

Teacher Regulation Retention and Disposal Schedule

Responsible public authority: Queensland College of Teachers

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Scope of retention and disposal schedule

This schedule applies to core business records generated by the Queensland College of Teachers related to the functions of granting teacher registration to eligible persons, monitoring the compliance of approved teachers with the conditions of registration, developing and applying professional standards for entry to the teaching profession, maintaining a register of approved teachers, investigations regarding the professional conduct or competence of an approved teacher and developing and applying codes of practice in regard to the professional conduct or practice of approved teachers and promoting the teaching profession to the public.

This schedule is to be used in conjunction with the *General Retention and Disposal Schedule for Administrative Records* (GRDS).

References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

In the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3037 6630 or email: rkqueries@archives.qld.gov.au.

Record formats

This schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3037 6630 or email: rkqueries@archives.qld.gov.au.

Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- iii. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or
- v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the state of Queensland or a state-related body or agency regarding another legal entity and any public record which relates to the financial, legal or proprietary rights of a party other than the state are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for the period specified in section 9 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 9 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on 07 3037 6630 or email: rkqueries@archives.qld.gov.au.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by the Queensland College of Teachers' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on [*Transferring Public Records to Queensland State Archives*](#) available from the Queensland State Archives website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3037 6630 or email: rkqueries@archives.qld.gov.au for further details.

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INTRODUCTION

The *Education (Queensland College of Teachers) Act 2005* (the Act) establishes the Queensland College of Teachers (QCT) as the agency with the responsibility for regulating the teaching profession in Queensland.

The main objects of the Act and the purpose of the QCT are:

- to uphold the standards of the teaching profession; and
- to maintain public confidence in the teaching profession; and
- to protect the public by ensuring education in schools is provided in a professional and competent way by approved teachers.

The QCT will do this by:

- granting registration and permission to teach to eligible persons; and
- taking disciplinary action against approved teachers; and
- monitoring compliance with and enforcing the Act.

The Board of the Queensland College of Teachers is the governing body of the college. The Board decides the policies of the college; controls the affairs of the college; carries out the functions of the college; and exercises the powers of the college under the Act.

1. TEACHER REGISTRATION

The function of granting teacher registration or permission to teach to persons who have met all eligibility requirements. Includes deciding how a person must satisfy initial and ongoing eligibility requirements with appropriate qualifications, experience, English language proficiency, suitability to teach and professional standards. Also includes keeping a register of, and records relating to, approved teachers and a compliance and monitoring function to ensure approved teachers continue to meet eligibility requirements. Also includes summary records of educational institutions and approved educational programs.

Reference	Description of records	Status	Disposal action
1.1	<p>Summary registration – teachers, education institutions and approved educational programs</p> <p>Summary record (ATIS database) of registration applications for every individual who has applied for registration or permission to teach in Queensland. Also has summary records of educational institutions and approved educational programs. Includes:</p> <ul style="list-style-type: none"> • permission to teach in Queensland • educational institutions • educational programs • applications for registration • summary of initial assessment • internal reviews • criminal history checks • approved programs (for training of teachers) • registration renewals • continuing professional development declarations • compliance matters • person of interest records • teaching institutions • approved educational programs • enquiries • fees. <p>The register also contains, but is not limited to the following information:</p> <ul style="list-style-type: none"> • the teacher's full name 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> any former names of the teacher the address for the teacher most recently notified by the teacher to the college the teacher's date of birth the teacher's gender registration status and conditions e.g. full registration, provisional registration or permission to teach details of qualifications and experience disciplinary orders/actions regarding teacher conduct employment history e.g. names of schools professional standing. 		
1.2	<p>Assessment –applications approved for registration or permission to teach</p> <p>Records of regulatory activities related to the assessment, registration and renewal of registration of individual teachers in Queensland, or assessing and granting permission to teach, in accordance with the <i>Education (Queensland College of Teachers) Act 2005</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> applications for registration including the provision of academic transcripts, evidence of qualifications, identification documents and any other relevant documentation registration renewals including issuing of registration certificate and card fee notifications progression of registration through provisional to full registration application for a review of a registration condition and outcome of review (successful applications) suitability to teach matters lapsed registration applications continuing professional development review of participation and completion of internships. 	Temporary	Retain for 80 years from date of birth or 7 years after registration lapses, whichever is later.

Reference	Description of records	Status	Disposal action
	<p>See reference number 1.3.1 for records relating to the refusal of applications for registration.</p> <p>See reference number 2.2.1 for records relating to the cancellation of registration following issuing of disciplinary orders.</p> <p>See the <i>General Retention and Disposal Schedule for Administrative Records</i> for records relating to criminal history checks and requests for working with children checks (blue card) undertaken to assess suitability for initial registration and permission to teach and renewal of registration.</p>		
1.3	<p>Assessment –applications refused for registration or permission to teach</p> <p>Records relating to refused or unsuccessful applications for registration, including permission to teach (and unsuccessful review if applicable).</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • document approval form for refusal notices • refusal notices • notice to applicants advising they may make submissions to the review committee • notice of review decision. 	Temporary	Retain for 80 years from date of birth or 7 years from date of refusal, whichever is later.
1.4	<p>Supporting records for teacher registration</p> <p>Records that support the core function of teacher registration activities other than those covered in classes 1.1.1, 1.2.1, 1.3.1 and the <i>General Retention and Disposal Schedule for Administrative Records</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • analytical reporting from the ATIS database • internal auditing of registered teachers to ensure teacher compliance with the registration process • internal annual census data • research, including reference materials and other inputs assisting the undertaking of research. <p>See reference 2.2.1 for records relating to the investigation of a registered teacher.</p> <p>See reference 2.3.1 for records relating to regulatory compliance of schools/employing authorities.</p>	Temporary	Retain for 10 years after business action completed.

2. PROFESSIONAL CONDUCT MANAGEMENT

The function of developing and applying codes of practice regarding the professional conduct or practice of approved teachers. Includes the assessment of alleged misconduct complaints and notifications to determine whether there are grounds for disciplinary action against a registered teacher. Also the management of that disciplinary action and investigations into conduct or competence of teachers and into complaints about a registered teacher's misconduct, incompetence or fitness to teach. Includes the conduct of disciplinary proceedings at the Queensland Civil and Administrative Tribunal (QCAT) and the Professional Practice and Conduct Committee.

Reference	Description of records	Status	Disposal action
2.1	<p>Code of conduct development</p> <p>Records relating to the development of codes of practice for the teaching profession. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • summaries of consultation undertaken • minor drafts • working papers • research material • major drafts • final versions • completed surveys. 	Permanent	Retain permanently.
2.2	<p>Teacher management – conduct</p> <p>Records relating to teacher conduct, documenting regulatory activities which includes investigations of disciplinary actions or alleged misconduct where:</p> <ul style="list-style-type: none"> • an official complaint is received • no disciplinary action is taken or where a complaint is refused • a teacher is de-registered • a registered teacher has had a sanction other than de-registration • a registration is cancelled in accordance with s.56 of the <i>Education (Queensland College of Teachers) Act 2005</i> 	Temporary	Retain for 100 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> records relate to teacher conduct received from other jurisdictions or law enforcement agencies (e.g. Person of Interest records). <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> complaints received appointment of investigators terms of reference for investigations notifications from employing authorities legal correspondence affidavits statutory declarations statements investigation reports disciplinary assessments disciplinary proceedings referral documents letters of de-registration. <p><i>See reference number 1.1.1 for summary records relating to disciplinary actions.</i></p>		
2.3	<p>Regulatory compliance</p> <p>Records regarding regulatory compliance of schools/employing authorities through:</p> <ul style="list-style-type: none"> conducting audits of schools and employing authorities undertaking investigations prosecution/legal enforcement action. <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> audit outcomes appointment of investigators terms of reference for investigations notifications from employing authorities correspondence affidavits 	Temporary	Retain for 50 years after business action completed.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none">• statutory declarations• statements• investigation reports• court documents. <p><i>See reference number 1.1.1 for summary records relating to compliance matters/ regulatory compliance.</i></p> <p><i>See reference number 1.4.1 regarding annual census undertaken of schools to ensure that only approved teachers are employed as teachers in prescribed schools in Queensland.</i></p>		

3. ACCREDITATION AND PROFESSIONAL STANDARDS

The development of standards of professional practice and the accreditation of teacher education programs and providers. Activities include developing implementing and reviewing professional standards for entry to, and continuing membership of, the teaching profession. The accreditation of pre-service teacher education programs offered by higher education institutions includes the review, assessment and approval of programs.

Reference	Description of records	Status	Disposal action
3.1	<p>Professional teaching standards development and pre-service teacher education programs approval</p> <p>Records documenting the development of standards of professional practice and the accreditation of teacher education programs and providers. Includes the:</p> <ul style="list-style-type: none"> development of professional standards relating to the registration and renewal of registration for teachers, standards outlining the required content of pre-service teacher education programs and standards for professional development courses for registered teachers approval or endorsement of pre-service teacher education programs offered by higher education institutions, including the summary report and letter of approval results of original research into teaching and learning practices and the effectiveness of teacher education programs. <p><i>See reference number 3.2.1 for records that support the approval of pre-service teacher education programs.</i></p> <p><i>See reference number 3.3.1 for records relating to the refusal of a teacher education program.</i></p>	Permanent	Retain permanently.
3.2	<p>Supporting records for pre-service or initial education programs approval</p> <p>Records relating to courses provided by higher education institutions that are approved or endorsed to provide pre-service teacher education programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> handbooks unit outlines course descriptions program maps and accreditation submission documents internship approval notices refusal notices for the accreditation of teacher education programs. 	Temporary	Retain for 50 years after the program is no longer accredited.

Reference	Description of records	Status	Disposal action
	<p>See reference number 3.1.1 for records relating to the approval or endorsement of pre-service education programs.</p> <p>See reference number 3.3.1 for records relating to the refusal of a teacher education program.</p>		
3.3	<p>Continuing professional development</p> <p>Records relating to required continuing professional development of teachers other than those covered in classes 3.1.1, 3.2.1 and the <i>General Retention and Disposal Schedule for Administrative Records</i>. Includes the:</p> <ul style="list-style-type: none"> • Development and implementation of professional development opportunities that support teachers in meeting the standards of professional practice and development and facilitation of professional development events for pre-service teachers and higher education providers Includes presentations for professional engagement, web conference programs, workshop activities and related correspondence. • Professional development records submitted for audit and declarations to ensure registered teachers are complying with the professional development standards. Includes audit decision documents. 	Temporary	Retain for 10 years after business action completed.