

Pre-application Notice Limited Registration

An employer (applicant) can use this form to notify the Teacher Registration Board of Western Australia (TRBWA) of their intention to make an application for Limited Registration on behalf of a teacher. This notice may be used in circumstances where a teacher is required to teach immediately.

If a teacher is required to teach prior to an *Application for Limited Registration* (Application) being granted, a *Pre-application Notice - Limited Registration* may be lodged with the TRBWA.

The lodgement of an Application is the second part of a process if a *Pre-application Notice* was lodged with the TRBWA. The Application must be made to the TRBWA within 14 days of the *Pre-Application Notice* being lodged and it must be accompanied by the appropriate fee, as listed on the Fees page of our website (trb.wa.gov.au).

If this process is followed, the grant of registration is backdated to the date the *Pre-Application Notice* was lodged with the TRBWA.

Failure to make an *Application* within 14 days may lead to an offence being committed by the **applicant** and the **teacher** under the *Teacher Registration Act 2012* (Act) sections 6 and 7:

- a person must not teach in an educational institution unless the person is a registered teacher; and
- a person must not appoint, employ, engage or give permission to another person to teach in an educational institution unless the other person is a registered teacher.

An employer may require a teacher to teach immediately where the teacher already has been granted Limited Registration with another educational institution within the past 12 months. In these circumstances, the employer may lodge a Pre-Application Notice and the lodgement of an Abridged Application for Limited Registration must be made to the TRBWA within 14 days.

Please select which application form you will submit with your *Pre-Application Notice*.

[Application for Limited Registration](#)

- ☐ Use this form if you are an employer (applicant) who has made an offer of a teaching position and wish to apply for Limited Registration on behalf of a teacher.

[Abridged Application for Limited Registration](#)

- ☐ This form can only be used if a Limited Registration Application has been granted in the last 12 months. Use this form to add a new education venue and/or new conditions.

Information about completing and submitting a Pre-Application Notice - Limited Registration

Teacher: A 'teacher' is a person who satisfies the statutory requirements for Limited Registration and has been offered a teaching position. The person responsible for completing and submitting this *Pre-Application Notice* is the employer or a delegate who is authorised to hire teaching staff.

Applicant: The 'applicant' is the employer and is usually the Department of Education, the Catholic Education Office or the school's governing body.

- In cases where a teacher is required to teach prior to the grant of registration, an applicant must lodge this *Pre-application Notice - Limited Registration* with the TRBWA.
- A teacher may commence teaching on the same day the notice is lodged at the TRBWA and is strictly conditional on an Application being made within 14 days of the *Pre-Application Notice*.
- Failure to submit the Application to the TRBWA within 14 days will render the teaching unlawful and the teacher must cease teaching immediately. If the application is not submitted within the 14 days, the employer (applicant) and nominated teacher may be prosecuted under sections 6 and 7 the Act.

To ensure the TRBWA receives this *Pre-Application Notice* and the page headed Teacher's Details on or before the day the teacher commences teaching, you should choose one of the delivery options below and telephone the TRBWA on (08) 9223 9100 (or 1300 652 911 for regional callers) to confirm receipt:

- Scan and email to: info@trb.education.wa.edu.au
- **Hand deliver or courier to:**
Teacher Registration Board of Western Australia
151 Royal Street
EAST PERTH WA 6004
Office Hours: Mon to Fri 8.30am - 4.30pm
Information about the TRBWA office location is available on the TRBWA website:
<http://www.trb.wa.gov.au/Pages/contactus.aspx>

This *Pre-application Notice* can only be used for one 'teacher'. A teacher is a person who satisfies the statutory requirements for Limited Registration and has been offered a teaching position. The person responsible for completing and submitting this form is the employer or a delegate who is authorised to hire teaching staff.

The 'applicant' will be responsible for paying the registration fee.

The employer must be named. Note that a school principal is rarely, if ever, an employer. The employer will usually be the Department of Education, the Catholic Education Office or the school's governing body. In the case of an education and care centre, the provider's or operator's business name and contact details must be provided.

The employer's delegate is usually the school principal or nominated supervisor. This is the person with whom the TRBWA will liaise with respect to the application and the Limited Registration, if approved, of the teacher.

Pre-Application Notice - Limited Registration

Use this notice only if you require the teacher to commence work immediately. It is to be submitted by the employer in respect of a position offered at an educational institution on or before the first day of employment of a single teacher for Limited Registration.

Teacher's Details

Has the teacher previously been registered with the TRBWA or WACOT? ☐ Yes or ☐ No

Registration number (if known) _____

Title ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other _____

Given name

Other name(s)

Family name

Date of birth

Other names by which the teacher is or ever has been known including: *Alias (A), name change by Marriage (M) or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages (P)* (please ☒ one beside each other name).

If more room is required, list on a separate sheet. Please sign and send the sheet with this notice. Additional sheet included? ☐ Yes ☐ No

<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)
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<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)
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<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)
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Indigenous status

Is the teacher of Aboriginal and/or Torres Strait Islander descent? ☐ Yes ☐ No

Gender

☐ Male ☐ Female ☐ Other/Uknown

Place of birth

Suburb/Town

State (if applicable)

Country

Current postal address (No/Street) e.g. 1 Town Street

Suburb

Postcode

Is this also the teacher's current residential address? ☐ Yes ☐ No

Current Residential address (if different from postal address) (No/Street)


Suburb

Postcode

Mobile

Landline

Preferred email

Applicant		
Employer Details		
Name of employer e.g. Department of Education; governing body of named non- government school		
Employer's postal address		
	Postcode	
Employer's delegate details		
Name of employer's delegate		
Position at institution e.g. Principal; nominated supervisor		
Email address		
Mobile	Work	Landline
Delegate's signature _____ Date ____/____/____		
Educational Institution		
Please provide details of the school or centre where the teacher is to be employed		
Name of institution e.g. school/centre		
Postal address of venue		
	Postcode	
Date of commencement of employment		
OFFICE USE ONLY LR1		