



Request for a Fit and Proper Advice



This form is to request the Teacher Registration Board of Western Australia (TRBWA) to provide written advice as to whether a person is a fit and proper person to be registered as a teacher in Western Australia.

Personal details (please print clearly)

Have you previously applied for or held registration with the TRBWA (or WACOT)?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Registration number (if known): _____	
Title <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other _____			
Given name		Middle name(s)	
Family name/surname		Preferred name	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/unknown		Date of birth (dd/mm/yyyy) / /	
Other names by which I am or ever have been known including: <i>Alias (A), name change by Marriage (M) or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages (P)</i> (please <input checked="" type="checkbox"/> beside each other name). If more room is required, list on a separate sheet. Please sign and send the sheet with this request form. Additional sheet included? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
Address Information			
Current postal address (No/Street) e.g. 1 Town Street			
Country	Suburb/Town/City	State	Postcode
Is this also your current residential address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Residential address (if different from postal address) (No/Street)			
Country	Suburb/Town/City	State	Postcode
Date resided from (dd/mm/yyyy)			
Contact Details			
Preferred contact number <input type="checkbox"/> Mobile or <input type="checkbox"/> Landline			
Mobile		Landline	
Preferred email			
Alternate email address			
PLEASE NOTE: The TRBWA will use this email address as your registered email address for contact purposes. During the process it is your responsibility to inform the TRBWA of any changes to your contact details.			
Place of Birth			
Country of Birth		State	Suburb/Town/City
Other Information			
Are you of Aboriginal and/or Torres Strait Islander descent? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Fit and proper questions

The <i>Teacher Registration Act 2012</i> (Act) requires the TRBWA to have regard to certain matters to determine whether you are a fit and proper person to be registered. Read carefully before responding. It is an offence under the Act to provide false and misleading information to the TRBWA in order to gain registration. You are required to respond to the following questions (☑).	Yes	No
1. Have you ever had registration, licensing, classification or other authority as a teacher suspended, cancelled or withdrawn in Australia or any other country for disciplinary reasons?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you subject to any conditions in practising the profession of teaching in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been refused registration, licensing or classification as a teacher in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever been, or are you currently, the subject of disciplinary action in response to allegations concerning incompetence as a teacher, misconduct as a teacher, or fitness to be a teacher, including preliminary investigation, either informal or formal in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have a serious medical condition, or mental or physical impairment, that adversely affects, or is likely to affect, your ability to practise as a teacher? If you have answered 'Yes' to this question, the TRBWA needs to make a determination about the extent to which your ability to practise as a teacher is or is likely to be adversely affected. Please refer to the Medical Conditions and Impairments form available at: https://app.trb.wa.gov.au/links/?open=fitandproperQ5	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever been dismissed or resigned from teaching in response to or following allegations of misconduct in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
7. In the last six months have you used any illicit drugs or engaged in any substance abuse?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever been convicted of any offences, (including criminal and traffic) in Australia or any other country? Note this includes spent convictions.	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you have any outstanding criminal charges in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered YES to any of these questions, you must provide FULL details in a sealed envelope marked 'Private and Confidential' and posted to:

Director, Fit and Proper Assessment
 Teacher Registration Board of Western Australia
 PO Box 1390
 OSBORNE PARK WA 6916

- responses to additional questions if you answered 'yes' to question 5;
- a detailed submission from you as to how the events arose, what allegations were made, any findings against you, and what you have done since;
- a Statement of Material Facts if appropriate;
- character references (particularly where the referee knows about the events leading to this situation);
- documentation showing an outcome of the matter.

Please provide sufficient information to assist the Board with their assessment of whether you are a fit and proper person to be registered.

If you have answered **NO** to **ALL** of the fit and proper questions (on the previous page), please detail the reasons for requesting fit and proper advice. Include supporting documentation if applicable.



National criminal record checks

As part of an assessment by the TRBWA as to whether you are a fit and proper person, consideration is given to any criminal history you may have, pursuant to section 24(c) of the Act.

You are required to consent to the TRBWA completing a national criminal record check. Consent is provided by completing a Nationally Coordinated Criminal History Check Application and Informed Consent Form, which is found at the end of this form and can also be found on the TRBWA website (trb.wa.gov.au).

Proof of identity requirements

You are required to provide **four identity documents** with your consent for a national criminal record check. The combined identity documents must contain your full name, date of birth and a photograph. Please refer to the Nationally Coordinated Criminal History Check Application and Informed Consent Form for a list of documents required for the national criminal record check.

Verification of identity

As part of the process to undertake a national criminal record check, the TRBWA is required to verify the identity of the person making the application. This involves the comparison of the original photographic identification document provided as part of the application process with a visual comparison of the applicant.

Verification will be undertaken by either one of the following methods:

- via online video call, or
- in person at the TRBWA office.

To verify your identity, you will be required to present the original photographic identification document for comparison. If the TRBWA is unable to establish that an applicant is the person represented in the application, additional photographic identification may be requested.

If you are unable to undertake the identification verification process through either of the methods outlined above, please email info@trb.wa.gov.au detailing your circumstances.

Please note, the verification process through either method is undertaken on an appointment only basis.

Identification verification process

Please tick () the appropriate option listed below.

Via online video call

I will verify my identity, by presenting the original photographic identification document used in my request for advice, via an online video call.

Please note, you will be sent an email requesting that you make an appointment for an online SKYPE video call to verify your identity. The email will guide you to an online booking system where you can book an appointment.

You will be required to create a SKYPE account (if you do not already have one), which includes downloading and installing appropriate software. This software will work on most portable devices that have a camera, such as an iPad, iPhone, Android tablet, Android phone and computer. More information is available at www.skype.com or via the app stores for Android and Apple devices.

Interviews are available between 8.45am and 4.00pm Monday to Friday (except public holidays).

In person

I will verify my identity, by presenting the original photographic identification document used in my request for advice, at the TRBWA office.

Please note, you will be sent an email requesting that you arrange a time to attend the TRBWA office to verify your identity. The email will guide you to an online booking system where you can book an appointment.

The TRBWA office is located at Level 9, 20 Walters Drive, Osborne Park, Western Australia.

Interviews are available between 8.45am and 4.00pm Monday to Friday (except public holidays).

Overseas criminal record checks (from a country other than Australia)

Part of the consideration as to whether a person is fit and proper to be registered is the person's criminal history. You are therefore requested to provide a criminal record check from every country other than Australia you have resided in for a cumulative¹ period of 12 months or more, from 18 years of age, during the 10 years prior to making this request for advice.

Have you resided in any country other than Australia for a cumulative ¹ period of 12 months or more, from 18 years of age, during the 10 years prior to making this request for advice? (☑)	Yes	No
If you have answered 'No', please proceed to the Declaration section.	<input type="checkbox"/>	<input type="checkbox"/>
If you have answered 'Yes', please proceed with the requirements below for obtaining an overseas criminal record check.		

Obtaining an overseas criminal record check from fit2work

To obtain an OCRC you must apply directly to **fit2work**, the approved provider of OCRCs for the TRBWA.

OCRCs issued by other providers will not be accepted.

You can apply for an OCRC online at: <https://fit2work.com.au/PreEmployment.aspx?id=trbwa>.

This link can also be accessed from the TRBWA website (trb.wa.gov.au).

You can check on the progress of your fit2work OCRC at any time, by logging onto fit2work. Once completed, the result of your OCRC will be emailed to you and also provided directly to the TRBWA.

Please note, your fit2work OCRC application is separate to your request for advice. Payment for your OCRC must be made directly to fit2work.

If you have any questions regarding your fit2work OCRC application, please contact:

fit2work

tel: 1300 525 525

email: ichc@fit2work.com.au

If fit2work does not conduct a check for the country you resided in, the TRBWA may accept a statutory declaration. Please contact the TRBWA to request a statutory declaration.

Please do not provide your own statutory declaration or obtain one from Australia Post.

¹ Cumulative – the total time spent in each individual country in the 10 years prior to making this request for advice.

Example – If you are not currently registered, and you spent 6 months in the UK in 2014 and another 6 months in 2016, the total time spent in the UK would be 12 months in the past 10 years. You would, therefore, be required to provide an overseas criminal record check from the UK.

Overseas criminal record checks table

In the table below, please list every country other than Australia you have resided in for a cumulative¹ period of 12 months or more, from 18 years of age, during the 10 years prior to making this request for advice. For every country, please identify whether you are:

- 1) supplying an OCRC from fit2work with your request
- 2 currently in the process of obtaining an OCRC from fit2work

Country	1)		2)
	I have applied for and been issued an OCRC by this country by fit2work. A copy of this will be provided directly to the TRBWA by fit2work.		I am currently in the process of obtaining an OCRC from fit2work for this country. Once issued, a copy of this OCRC will be provided to the TRBWA by fit2work.
	Date issued (DD/MM/YYYY)	Reference number	If Yes, tick (☑) below
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

If fit2work does not conduct a check for the country you resided in, the TRBWA may accept a statutory declaration. Please contact the TRBWA to request a statutory declaration.

Please do not provide your own statutory declaration or obtain one from Australia Post.

¹Cumulative – the total time spent in each individual country in the 10 years prior to making this request for advice.

Example – If you are not currently registered, and you spent 6 months in the UK in 2014 and another 6 months in 2016, the total time spent in the UK would be 12 months in the past 10 years. You would, therefore, be required to provide an overseas criminal record check from the UK.

Declaration

(s.127 of the *Teacher Registration Act 2012*)

I, _____

Full name

of _____,

Address

Occupation

sincerely declare that the information I have provided in this request is complete, true and correct.

Signature _____

Date / /



It is an offence under the [Act](#) to provide a false or misleading statement.

Payment calculator

Calculation of fees payable	
Fit and proper assessment	\$56.00
Total fees payable	\$56.00

Payment details

Full name: _____

Date of birth: / /
 Day Month Year

Payment of the fee will be made via:

- Credit card
- EFTPOS/Cash in Person
- Cheque (made payable to: Teacher Registration Board of Western Australia)
- Money order/bank draft (made payable to: Teacher Registration Board of Western Australia)
- Other electronic payment

Please note, **unless you are attaching a cheque or money order, you will be sent an email with payment details** when the TRBWA receives your documentation.

Documentation will not be processed until full payment of the application fee has been received.

Amount: \$

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<p>Office use only</p> <p>Voucher/Receipt # _____</p> <p>Date processed: ____/____/____</p> <p>Processed by: _____</p> <p>If Declined: Error message: (Printout attached)</p>
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Lodging this request for advice

By email

This request for advice and supporting evidence may be emailed to: info@trb.wa.gov.au

In the subject line of the email, please include 'Request for a Fit and Proper Assessment' and your full name.

In the main body of the email, please detail all attachments that have been included with the request for advice.

If submission by email is not practicable, please contact the TRBWA.

Checklist

- read each section carefully and complete and sign all relevant sections.
- attach all required documentation.