

# ACT Teacher Quality Institute pre-service teacher register policy



**ACT**  
Government



## 1. What is this policy about?

1.1 The pre-service teacher register (PSTR) policy supports the intention of the *ACT Teacher Quality Institute Act 2010* (the Act) that pre-service teachers on the PSTR can undertake professional experience in ACT schools. The policy provides the framework for:

- a. the approval for professional experience requirements of the ACT Teacher Quality Institute (TQI) under the Act
- b. the collection of information about the placement of pre-service teachers in ACT schools.

## 2. Policy statement

2.1 Pre-service teachers will be approved for placement at an ACT school to undertake the professional experience required of an accredited pre-service teacher education program. ACT added for clarity

2.2 The PSTR includes the names, contact and placement details of each placement of pre-service teachers. To be eligible for approval to be included on the PSTR, pre-service teachers must provide to TQI evidence of:

- a. 100 points of identification. Once TQI has assessed the ID documentation, documents provided as evidence will be permanently deleted from the TQI system. Hard copies of ID documents will be securely destroyed.
- b. current enrolment in an approved initial teacher education program. (TQI will consider on a case-by-case basis including in the register pre-service teachers who are enrolled in an initial teacher education program at an overseas university)
- c. current general registration under the *ACT Working with Vulnerable People (Background Checking) Act 2011* (WwVP) or its equivalent in another jurisdiction in Australia.

2.3 Only pre-service teachers, who are on the PSTR can undertake professional experience placement in an ACT school. This includes those who are enrolled in an approved initial teacher education program outside the ACT.

2.4 There is no cost to the pre-service teacher to be included on the PSTR.

2.5 The Teacher Quality Institute (TQI) will:

- a. keep a register (the *pre-service teachers register*) of pre-service teachers who are approved to undertake professional experience
- b. provide information to pre-service teachers about the requirements regarding the PSTR
- c. enter changes notified by the pre-service teacher and/or the university on the PSTR
- d. advise the pre-service teachers before their approval expires
- e. if a pre-service teacher's approval ends, remove the pre-service teacher from the register.
- f. on request, give relevant information about a pre-service teacher held on the PSTR to the relevant university and/or the principal of the school at which the pre-service teacher is undertaking their professional experience. TQI must not give the relevant information unless satisfied the person needs the information for the administration of the pre-service teacher's professional experience. This can only happen if it relates to the administration of the pre-service teacher's professional experience.
- g. not disclose any information on the PSTR to anyone except in accordance with the TQI Act (see above) or another law in force in the ACT.

## 2.6 The pre-service teacher must:

- a. before undertaking a professional experience placement in an ACT school
  - i. register on the PSTR, providing evidence of:
    - 100 points of identification.
    - current enrolment in an approved initial teacher education program;
    - current ACT WwVP Registration (or equivalent)
  - ii. during the period of pre-service teacher registration:
    - maintain current ACT WwVP registration (or equivalent)
    - tell TQI about any of the following events as soon as practicable, but not later than 21 days, after the event happens:
      - the pre-service teacher's name or address changes;
      - the pre-service teacher's ACT WwVP registration (or equivalent) ends, is suspended or cancelled.
  - iii. update the PSTR, including with professional experience details relating to each placement
  - iv. update the PSTR if their contact details change
  - v. if the initial teacher education course takes the pre-service teacher longer than four years to complete:
    - apply to TQI to extend inclusion on the PSTR before the four-year expiry date; or
    - apply to TQI for inclusion on the PSTR if the first period of registration has already expired.

2.7 Pre-service teachers can apply to extend inclusion on the PSTR by applying through the TQI portal.

2.8 Pre-service teachers wishing to be included on the PSTR if their period of pre-service teacher registration has expired, apply through the TQI Portal for inclusion on the PSTR.

## 2.9 Universities must:

- a. inform TQI if:
  - i. the preservice teacher's enrolment ends i.e. the pre-service teacher is no longer enrolled in an initial teacher education course or their enrolment is cancelled
  - ii. the university becomes aware that the pre-service teacher's ACT WwVP (or equivalent) registration has ended or is suspended.

## 3. Application requirements

- 3.1 Scanned copies of evidence can be uploaded to the portal. Any document not in English must be submitted with a translation, along with a declaration that it is a fair and reasonable translation, provided by a translator accredited for that language by the National Accreditation Authority for Translators and Interpreters (NAATI), or by a translator for that language from an equivalent accredited organisation.
- 3.2 If an applicant withdraws an application or an application is deemed to be withdrawn because documents are not provided, this does not preclude the applicant from submitting another application at a later date.

3.3 The initial assessment of fully documented applications will take up to 10 business days however more complex assessments such as applications submitted by a person attending an initial teacher education program at an overseas institution may take longer.

## 4. Legislative reference

4.1 The following legislation is relevant to the management of complaints:

- a. The *ACT Teacher Quality Institute Act 2010* defines the functions which TQI implements.
- b. The *Public Sector Management Act 1994* sets out the general principles for public administration by ACT Government agencies and the general obligations expected of public employees in carrying out their work.
- c. The *Information Privacy Act 2014* contains principles governing the collection, safeguarding, access to, use and disclosure of personal information and personal health information, and provides information about complaints.
- d. The *Freedom of Information Act 2016* provides a framework for seeking access to government documents and sets out circumstances where exemptions may be applicable.
- e. The *Ombudsman Act 1989* empowers the ACT Ombudsman to investigate complaints made about administrative action taken by an ACT Government agency.
- f. *The Public Interest Disclosure Act 2012* provides for a Public Interest Disclosure to be made about an ACT public sector entity, which is broadly defined to include anyone performing a function on behalf of the ACT government using public funds.

## 5. Who does this policy apply to?

5.1 This policy applies to the Teacher Quality Institute, pre-service teachers and universities.

## 6. Contact

6.1 For support, contact TQI on 62075005 or [tqi@act.gov.au](mailto:tqi@act.gov.au)

## 7. Complaints

7.1 Concerns about the application of this policy or the policy itself should be raised with TQI.

Email: [tqi@act.gov.au](mailto:tqi@act.gov.au)  
Telephone: 02 62075005

## 8. Record keeping

8.1 TQI record keeping is regulated by the *Territory Records Act 2002* and is managed in accordance with policies and guidelines issued by the ACT Territory Records Office.

## 9. Privacy

9.1 TQI has issued a Territory Privacy Principle 5 (TPP 5) notice for the collection of personal information, in accordance with the *Information Privacy Act 2014*.

9.2 The notice is available online and outlines:

- ii. when personal information is collected and how it is used
- iii. when personal information may be disclosed and the legislative authority for that disclosure
- iv. the impact if you do not consent to supplying TQI with the information requested
- v. what to do if you believe that TQI has not handled your personal information correctly.

## 10. Definitions

**10.1 Accredited teacher education program** means a program that has been accredited, having met the *Standards and Procedures: Accreditation of initial teacher education programs in Australia*.

**10.2 Professional experience** means the placement of a pre-service teacher at a school to undertake the professional teaching experience required of an accredited pre-service teacher education program.

## 11. Policy information

### Approved by

- Teacher Quality Institute Board

### Approval date

- 23 May 2023

### Publication of policy

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

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