



Request for Qualification Advice



This form is used to make a request for formal written advice from the Board in respect of the following matters:

- whether or not a person's qualification(s) would meet the qualification requirement for registration; and
- if applicable, any additional qualification(s) required in order to meet the qualification requirement for registration.

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	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	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 request process it is your responsibility to inform the TRBWA of any changes to your contact details.			
Place of Birth			
Country of Birth		State	Suburb

Other Information

Are you of Aboriginal and/or Torres Strait Islander descent? Yes No

Qualification(s) to be assessed

Name of qualification	Name of institution	State, Territory or Country	Full time length of course	Date completed
				/ /
				/ /
				/ /
				/ /
				/ /

Evidence required :

Please attach the following documents for each qualification listed above:

For Australian and New Zealand qualifications:

- a copy of your final academic record (academic transcript)

The TRBWA will make an assessment of your qualification and will need information to determine the:

- full time duration of the course(s)
- whether 45 days supervised teaching practice was undertaken in a primary or secondary school or other recognised educational venue(s).
- whether the course(s) included one year of professional teacher education subjects

If a single document covers more than one of the evidence requirements, please only submit one copy of that document.

All other qualifications:

- a copy of your qualification (parchment/certificate); and
- a copy of your final academic record (academic transcript/Diploma Supplement); and
- a copy of evidence demonstrating you have completed a minimum of 45 days supervised teaching practice in a primary or secondary school or other recognised educational venue(s).

If your academic records or documents are in a language other than English, you must attach copies of the documents both in the original language and the English translation. Please note that translations must be prepared and **certified** as correct by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). Web site link (<http://www.naati.com.au/>).

The following may also be submitted:

- If you have had your teaching qualification assessed by Australian Institute for Teaching and School Leadership (AITSL) for migration purposes, please attach a copy of the AISTL assessment advice.
- Any other documentation that may be relevant (eg. Teaching credential, Qualified Teacher Status).

The TRBWA must be satisfied that the evidence submitted with your request demonstrates that the qualification requirements have been met. You are therefore encouraged to submit as much relevant evidence to support your request.

At any stage of the assessment of your request, the TRBWA may request additional evidence/information.

Previous teaching experience

In some circumstances your previous teaching experience may assist the assessment of your qualification(s).

Please provide details of your teaching experience in the table below.

From	To	School	State, Territory or Country	Year levels and subjects taught	FT/PT or Relief
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If required, the TRBWA may request further information on your work history.

Payment calculator

Calculation of fees payable:	Fee
Fee	\$313.50

Please note: The qualification assessment will not commence until all the required documents are presented and the non- refundable fee has been paid. Should an application for registration be made within two years of a positive written advice from the TRBWA, then the registration fee will be reduced by the amount previously paid.

Payment details (please ensure cardholder's signature is included)

Full name: _____

Date of birth: / /
 Day Month Year

Payment of 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 request fee has been received.

Amount: \$

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Office use only

Voucher/Receipt # _____

Date processed: ____/____/____

Processed by: _____

If Declined: Error message: (Printout attached)

Lodging this request for advice

By email

This form and supporting evidence may be emailed to the TRBWA at: info@trb.wa.gov.au.

In the subject line of the email please include 'Request for Qualification Advice' and your full name.

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

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

To avoid unnecessary delays please check that your request is complete using the following checklist:

- have provided the required evidence with respect to my qualification(s).
- I have provided evidence supporting any change of names reflected in my request (for example, a copy of my marriage certificate or official change of name certificate).