

Managing your Teaching Staff within the TQI Portal - for Principals and Delegates

School Registration Report

The *School Registration Report* enables School Principals and delegates to see a list of teachers who, according to TQI records, are currently attached to employment within their school.

To access the *School Registration Report*:

- Visit the [TQI Portal](#).
- Click on the **Delegate Functions** tab.
- Select **Registration Report** from the drop-down menu.
- Click the blue **Generate Registration List** button.

Other information for which the *School Registration Report* provides oversight includes:

- registration type (i.e: Full or Provisional).
- remaining PL hours to be completed/submitted for this registration year.
- any remaining PL deficit hours from the previous year.
- TQI registration expiry date.
- whether or not an application for registration renewal has been submitted (during the renewal period 1 January – 31 March).

Confidential Report
List of current teachers with an employment record at your school

Date Report Generated: 13/05/2022 9:15:23 AM *For detailed PL information, access the Teacher PL Summary page

TQI Number	Family Name	Given Name	Registration Type	TQI Registration Expiry Date	WwVP Number	WwVP Expiry Date	Remaining PL To be Completed	Remaining PL Deficit	Renewal Submitted
			Full	31/03/2022		18/03/2022 - WWVP Renewal Submitted			
			Full	31/03/2023		31/03/2022 - WWVP Renewal Submitted			
			Full	31/03/2023		2/05/2022 - WWVP Renewal Submitted			
			Full	31/03/2023		5/05/2022	15.00	0.00	Not Submitted
			Full	31/03/2023		15/05/2022 - WWVP Renewal Submitted	20.00	0.00	Finalised
			Full	31/03/2023		29/05/2022	0.00	0.00	Finalised
			Full	31/03/2023		17/06/2022			
			Full	31/03/2023		17/06/2022			
			Full	31/03/2023		21/06/2022			
			Full	31/03/2023		21/06/2022			
			Full	31/03/2023		8/07/2022			
			Full	31/03/2023		14/07/2022			
			Full	31/03/2022		18/07/2022			Not Submitted
			Full	31/03/2023		19/07/2022	15.00	0.00	Finalised
			Full	31/03/2023		31/07/2022	9.00	0.00	Finalised

Callouts:

- Although this teacher's WWVP Registration has passed its expiry date, the teacher has provided evidence of WWVP Registration PRE-EXPIRY Renewal to TQI** (points to row with 18/03/2022 - WWVP Renewal Submitted)
- This teacher's WWVP Registration has expired and no evidence of renewal has been provided to TQI** (points to row with 5/05/2022)
- This teacher has an expired TQI registration** (points to row with 31/03/2022)
- This teacher has provided evidence of WWVP Registration renewal application to TQI** (points to row with 8/07/2022)

Managing Teachers

The Manage Teachers area allows you to undertake the tasks listed below to manage the teachers currently attached to your school.

- **Verification of Teacher PL** – once your teachers have completed, submitted and reflected on their annual 20 hours of Professional Learning, Principals or PL verification delegates must verify their PL.
- **Removing teachers who are no longer employed at your school** – when a teacher is no longer working at your school but has not yet updated their employment details within their TQI portal, you are able to cease their employment and remove them from your School Registration Report. There is a remove button next to each teacher on the list. See images below.
- **Adding teachers who are new to your school** – Please note, this cannot be done by the school. Teachers MUST log into their TQI portal and update their employment details.

To access the Manage Teachers Function:

1. Visit the [TQI Portal](#)
Click on the **Delegate Functions** tab
Select **Manage Teachers** from the drop-down menu.



2. Scroll to the list of teachers in your school
Click the **Remove** button next to any teacher's name who is no longer employed at your school

Registration	Given Name	Family Name	Registration Type	Hours required for registration purposes	Deficit hours from previous year(s)	Additional Information	Expand for more PL Information	Status	Verify PL	Remove Teacher from list
			Provisional	5	0		+		Verify	Remove
			Full	0	0		+	20	Verify	Remove
			Full	0	0		+	20	Verified	Remove
			Full	0	0		+	20	Verified	Remove

3. Complete the pop-up form, providing approximate end dates and the reason for removing the active employment record
Click **Remove**.

Please note: Selecting "Teacher is no longer at the school" simply ends that employment record within the teacher TQI record. It does not remove their teacher registration. When the teacher next logs on; they will be prompted to update their employment record.

Working with Vulnerable People Registration (WWVP)

Maintaining current WWVP registration is a condition of TQI Teacher registration regardless of employment status. WWVP must be **renewed on or before it's expiry date** for the registration to remain valid until the renewal is decided. If a teacher applies to renew their WWVP registration after the expiry date, they will not hold WWVP registration until the renewal application has been assessed and approved and therefore they will no longer meet the conditions of TQI registration.

School Principals and delegates can view WWVP registration expiry dates for their teachers through the *School Registration Report*. The report includes a **WWVP Expiry Date** column, which displays '**Renewal Submitted**' if TQI has received a pre-expiry renewal application receipt.
See *School Registration Report* image above.