

# FORM B: Application for recognition of an equivalent educational setting for Provisional Registration purposes

## FORM B: Organisation

If teaching the QCAA Kindergarten Guideline, submit only a Form K. Do not use this form.

Individual TAFE Campuses should not use this form as recognition is handled centrally by TAFE Qld.

Under the *Education (Queensland College of Teachers) Act 2005 (the Act) (s22-24)* holders of provisional registration are required to meet professional practice requirements prescribed in the *Regulation (s6 (1))* as:

(a) *successful completion of 1 year of duties as a teacher or*

(b) *other experience the College is satisfied is the equivalent of successful completion of 1 year duties as a teacher at a school.*

Experience in a recognised school in Australia or New Zealand is acceptable. Other institutions may apply to the College for the experience in that setting to be recognised for equivalence of experience for provisional registration purposes.

Teaching in a setting other than a prescribed school is acceptable if delivering a syllabus or kindergarten guideline approved or accredited by the Queensland Curriculum and Assessment Authority (QCAA).

Completion of this application by other settings is necessary to provide the information required by the College in order for the College to be satisfied about the equivalence of the experience.

All criteria must be met.

### 1 EDUCATIONAL INSTITUTION DETAILS

Name of institution	<input type="text"/>		
Type of institution e.g. child care centre	<input type="text"/>		
Address	<input type="text"/>		
City/Town/Suburb	State	Post Code	
Email address	<input type="text"/>		
Website	<input type="text"/>		
Postal address if different from above	<input type="text"/>		
PO Box	<input type="text"/>		
City/Town/Suburb	State	Post Code	
Nominated contact for the institution	<input type="text"/>		
Name	<input type="text"/>		
Position	<input type="text"/>		
Work Number	Fax number		
Email address	<input type="text"/>		

### 2 EQUIVALENCE CRITERIA

#### Teaching Role

Does the teaching role involve working with all of the seven Australian Professional Standards for Teachers?

Yes  No

Is the provisionally registered teacher responsible for planning, delivering and assessing the educational program outlined below?

Yes  No

Please note that each provisionally registered teacher who wishes to use their teaching experience in this setting must complete a *Form A: Individual* **before** commencing to work towards the experience necessary for gaining full registration.

**2 EQUIVALENCE CRITERIA (cont.)**

## Educational Program (Please attach Program Profile)

1. The educational program, delivered by your institution, is derived from a dedicated curriculum and recognised, endorsed, approved or accredited by a recognised authority:
- approved or accredited by the Queensland Curriculum and Assessment Authority Yes  No
  - recognised by the Australian Curriculum, Assessment and Reporting Authority Yes  No
  - Australian Qualifications Framework training package endorsed by the National Skills Standards Council/Australian Industry and Skills Committee Yes  No
  - based on the Early Years Learning Framework Yes  No
  - accredited initial teacher education program Yes  No
- Attachment provided (evidence of approval/accreditation/recognition by QCAA/AQF) if applicable.
- Yes  No

## If program is not approved by one of the above organisations Section 3 must also be completed

1. The program is delivered to both individuals and groups:  
size of group(s)
2. The program must be developmental - occurs over a reasonable period of time (e.g. a semester), is taught to the same group of learners, builds on prior learning and prepares for subsequent learning  
Time frame of program  weeks
3. Educational outcomes are specified in the program. Describe, with reference to attach program documentation.  
 Attachment provided
4. The age levels of learners in the educational program may include adolescent and adult learners but cannot extend to learners aged more than one years below those of school age (Prep minus 1 years).  
Age level of learners  years

## Supervision

1. The provisionally registered teacher must be supervised by the Principal or other person responsible for the educational program in the institution. The supervisor must be a fully registered teacher with at least five years of teaching experience. Provide details of the person responsible for supervision of the provisionally registered teacher. (If there is more than one supervisor, attach details of each.)

Name Position in Organisation QCT registration number Years of teaching 

2. Describe the nature of the supervision, including the amount of contact with the provisionally registered teacher.

 Attachment provided

## Induction and Professional support

1. Professional support, induction and regular supervision is provided as required by the process for moving to full registration.

 Attachment provided

**2** | **EQUIVALENCE CRITERIA (cont.)**

## Educational Institution

1. The learning site must be in Queensland.
2. The institution must operate in a regulated/accredited environment  
 Attachment provided (details of applicable regulation/accreditation requirements).
3. An attachment is provided with details of teaching staff including registered teachers at the learning centre.
4. The institution agrees to enter into an agreement with the College that requires them to report to the College investigations involving allegations of harm to students or termination of employment due to either incompetence or harm to children.

If the program is approved or accredited by the Queensland Curriculum and Assessment Authority, recognised by the Australian Curriculum, Assessment and Reporting Authority, endorsed by the National Skills Standards Council/Australian Industry and Skills Committee (Australian Qualifications Framework) or based on the Early Years Learning Framework proceed to **Section Four**.

**All other applicants proceed to Section Three**

**3 DETAILS (for Assessment of Curriculum Component of program)**

This section needs to be completed only for programs that have not been approved/recognised/accredited by the QCAA, endorsed by the National Quality Council as an Australian Qualifications Framework training package or based on the Early Years Learning Framework. The Queensland College of Teachers will arrange for an external assessment using the curriculum expertise of QCAA, for which a fee of \$440 (including GST) is applicable.

Please complete items 1-3, supply a copy of the program profile, and attach the fee.

Name of the program

Program profile is attached: Yes  No  Assessment fee attached (\$440 inc. GST) Yes  No

Please provide detail regarding each of the following criteria, including page references in the program documentation:

**1. Rationale**

Include a rationale that:

- establishes for whom the program has been developed
- establishes why the program and its intended learning outcomes are appropriate for the educational needs of these learners
- provides details of how further learning, employment or community engagement are enhanced by completing the program including, if applicable, any relevant links to other accredited learning.

**2. Program specification**

Program details should be provided that include:

- specific details of
  - key ideas and concepts
  - expected learning outcomes
- details as applicable of
  - required learning experiences
  - resource requirements and learning environment
- details of the amount of learning required for completion of the program
  - core elements (breadth and complexity of learning)
  - sequence of learning
  - the typical length of a program of study
- details as applicable of:
  - elective elements(breadth and complexity of learning)
  - compulsory formal and/or experience-based learning (extent)
- details of conditions of significant junctions, for example, completing the program, interim judgements of achievement, or significant stages of recognition
- a description of the process to be used to make judgements of achievement (for example, application of criteria and standards) including:
  - the process for differentiating achievement
  - details of any relevant links to other accredited learning
  - a description of the assessment techniques that will be used to make judgements about achievement
  - an outline of the assessment requirements of the program, for example, a combination of techniques, or formative and summative judgements.

**3. Compliance**

A program must not either implicitly or explicitly encourage or condone contravention of Commonwealth and State laws. Provide details of any relevant legislation e.g. Queensland *Anti-Discrimination Act 1991*.

## 4 CERTIFICATE

I certify that the information contained within this document is correct and accurate at the time of completion.

I agree to enter into an agreement with the College that requires reporting to the College investigations involving allegations of harm to students or termination of employment due to either incompetence or harm to children.

Full name (Please print)

Institutional Title

Signature

DD/MM/YYYY

Please return form to:

Executive Manager, Professional Standards  
 Queensland College of Teachers  
 PO Box 389  
 Toowong QLD 4066

Fax: (07) 3876 7248

Email: professionalstandards@qct.edu.au

An institution assessed as meeting the criteria retains its 'QCT Recognition of an Educational Setting for Equivalence of Experience for Provisional Registration purposes' status for a period of two years, unless acceptance is withdrawn earlier by the College based on information that the institution no longer meets the criteria.

Contact us

0443 | FO17 | 0416

07 3377 4777

or call 1300 720 944

PO Box 389  
 Toowong Qld 4066 Australia



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