

Continuing Professional Development

QUESTIONS AND ANSWERS

The Queensland College of Teachers (QCT) has a *Continuing Professional Development Policy and Framework* that recognises the importance of teacher engagement in continuing professional development (CPD) and outlines the CPD expectations and requirements for renewal of registration.

What are the CPD requirements?

CPD is an annual requirement for all teachers¹ with full registration. This includes teachers working full and part time, as well as supply and contract teachers. Teachers who teach 20 days or more in a year need to complete at least 20 hours of CPD in that year.

Table A. CPD requirements

Days of teaching employment per year	CPD requirements per year from 2013 onwards
20 days and above	At least 20 hours
Under 20 days	Nil CPD

CPD must include a range of activities that can be differentiated from the normal expectations of the teacher's role or engagement in extra-curricular activities. For example, CPD does not include participation in staff meetings or planning and preparation. The QCT recognises teachers' individual circumstances and will provide information where applicable.

What does CPD required mean?

CPD required means that teachers undertake CPD that demonstrates:

- a **balance** across the following identified areas -
 - employer/school directed and supported CPD
 - teacher identified CPD
- a range of types of CPD activities
- completion of at least the minimum annual amount required.

The CPD completed must have regard to the *Australian Professional Standards for Teachers*².

¹ **Teachers** include those who deliver an educational program, assess student participation in an educational program, and/or administer or provide consistent and substantial leadership to an educational program.

² For principals, the *Australian Standard for Principals* is also relevant.

How much CPD do I need to undertake?

CPD requirements changed with the introduction of nationally consistent registration practices. Requirements are outlined in Table A. You need to complete 20 hours of CPD for each year that you teach more than 20 days.

I am a provisionally registered teacher. What are my CPD requirements?

There is no set number of CPD hours for the period of provisional registration. As a provisionally registered teacher you are expected to participate in professional learning and development activities to demonstrate your achievement of the *Australian Professional Standards for Teachers* (Proficient career stage) and to meet school expectations and needs.

Does balance mean that I have to do the same amount of CPD in each area?

No. The QCT recognises that teachers engage in a wide range of activities to contribute to their ongoing learning and growth and, depending on the context, the balance will be different for different teachers. For example, for supply teachers and teachers on short contracts a greater emphasis on teacher identified CPD may be appropriate.

I already spend a lot of time planning as well as involvement in meetings and extra curricular activities. Do I have to do CPD as well?

Yes. CPD does not include normal expectations of the teaching role. Planning and preparation, engagement in extra-curricular activities and attending routine core business meetings are part of your role as a teacher.

Will I be able to meet the CPD required without taking time out of school?

Yes. The CPD and Policy Framework places a high value on the quality professional development activities that occur at the school site. In addition there is a wide range of CPD that may be undertaken by teachers outside school hours, including online courses. Table 2 in the CPD Policy and Framework provides some examples of types of CPD.

When and how should I record my CPD activities?

The CPD Policy and Framework requires that teachers maintain records of their professional development. It is your responsibility to record CPD undertaken in a format that meets QCT requirements and best suits your individual needs and/or employer requirements. The QCT has an online CPD recording tool that is available through myQCT.

If you are audited by the QCT, you are required to submit your records to the QCT using this tool, so it is an advantage to use it to progressively record your CPD each year.

As a supply/contract teacher, do I have to do CPD?

Yes. To meet registration renewal requirements, if you are a supply or contract teacher with full registration, you need to complete at least 20 hours of professional development for each year in which you teach 20 days or more. You also need to keep records of the CPD undertaken.

The QCT has an online CPD recording tool that is available through myQCT. If you are audited by the QCT, you are required to submit your records to the QCT using this tool. You should also keep a record of your hours of teaching practice. If requested by QCT these records may need to be supported by Statements of Service from your employer/s.

I have retired, but I may do some supply teaching during the next few years. How much CPD will I need to do?

If you have full registration and you do any teaching, you need to complete at least 20 hours of professional development for each year in which you teach 20 days or more.

I am a supply teacher. How can I access employer directed and supported or school supported CPD?

The CPD Policy and Framework emphasises the importance of quality professional development opportunities that occur at the school site. As a supply teacher you will need to take a proactive approach and develop close relationships with a school or schools in which you work on a regular basis. As a minimum, you should know who coordinates professional development within the school and how to access information about the opportunities that may be available and appropriate to you.

I only work short contracts. How can I access employer directed and supported or school supported CPD?

As a contract teacher you should be able to take advantage of the increasing range of school-based CPD activities offered within schools. Find out who coordinates professional development within the school and how to access information about the opportunities that may be available and appropriate to you.

What is an audit?

Each year the QCT identifies a random sample of teachers and requests that they supply records and/or evidence to establish that the required CPD has been undertaken in the nominated audit year. Selected teachers are notified by email.

What happens if I am selected for audit?

If you are selected for audit you will be notified by email and requested to supply records and/or evidence to establish that you have undertaken the required CPD for the nominated audit year. Detailed instructions are provided in the email.

The audit will be used by the QCT in making a decision on renewal of your registration, including, for example, whether registration will be renewed with a condition.

I do not teach full-time. I assume this means I will not be audited?

As a teacher with full registration you may be selected for audit, regardless of whether you are teaching full-time, part-time, doing supply teaching, or not teaching at all. The audit selection is randomly generated.

I teach in a remote area of the state and have limited access to face-to-face CPD. How will I achieve the amount and range of CPD required?

The CPD Policy and Framework places a high value on the quality professional development activities that occur at the school site. There are also opportunities to support your professional development with online courses that are relevant to teaching. These activities can contribute to your annual CPD requirement. Table 2 in the CPD Policy and Framework provides some examples of types of CPD activities that could be undertaken by teachers, including those in remote areas.

I have been teaching in a non-school setting during the period of registration. Will I need to show the QCT that I have done CPD during this time?

If you have not been teaching in an Australian school, or in another setting delivering an educational program based on a syllabus or kindergarten guideline approved or accredited by the Queensland Curriculum and Assessment Authority during this time you have no CPD requirement.

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