

Notice of completion

of employer-based Returning to Teaching pathway

Guidelines

The Returning to Teaching condition

Teachers who do not meet recency of practice requirements at the time of renewal will have a Returning to Teaching (RTT) condition placed on their registration. The purpose of an RTT condition is to support teachers' reconnection with the knowledge, skills and practice of contemporary educational contexts by undertaking professional development. A range of options are available to support teachers to meet this requirement.

A teacher with an RTT condition who recommences teaching (or who has already recommenced teaching) must satisfactorily complete the mandatory elements of an RTT program within 12 months of the date they recommence teaching in their five-year registration period (or within 12 months of the date the condition was imposed if they have already recommenced teaching). The condition remains on their registration until all program elements have been completed.

If a teacher with an RTT condition teaches for 20 days or more in any calendar year in their registration period they must complete all RTT program elements within 12 months of the first day of teaching in that calendar year.

The required elements for an RTT program are outlined in the *Returning to Teaching guidelines*.

Completing an employer-based RTT pathway

A Principal of a school or Director of an early childhood education and care service can provide notice to the Queensland College of Teachers (QCT) that a teacher has engaged in professional development activities which meet the required RTT program elements.

Criteria

A range of evidence must be provided to demonstrate the teacher's active engagement with the content of the professional development activity, practical application to the classroom context and critical reflection. It's advisable that the teacher provides the Principal or Director with adequate time to assess the evidence provided.

Evidence must have regard to the required RTT program elements and the Australian Professional Standards for Teachers (APST) and may include (but is not limited to) the following examples:

- professional learning plan that contains targeted professional learning needs based on self-analysis and school/system/services
- records of courses completed and/or structured professional learning activities undertaken (e.g. certificates of participation, statements from a school/service, activity program or agenda with annotated key learnings)
- professional reading, viewing and/or listening activities and/or online learning log
- communications with professional and community networks and forums to broaden knowledge and update practice
- curriculum, planning and assessment documents demonstrating updated understandings
- notes on observations and professional conversations or collaborations with colleagues
- reflections on teaching practice and student learning
- reflections on professional learning through engagement with the wider community

The QCT has developed an optional Reflection Template that teachers can use to validate professional reading, listening and viewing activities. This can be found on the QCT website.

Recognition of prior learning (RPL)

Where a teacher can demonstrate relevant current knowledge and understandings against the content of a particular RTT program element as a result of recent learning, employment or experience, they may be eligible for RPL.

Applications for RPL will be considered by the Principal of the school or Director of the early childhood education and care service at which the teacher teaches.

Meeting the RTT condition

Teachers have three options to meet the RTT condition.

- Complete an RTT program endorsed by the QCT and provide a notice to the QCT of successful completion. Endorsed programs are listed on the Queensland College of Teachers (QCT) website.
- Complete an employer-based RTT pathway and provide to the QCT a notice from a Principal of a school or Director of an early childhood education and care service of successful completion.
- Complete an individualised program and provide verification of completion to the QCT via myQCT. This can include a combination of evidence of employer-related, QCT provided or online activities and may be the preferred pathway for early childhood and supply/relief teachers.

Verifying completion

The judgement regarding a teacher's satisfactory completion of an RTT program is based on demonstration of the RTT program elements. The teacher needs to show evidence of engagement in at least 20 hours of structured professional development related to the APST, and addressing each of the RTT program elements (mandatory, context and role specific, and teacher specific).

The Principal or Director is responsible for making the judgement and providing notice of this to the QCT. The Principal or Director must use the guidelines and template for providing notice that the teacher has met each of the RTT program elements and has provided acceptable evidence of this. Principals or Directors may seek advice from the QCT in individual cases, for example, where they consider there is insufficient evidence on which to make a decision.

The employer-based RTT pathway requires that the Principal or Director signs the notice and forwards it to QCT. The school or early childhood and care service is responsible for keeping a copy of documentation used to support the judgement that the teacher has satisfactorily completed a RTT program.

When the QCT receives a 'Notice of completion' the QCT will review the RTT condition and formally advise the teacher if the RTT condition has been removed from their full registration.

Find more resources on QCT's website!

- Re-connect – Returning to Teaching policy guidelines
- RTT program elements and resources
- Reflection Template



www.qct.edu.au

Notice of completion

of employer-based Returning to Teaching pathway



This form is for use by a Principal of a school or Director of an early childhood education and care service to provide notice to the Queensland College of Teachers (QCT) of a teacher's satisfactory completion of a Returning to Teaching (RTT) program. In order for the Principal or Director to make a judgement in this regard, the teacher must have:

- engaged in 20 hours of relevant professional development related to the Australian Professional Standards for Teachers (APST) and the RTT program elements; and
- provided a range of evidence to the Principal or Director to demonstrate his/her active engagement with the content of the professional development activities, practical application to the classroom context and critical reflection.

◀ PLEASE READ GUIDELINES BEFORE COMPLETING THIS FORM

Please use BLOCK LETTERS and ensure you have read the guidelines before completing the form.

A PERSONAL DETAILS

Given/First name	<input type="text"/>
Surname/Family name	<input type="text"/>
Phone	<input type="text"/>
Email address	<input type="text"/>
School/Service	<input type="text"/>
QCT registration number (if applicable)	<input type="text"/>

B REPORT OF REVIEW AGAINST THE ELEMENTS OF A RTT PROGRAM

Note: A range of evidence demonstrating the teacher's active engagement with the content of the professional development activity, practical application to the classroom context and critical reflection must be sighted by the Principal or Director completing the review.

Please make a judgement, based on the evidence provided, as to whether the teacher has engaged in a minimum 20 hours of relevant professional development related to the Australian Professional Standards for Teachers and the RTT program elements.

Element 1

Mandatory

Required focus areas

- | | |
|---|---|
| <input type="checkbox"/> APST (Proficient career stage) | <input type="checkbox"/> QCT Code of Ethics and/or employer code of conduct |
| <input type="checkbox"/> Key legislation | <input type="checkbox"/> National Quality Framework (Early Childhood teachers only) |

Amount of professional development completed hours

Range of evidence includes: Engagement with content Application Reflection

Judgement that this required element has been satisfied: Yes

Comments

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B REPORT OF REVIEW AGAINST THE ELEMENTS OF A RTT PROGRAM (CONTINUED)

Element 2

Context and role specific

Suggested focus areas:

- Curriculum
 Support for Aboriginal and Torres Strait Islander students
 Diverse student learning needs
 Recording, reporting and student management requirements
 Differentiation
 Other

Amount of professional development completed: hours

Range of evidence includes: Engagement with content Application Reflection

Judgement that this required element has been satisfied: Yes

Comments

Element 3

Teacher specific

Suggested focus areas:

- Interpretation of student data
 Digital literacy and pedagogical skills
 Behaviour management
 Observations and assessment
 Age appropriate pedagogies
 Other

Amount of professional development completed: hours

Range of evidence includes: Engagement with content Application Reflection

Judgement that this required element has been satisfied: Yes

Comments

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C RECOGNITION OF PRIOR LEARNING (RPL)

Where a teacher can demonstrate relevant current knowledge and understandings against the content of a particular RTT program element as a result of recent learning, employment or experience, they may be eligible for RPL.

RPL will be considered by the Principal of the school or Director of the early childhood education and care service at which the teacher teaches.

Amount of RPL professional development recognised hours

Evidence of: Recent learning Employment Experience

D DECLARATION AND DETAILS OF PRINCIPAL OR DIRECTOR PROVIDING NOTICE

Name of School/Service

Given/First name

Surname/Family name

School/Service address

City State Post Code

Phone number

School/Service email address

QCT registration number (if applicable)

I confirm that:

The fully registered teacher commenced teaching at this school/service on (date)

/ /

The fully registered teacher has engaged in a minimum of 20 hours of relevant professional development related to the Australian Professional Standards for Teachers and the RTT program elements within the required timeframe.

Based on the above:

The fully registered teacher has met the requirements for satisfactory completion of a RTT program.

I declare

- I have read and understood the contents of this form and information in the 'Notice of completion: Employer-based Returning to Teaching Guidelines'.
- The fully registered teacher is employed at my school/service.
- I have provided a copy of this report to the teacher and discussed the assessment/judgements with the teacher.

Signature of Principal/Director

DD/MM/YYYY

/ /

PLEASE RETURN FORM TO QUEENSLAND COLLEGE OF TEACHERS, GPO BOX 702, BRISBANE QLD 4001, AUSTRALIA

PRIVACY STATEMENT

The *Education (Queensland College of Teachers) Act 2005* authorises the Queensland College of Teachers (QCT) to collect and use personal information for the purpose of carrying out its statutory obligations and functions which include deciding applications for registration and permission to teach, maintaining the register of teachers and undertaking reviews and research. In carrying out its functions the QCT will give some personal information to other parties including the Queensland Police Service, the Director of Public Prosecutions, the Public Safety Business Agency, teacher employing authorities or service providers engaged by the QCT. A de-identified or aggregate form of data may be released on an open data website. Further details about the QCT's Privacy Statement and collection of personal information may be found on the QCT's website www.qct.edu.au.

Contact us

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or call 1300 720 944

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Brisbane Qld 4001 Australia

Email: enquiries@qct.edu.au



www.qct.edu.au