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).

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

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.