

Professional Learning Activities (for the Renewal of Registration) Policy

POL9

Made under section 20A of the *Teacher Registration Act 2012* and effective from 19 December 2023.

1. Purpose

This policy outlines the professional learning activity requirements for renewal of registration with the Teacher Registration Board of Western Australia (Board).

2. Scope

This policy applies to all applications for the renewal of Full, Provisional or Limited Registration.

3. Background

This policy is required under section 20A of the *Teacher Registration Act 2012* (Act).

Section 20A states that the Board may approve a policy for professional learning activities to set the requirements for registered teachers applying for renewal of registration to maintain their skills and knowledge in relation to teaching, and to publish the policy on its website.

The Act details the requirements that must be satisfied before the Board may renew a teacher's registration under section 22. The requirement to undertake professional learning activities is provided through section 22(2)(c) as requirements prescribed in the *Teacher Registration (General) Regulations 2012* (Regulations). In particular, Regulation 13 (2)(b), (3)(b) and (4)(b) prescribe the requirements with respect to professional learning activities.

The Board has discretion under Regulation 13(5) to renew a teacher's registration, without the teacher meeting professional learning requirements, if the Board is of the opinion that there are sufficient reasons for doing so in the circumstances of the case.

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. A teacher's professional learning is an ongoing process supported by planned learning activities and programs designed to enhance professional knowledge, practice and engagement.

In relation to teacher registration, 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.

The Board generally expects that professional learning activities consist of formal and/or informal learning experiences aimed to extend the teacher's knowledge and practice. It is generally expected that professional learning relates to one or more aspects of the *Professional Standards for Teachers in Western Australia* (Professional Standards).

Professional learning undertaken in another state or territory or New Zealand, during the relevant period, may also be counted for the purpose of the renewal of registration.

The Board 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 *Australian Professional Standards for Teachers* or, as in the case of school leaders, the *Australian Professional Standard for Principals and the Leadership Profiles*.

The Board requires that all registered teachers for the purposes of renewal of their registration have undertaken learning activities, whether formal or informal, which are directly related to standards relevant to the teaching profession (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 being a critical friend;
- enrolment in a course of study related to teaching and leading to formal qualifications, including postgraduate study; and
- giving conference or workshop presentations or writing for publication.

Formal activities must be related to one or more of the elements in the Professional 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; and
- participation on education related boards, committees, or panels.

Informal activities must be related to one or more of the elements in the Professional 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.

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 sufficient reasons exist (refer to section 4.5 below).

It is recommended that teachers maintain a log of their activities. The Board 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 Board may request evidence to support any declarations made by a registered teacher at the time of application.

4.5 Sufficient reasons

A teacher who has sufficient reasons for being unable to meet the professional learning requirements for the renewal of their teacher registration may apply to the Board for consideration of those reasons.

For the purpose of renewal of registration, sufficient reasons 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 to meet their registration requirements under the Act.

For further detail with respect to the consideration of sufficient reasons in relation to the professional learning requirement for renewal of registration and the factors that may be considered by the Board, refer to the Board's *Consideration of Extenuating Circumstances and Sufficient Reasons for Registration Policy*.

4.6 Failure to satisfy the professional learning requirements

In the absence of sufficient reasons, a failure to satisfy the professional learning requirements for renewal may result in the refusal of a renewal application, which may, in some circumstances, result in the expiry of a teacher's registration.

Teachers in these circumstances may be eligible for an alternative category of registration, such as Provisional Registration (Returning Teacher).

4.7 Professional Learning Requirements for renewal

The minimum number of hours of professional learning activities required for the renewal of teacher registration since a teacher's registration was last granted or renewed are set out in the table below.

Registration Category	Minimum number of hours of professional learning activities required to be completed since your registration was last granted or renewed
Full Registration granted for 5 years	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 Circumstances and Sufficient Reasons 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
26/10/2020	2.1	Minor amendment – fixed links	Assistant Director
18/02/2021	2.2	Minor amendment – additional paragraph regarding professional learning undertaken in another State or Territory or New Zealand.	Assistant Director
29/03/2022	2.3	Minor amendment to section 4.8 – added the term of Full Registration and clarification of the timeframe to complete professional learning.	Assistant Director
15/11/2023	3.0	Updated to align with amended Act	Board
Next Review Date		3 years	