institute (Australian Professional Standards for Teachers) Determination 2013 (No 1)*, Notifiable Instrument NI2013–491

Related directions

- *ACT Teacher Quality Institute (Continuing Professional Learning and Development for Approved Teachers) Direction 2014 (No 1)*, Notifiable Instrument NI2014–53

Application

This policy governs the requirements for all ACT teachers who maintain Full registration with the Teacher Quality Institute.

Professional teaching practice definition

As outlined in the *ACT Teacher Quality Institute Act 2010*, the requirement to maintain recency of professional teaching practice can be satisfied when a fully registered teacher completes a minimum of 20 days of professional teaching practice per year in any of the following capacities:

- Undertaking teaching duties¹ in an approved school in Australia or New Zealand.
- Assessing student participation in a government endorsed education service.-endorsed education service.
- Administering government endorsed education services that: -endorsed education services that:
 - relate directly to the *Australian Professional Standards for Teachers* or the *Australian Professional Standard for Principals*, or
 - directly influence the content, quality, or practice of teaching in Australia or New Zealand.

¹ Working in a teacher or school leader role

Recency of professional teaching practice reporting

When completing the annual application to renew their Full registration, teachers make a statement² to indicate whether they have completed the required professional practice in the year preceding their renewal application.

Teachers will not be required to provide formal evidence of the professional teaching practice they are reporting on, unless specifically requested by TQI to determine if the professional teaching practice completed is part of a government endorsed education service and satisfies the legislative requirements.

Where a teacher is in a role as part of a government endorsed education service evidence may be required to determine that their practice meets the *Australian Professional Standards for Teachers*³ or *Australian Professional Standard for Principals* or directly influences the content and practice of teaching⁴. This evidence will be referred to the Teacher Professional Registration Committee.

Requirement not met

If a teacher has not completed the required 20 days of professional teaching practice in the preceding year, they may still apply to renew their Full registration. Teachers who do not meet the annual 20 day requirement must provide an explanation of their circumstances as part of their online renewal application.

-day requirement must provide an explanation of their circumstances as part of their online renewal application.

A teacher may subsequently advise TQI of additional completed days in future renewal cycles. A teacher will be deemed to have maintained recency of professional teaching practice if they have completed a cumulative total of 100 days by their fifth consecutive renewal application.

Impact on Full registration

TQI may determine that a teacher is not eligible to hold Full registration, or may impose conditions on their Full registration, if the teacher has not completed the required 100 days of professional teaching practice by the end of five consecutive renewal periods.

Right of appeal

A decision by TQI to refuse the renewal of Full registration is a reviewable decision under the *ACT Teacher Quality Institute Act 2010*. A teacher who is dissatisfied with such a decision should first request reconsideration by TQI.

If the teacher remains dissatisfied following reconsideration, they may seek an external review of the decision through the ACT Civil and Administrative Tribunal (ACAT). TQI will provide written notice to the affected teacher whenever a reviewable decision is made.

² It is an offence to make a false or misleading statement, give false or misleading information or produce a false or misleading document (see Criminal Code pt3.4).

³ Standards for full registration for the ACT Teacher Quality Institute Regulation 2010, s.11(1)(b) and s.10A of the ACT Teacher Quality Institute (Australian Professional Standards for Teachers) Determination 2013 (No 1) Notifiable instrument NI2013-491 made under the Australian Teacher Quality Institute Act 2010, section 97 (Determination of standards) (4).

⁴ ACT Teacher Quality Institute (Continuing Professional Learning and Development for Approved Teachers) Direction 2014 (No 1) Notifiable Instrument NI2014 – 53 made under the ACT Teacher Quality Institute Act 2010, section 38(2) (Conditions of registration and permit to teach) 7(a).

Privacy

TQI collects, stores, and manages personal information in accordance with the Information Privacy Act 2014 and the Territory Privacy Principles (TPPs). TQI has issued a Territory Privacy Principle 5 (TPP 5) Notice that outlines the purposes for which personal information is collected and how it is used and protected.

The TPP 5 Notice is available on the TQI website at:

<https://registration.tqi.act.edu.au/privacy.aspx>

The notice explains:

- the circumstances in which personal information is collected and the purposes for which it is used
- when personal information may be disclosed and the legislative authority that permits such disclosure
- the consequences of not providing the information requested by TQI
- how to raise a concern or complaint if you believe your personal information has not been handled appropriately
- Teachers may request the TPP 5 Notice in an alternative format by contacting TQI.

Policy information

Approved by

The ACT Teacher Quality Institute Board.

Approval date

Current policy approved by the TQI Board in March 2026.

Publication of policy

This policy will be published on the TQI Portal and website and made available in printed format on request. The version of the policy on the portal can be regarded as the policy in force at that time.

Review and changes to policy

This policy will be reviewed every three years from the date of approval, or earlier if required. All changes to the policy are approved by the TQI Board.

Anticipated Review date

March 2029



ACT
Government



ACT Teacher Quality Institute / ACT Government

170 Haydon Drive, Bruce ACT 2617 Australia

P. +61 02 6207 5005 / E. tqi@act.gov.au

tqi.act.edu.au