

Professional Learning Activities (for the Renewal of Registration) Policy

1. Purpose

This policy outlines the professional learning activity requirements placed on a teacher for a **renewal** of their registration with the Teacher Registration Board of Western Australia (TRBWA).

2. Scope

This policy applies to all applications for the **renewal** of Full, Provisional or Limited Registration from TRBWA registered teachers.

This policy also applies to all TRBWA staff and Board members involved in the registration and regulation of teachers in Western Australia.

3. Background

This policy is required by regulation 9 within the *Teacher Registration (General) Regulations 2012* (Regulations).

Regulation 9 states that the TRBWA must have a written policy about professional learning activities, to use that policy for determining which activities are professional learning activities and to publish the policy on its website.

The *Teacher Registration Act 2012* (TR Act), Section 22 details the requirements that must be satisfied before the Board may renew a teacher's registration. The requirement to undertake professional learning activities is provided through s.22(2)(c) as additional prescribed requirements.

Regulation 13 sets out these additional requirements. In particular, Regulation 13 (2)(b), (3)(b) and (4)(b) prescribe the requirements in respect of professional learning activities.

The Regulations stipulate that every applicant for renewal of registration whose application is submitted on or after 7 December 2013 will be required to satisfy this policy.

The Board has discretion, under r13(5), to renew a teacher's registration if the Board is of the opinion that there are extenuating circumstances that have impacted on the teacher's ability to complete the required professional learning requirement.

4. Policy

4.1 Renewal of registration – requirement for professional learning activities

Continuous professional learning is integral to raising teaching standards and is an accepted professional obligation in all professions. Teacher professional learning is an ongoing process supported by planned learning activities and programs designed to enhance professional knowledge, practice and engagement.

In respect of teacher registration, it is a requirement that to be eligible to renew registration, a teacher must complete a minimum amount of professional learning during the period of their

current registration. The requirement to undertake a minimum amount of professional learning applies to all registered teachers. There is no pro-rata.

The TRBWA generally expects that professional learning activities claimed for renewal of registration purposes are those formal and informal learning experiences aimed to improve the teacher's knowledge, practice and competencies as set out in the *Professional Standards for Teachers in Western Australia* (the WA Professional Standards).

The TRBWA acknowledges that registered teachers, depending on their career stage and level of experience, may be working at the *Highly Accomplished* or *Lead Teacher* career stages as described within the Australian Institute for Teaching and School leadership (AITSL) *Australian Professional Standards for Teachers* or, as in the case of school leaders, the *Australian Professional Standard for Principals and the Leadership Profiles*.

The TRBWA requires that all registered teachers, for renewal of their registration, have undertaken learning activities whether formal or informal which are directly related to the relevant Professional Standards (as described in the previous two paragraphs).

The selection of activities undertaken is at the discretion of the individual teacher subject to the requirement that each claimed activity is directly related to the Professional Standards and that relationship has been articulated in the evidence collected and retained by the teacher. The selection of activities will vary according to the teacher's particular situation, teaching context and current career focus.

The hours of professional learning activities do not need to be evenly spread across the registration period. However, at the time of application, the applicant is required to declare that they have undertaken the prescribed number of hours.

4.2 What is meant by formal activities?

Formal activities may include:

- activities offered by professional development providers such as workshops, seminars, online learning
- school-based and employer-provided professional development including professional development days, action research projects, mentoring a junior colleague or critical friend
- enrolment in a course of study related to teaching and leading to formal qualifications, including postgraduate study
- giving conference or workshop presentations or writing for publication.

Formal activities must be related to one or more of the elements in the standards at the level (or career stage) to which the applicant is working. Formal activities will generally be evidenced by a certificate of participation, a provider's signature or some other independent verification.

4.3 What is meant by informal activities?

Informal activities may include:

- professional reading
- professional or collegiate meetings dedicated to teacher professional learning or requiring reflection on professional practice
- participation in the development of policy or practice within the educational venue or a wider context
- time spent providing advice and feedback with a student who is on a teaching practicum placement
- participation on education related Boards, committees, or panels.

Informal activities must be related to one or more of the elements in the standards at the level to which the applicant is working. Informal activities will generally be evidenced by the teacher's own record, notes and reflections.

4.4 Which level of the Professional Standards is relevant for renewal of Full and Limited Registration?

For the renewal of registration purposes, it is expected that all registered teachers will undertake learning activities that are related to the relevant Professional Standards appropriate to the teacher's current level of experience, career stage or professional role with a view to continuously upgrading and advancing their knowledge and skills.

With respect to the renewal of Provisional Registration, this may only occur if, in the opinion of the Board, there are exceptional circumstances for doing so.

4.5 Declaring and recording of professional learning activities

To renew a teacher registration, a teacher at the time of application, will be required to declare they have completed the prescribed number of hours of professional learning activities or demonstrate to the Board that extenuating circumstances exist (refer to section 4.6 below).

It is recommended that teachers maintain a log of their activities. The TRBWA does not prescribe how a registered teacher records their professional learning, however, a Professional Learning Log is available through [Teacher Login](#) for registered teachers to utilise.

Although teachers applying for the renewal of registration are not required to provide evidence with their application, they are strongly advised to retain evidence of the professional learning activities they have undertaken for the current period of registration. The TRBWA may request evidence to support any declarations made by a registered teacher at the time of application.

4.6 Extenuating circumstances

A teacher who, due to extenuating circumstances, has been unable to meet the professional learning requirements for the renewal of their teacher registration may apply to the Board for consideration of those extenuating circumstances.

For the purpose of renewal of registration, extenuating circumstances are those events or situations which are not reasonably foreseeable or are beyond the control of the teacher and directly impact on the teacher's ability in being able to meet their registration requirements under the Act.

For further detail with respect to the consideration of extenuating circumstances in relation to the professional learning requirement for renewal of registration and the factors that may be considered by the TRBWA, refer to the TRBWA [Consideration of Extenuating and Exceptional Circumstances for Registration policy](#).

4.7 Failure to satisfy the professional learning requirements

In the absence of extenuating circumstances being accepted by the Board, failure to satisfy the professional learning requirements on renewal may result in refusal of a renewal application and which in some circumstances may result in expiry of registration. In circumstances where a registered teacher is unable to satisfy the requirements for renewal of Full or Provisional Registration, they may be eligible to apply for Non-Practising Registration.

4.8 Professional Learning Requirements for renewal

The minimum number of hours of professional learning activities that will be required for the renewal of teacher registration are as follows:

Registration Category	Minimum number of hours of professional learning activities required to be completed
Full Registration	100 hours
Limited or Provisional Registration granted for 3 years	60 hours
Limited or Provisional Registration granted for less than 3 years	Calculated on a pro rata basis for the period since the registration was last granted or renewed, to the date of application at the rate of 20 hours for each year

5. Supporting information

- *Teacher Registration Act 2012*
- *Teacher Registration (General) Regulations 2012*
- *Consideration of extenuating and exceptional circumstances for registration policy*
- *Professional Standards for Teachers in Western Australia*
- *Australian Professional Standards for Teachers*
- *Australian Professional Standard for Principals and the Leadership Profiles*

6. Change History

Approved	Version	Details	Approved By
14/05/2013	1	New Policy Issued	Board
14/03/2018	2	Revised Policy including removal of transition provisions.	Board
Next Review Date		30/06/2019	