



# BUNBURY REGIONAL COMMUNITY COLLEGE

## Teacher Registration and WWC Check Policy



# Contents

<b>Purpose</b>	<b>3</b>
<b>Scope</b>	<b>3</b>
<b>Definitions</b>	<b>3</b>
<b>Policy</b>	<b>4</b>
<i>Working with Children Check</i>	6
<i>Registered teacher obligations</i>	6
Registration duration	6
Fees	6
Renewal of registration applications	7
Employer obligations	7
<b>Applicable Legislation</b>	<b>7</b>
<b>Policy Review Date</b>	<b>7</b>
<b>Contact BRCC</b>	<b>7</b>
<b>Appendix 1 - Registration categories</b>	<b>9</b>
<b>Full Registration</b>	<b>9</b>
<b>Provisional Registration</b>	<b>9</b>



## Purpose

This Policy sets out Bunbury Regional Community College's (BRCC) requirement for all BRCC staff to have a current Working With Children Check (WWCC or WWC Check); for all teachers at BRCC to be registered with the Teacher Registration Board of Western Australia (TRBWA) and to maintain their teacher registration and any associated ongoing teacher registration requirements.

The Policy supports the BRCC induction process and ensures all staff read and are made aware of all College policies and the BRCC Code of Conduct. This occurs through the use of Employment Hero, where all staff are required to acknowledge reading of all BRCC policies electronically.

Under Part 2 section 6 and 7 of The *Teacher Registration Act 2012* the requirements are that: A person must not teach in an educational venue unless the person is a registered teacher (s6); and a person must not appoint, employ, engage, or give permission to another person to teach in an educational venue unless the other person is a registered teacher (s7)

## Scope

This policy is applicable to Bunbury Regional Community College employees.

## Definitions

**CARE School** a Curriculum and Re-engagement in Education school, established and registered solely for the education of students at educational risk.

**Child** a child is defined in the *Children and Community Services Act 2004 (WA)* as a person who is under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age. For the purposes of this policy the words 'child' and 'student' are used interchangeably.

**Child of compulsory school age** means a child who is required to be enrolled in an educational programme as per section 9(1) of the *School Education Act 1999*.

**Educational Risk** a student is at educational risk if he/she is of compulsory school age but unable to participate in mainstream schooling due to one or more of the following reasons:

- Is disengaged as evidenced by persistent non-attendance or a failure or refusal to enrol.
- Experiences learning difficulties or disadvantages that cannot be effectively catered for by a mainstream school.
- Is affected by life risk factors including domestic violence, abuse, homelessness, transience, addiction, chronic ill-health, or pregnancy.
- Is subject to a Children's Court Order.
- Is the subject of a Responsible Parenting Agreement covering school attendance.
- Is a persistent or serious juvenile offender.

**Educational venue** a school as defined in the *School Education Act 1999* section 4.

**College community** is the students, school staff (teachers, administrators, other staff, and volunteers), parents and carers, board members, and others with an interest in the school.

**Registered teacher** means a person who is registered under Part 3 of the *Teacher Registration Act 2012*.



**Registration** means registration under Part 3 of the *Teacher Registration Act 2012* in one of the following categories —

- (a) full registration;
- (b) provisional registration;
- (c) limited registration;
- (d) non-practising registration;

**Teach** means to undertake duties in an educational venue that include —

- (a) the delivery of an educational programme designed to implement a prescribed curriculum and the assessment of student participation in such an educational programme; or
  - (b) the administration of any such educational programme, but does not include duties of the kind undertaken —
  - (c) by a teacher's aide or a teacher's assistant, or by a student teacher on practicum placement; or
  - (d) by a person employed or engaged to provide care at a child care centre but who is not employed or engaged to teach at that centre; or
  - (e) by an unpaid volunteer, unless the volunteer is undertaking duties of a kind, or to an extent, prescribed for the purposes of this paragraph; or
  - (f) by such persons, or in such circumstances, if any, as are prescribed.
- (Teacher Registration Act 2012)

**TRBWA** is the Teachers Registration Board of Western Australia.

**TRIP** is the Teacher Registration Board's [electronic system](#) [Teacher Register Information (Professional)] which is an online tool to assist employers and principals manage their obligations to employ only registered teachers.

**WWCC** refers to the *Working with Children Check* requirements and process in accordance with the *Working with Children (Criminal Record Checking) Act 2004 (WA)* and the *Working with Children (Criminal Record Checking) Regulations 2005 (WA)* legislation. Any person in child-related employment or who conducts child-related business must hold a current WWC Check in WA.

## Policy

Bunbury Regional Community College (BRCC) is a 'Curriculum and Re-engagement in Education' (CARE) School that caters specifically to students who have disengaged from mainstream education. The College offers a full-time alternative education program under the *School Education Act 1999 (WA)*.

BRCC complies with Standard 4 of the Non-Government School Registration Standards. Standard 4.1 requires the school to comply with the requirements of:

- (a) the *Teacher Registration Act 2012* and *Teacher Registration (General) Regulations 2012*;
- (b) the *Working with Children (Criminal Record Checking) Act 2004* and *Working with Children (Criminal Record Checking) Regulations 2005*; and
- (c) any directions applicable to non-government schools issued under the *Public Health Act 2016* in relation to COVID-19.

Any person in child-related employment or who conducts child-related business must hold a current WWC Check in accordance with the *Working with Children (Criminal Record*



*Checking) Act 2004 (WA) and the Working with Children (Criminal Record Checking) Regulations 2005 (WA).*

Where the WWC screening Unit identifies that an applicant possesses a risk of harm to children, the person is issued with a Negative Notice, prohibiting them from engaging in any child related work.

In WA, it is an offence for an individual to engage in child-related work without having either a valid WWC Check or an Application receipt number (meaning that an application has been made for a WWC Check). The maximum penalties are a significant fine and five years' imprisonment.

All staff at the commencement of their employment at BRCC must have a current Working With Children Check (WWCC) or have recently applied for one. Evidence must be provided and the WWCC uploaded to Employment Hero.

All teachers commencing at BRCC are also required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration at all times. Should there be a change to either an employee's WWCC status or Teacher Registration status for any reason, the Principal must be notified immediately.

All BRCC staff must be vaccinated for COVID-19 in line with the State Government's requirements. Confirmation of these vaccinations is to be uploaded to Employment Hero. HR will ensure all staff have complied with this requirement. Please refer to the *BRCC COVID-19 Policy and Response Plan* for comprehensive information on requirements.

BRCC provides all new staff, with a one-on-one induction with the HR Manager/Corporate Services Manager, or their delegate, prior to commencement or as soon as practicable following their appointment. The onboarding and induction covers:

- their contract and obligations
- the Code of Conduct, including their obligations to report objectively observable behaviour which is not permitted by the Code of Conduct;
- BRCC's policies, procedures and practices that aim to ensure students' safety and wellbeing at school and during school-related activities; and
- the law with respect to mandatory reporting of child sexual abuse.

Furthermore, BRCC ensures all teaching staff participate in regular performance management. Professional learning is linked to [the Professional Standards for Teachers in Western Australia](#), where appropriate, and to the College's processes for improving student learning.

All other staff participate in regular performance management. All staff are provided with refresher training on mandatory reporting every year.

Staff are required to be trained in First Aid and to be familiar with the *BRCC Asthma Care Policy* and the *BRCC Allergy & Anaphylaxis Policy*. First Aid training in HLTD AID012 (Provide First Aid in an education and care setting) incorporates first aid, anaphylaxis, and asthma management training. Anaphylaxis training is recommended every two years.

The Principal or his delegate ensure staff records on the Teacher Register Information (Professional) TRIP are correct each term.

TRIP is an online tool to assist employers and principals manage their obligations to employ only registered teachers.



The Principal uses this tool to keep the list of teachers at BRCC up to date. TRIP provides information including:

- any conditions placed on a teacher's registration
- when a teacher's annual fee is due
- the date registration expires
- the date of the most recent 'fit and proper' assessment.

## Working with Children Check

The Working with Children Check (WWC Check) is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands.

The WWC Check aims to protect children by:

- **deterring** people from applying to work with children where they have a relevant charge or conviction on their criminal record that indicates they may harm a child;
- **detecting** new charges and convictions of those people who hold a current WWC Card and preventing them from continuing to engage in child-related work where their criminal record and behaviour indicates they may harm a child; and
- **protecting** children by creating awareness that child safety is a whole of community responsibility.

Applications for a WWC Check will be provided by BRCC as the College is required to verify an employee's child-related work information.

Self-employed people can obtain an application from an authorised Australia Post outlet.

For more information refer to

[How do I apply for a WWC Check in Western Australia \(workingwithchildren.wa.gov.au\)](http://workingwithchildren.wa.gov.au)

## Registered teacher obligations

The *Teacher Registration Act 2012* (Act) requires all teachers who are teaching in Western Australian schools to be registered with the Teacher Registration Board of Western Australia (TRBWA). For further information see [Home \(trb.wa.gov.au\)](http://trb.wa.gov.au)

To continue to teach in an educational venue in Western Australia, a teacher must maintain their teacher registration to ensure registration is continuous. Should there be a change to either a 'BRCC teachers WWCC status or Teacher Registration for any reason, the Principal must be notified immediately.

## Registration duration

Full registration lasts five years, limited / provisional registration is up to three years, and non-practising registration lasts two years.

## Fees

An **annual fee** is payable by 31 March each year to the TRBWA. [Annual Fee \(trb.wa.gov.au\)](http://trb.wa.gov.au)  
The annual fee for a full year is currently \$90.50.

**The annual fee is separate to registration or renewal of registration fees.**

A **renewal of registration fee**, currently \$53, is only required to be paid when the teacher makes an application to renew their registration before its expiry.



NOTE: In some circumstances a teacher's renewal of registration may coincide with the payment of annual fee. Both fees must be paid.

The TRBWA will send separate notifications to remind teachers of the need to meet their obligations. The TRBWA [Schedule of Fees](#) is available on the TRBWA website.

### Renewal of registration applications

To ensure continuity of their registration teachers must submit their application for renewal of registration or transition to another category of registration **more than 28 days prior to expiry of their current registration.**

A teacher is to notify both BRCC and the TRBWA immediately if they become aware that they are teaching at BRCC and are not registered to do so.

### Employer obligations

Any person responsible for the employment or engagement of teachers to teach in educational venues in Western Australia has a legislated obligation to employ only those teachers who are registered with the Teacher Registration Board of Western Australia.

It is an offence to employ, appoint, engage, or give permission to an unregistered person to teach in an educational venue in Western Australia. In addition, it is also an offence to allow a registered teacher to teach in contravention of a condition on their registration.

BRCC recognises it is to notify the TRBWA immediately if the College becomes aware that a teacher teaching at their educational venue is doing so while not registered.

## Applicable Legislation

*Public Health Act 2016 (WA)*

*School Education Act 1999*

*School Education Regulations 2000*

*School Curriculum and Standards Authority Act 1997*

*Teacher Registration Act 2012*

*Working with Children (Criminal Record Checking) Act 2004 (WA)*

*Working with Children (Criminal Record Checking) Regulations 2005 (WA)*

## Policy Review Date

This policy is due for review annually.

## Contact BRCC

Web <http://www.brcc.org.au/contact/>

Email [admin@brcc.org.au](mailto:admin@brcc.org.au)

Phone 6724 6971

**Bunbury Campus:** Level 1/16 Victoria Street, Bunbury

**Busselton Campus:** 50 Albert Street, Busselton WA 6280



<b>Approval Process</b>	<b>New Policy or Amendment</b>	<b>Minor Amendment or Review</b>
<i><b>First Approved</b></i>	28 April 2022	
<i><b>Endorsed by Principal</b></i>	28 April 2022	
<i><b>Endorsed by Director</b></i>	28 April 2022	
<i><b>Governing Council Approval</b></i>	13 May 2022	
<i><b>Next Review</b></i>	April 2023	





## Appendix 1 - Registration categories

The *Teacher Registration Act 2012* (Act) creates four categories of teacher registration in Western Australia.

- [Full Registration](#)
- [Provisional Registration](#)
- [Non-Practising Registration](#)
- [Limited Registration](#)

If you currently hold teacher registration in any other Australian State or Territory or New Zealand, you may be eligible to apply for registration with the TRBWA through **Mutual Recognition**. Further Information is available on the [Mutual Recognition](#) page.

### Full Registration

[Full Registration](#) is a category suitable for teachers **who are currently teaching or have recent teaching experience** in Australia/New Zealand.

You can apply for Full Registration if you:

- have the required [teaching qualification\(s\)](#)
- have taught for a minimum of 100 days in the 5 years prior to application in one or more educational venues in Western Australia or other Australian or New Zealand schools
- meet [English language requirements](#)
- meet the [Professional Standards for Teachers in Western Australia](#) at the Proficient Level
- are a [fit and proper](#) person to be a teacher in Western Australia.

### Provisional Registration

[Provisional Registration](#) is a category suitable for **recent graduate teachers**.

You can apply for Provisional Registration if:

- within the last 5 years, you have graduated with a teaching qualification from an [accredited initial teacher education \(ITE\) program](#) accredited by an Australian or New Zealand teacher regulatory authority (undergraduate ITE programs must be a minimum of 4 years in duration, and post-graduate ITE programs must be a minimum of one year in duration);
- you are a [fit and proper](#) person to be a teacher in Western Australia.

