

GUIDELINES TO COMPLETING THE CENSUS OF TEACHERS

1 LOG ON

Use the log on details provided in the census email and log into the school's myQCT Online Services Account.



2 GO TO LIST OF TEACHERS BASED AT SCHOOL

Once logged in, click on the 'Teachers Based at School' tab in the Online Services menu.

myQCT Online Services Account		
Update School Address Resources	Update School Contact Details Provisional to Full Registration	Teachers Based at School Change Password

3 ADD AND REMOVE TEACHERS

Add Teacher

Remove Teacher(s)

Add

- All persons engaged as teachers at the school except casual/supply teachers.
- Contract teachers - A teacher with a number of contracts at different schools should be included in the list of teachers for the school to which their permanent/substantive position is attached or the school in which the majority of their teaching duties are performed.
- Teachers who are sick, on long service leave or away for 12 months or less.
- Teachers who are in a facility attached to your school e.g. a Special Education Unit.
- Any **unidentified teachers** to the Unidentified Teaching Staff section. This feature enables schools to include information about teachers that cannot be identified on the register. Simply enter the teacher's name and other personal information available. The QCT will work to locate the registration details. Once located the updated information will be returned to the school's online services account. The school will be contacted if the QCT locates an unregistered teacher.

Remove

- Teachers who have retired, resigned, been transferred or are on extended periods of leave of more than 12 months (and then re-add if they return).



SEARCH HINTS

Search by the teacher's QCT registration number, or their surname. If still not able to find the person enter any former names.

If you locate a teacher with the same name, double check your teacher's registration number and other details to ensure you don't add the wrong person.

REMEMBER - PRIVACY IS IMPORTANT

The QCT has obligations under the *Information Privacy Act 2009* to keep personal information secure. You have been given a username and password to assist the QCT to make appropriate amendments to the data held by the QCT and to ensure that teachers' personal information is accurate. Please take all reasonable steps to ensure you will not use or disclose the information for a purpose other than the purpose for which the information was disclosed. For more information please refer to the privacy guidelines, available on the Office of the Information Commissioner Website.

4 SUBMIT

Submit Census Return

Don't forget to press the submit button when the census is finished. Schools are able to submit the census after the census period.

Contact us

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