

Appraisal log

Teacher Regulation Retention and Disposal Schedule

Queensland College of Teachers

Date: August 2016

Function No	Title	Scope Note
1	TEACHER REGISTRATION	<i>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.</i>

Ref. No	Record class description and retention period	Log entry for appraisal
1.1	<p><i>Summary registration – teachers, education institutions and approved education programs</i></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 	<p>Background/business process:</p> <p>This class covers the summary record of the assessment process for teacher registration or granting permission to teach to eligible persons, which is currently captured in the ATIS (Approved Teacher Information System) database. This database is the business information system that records registration actions and decisions for easy reference and research and reporting purposes. In addition, it holds details on every individual who has applied for registration to teach in Queensland, as well as employing authorities/ educational institutions. Supporting documentation is maintained on individual teacher registration files and teacher conduct files managed and maintained in the Queensland College of Teacher's (QCT) records management system.</p> <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 • 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

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	<ul style="list-style-type: none"> • compliance matters • person of interest records • teaching institutions • approved educational programs • enquiries • fees. <p>Disposal Action – Retain permanently.</p>	<ul style="list-style-type: none"> • links to associated documents held in the eDRMS. <p>Regulatory requirements: <i>Education (Queensland College of Teachers) Act 2005:</i></p> <ul style="list-style-type: none"> • Section 288 (1) stipulates a requirement to keep a register of approved teachers • Section 288 (3) (a) to (p) stipulates the details the register must contain. These details are summarised in the background/business process above. <p>Business requirements: These records provide the summarised evidence of individual teacher registration, educational institutions and programs. The teacher registration records need to be retained for regulatory purposes for the probable career span of an individual teacher as a minimum. However, they have permanent value as the records provide evidence of the background, basis and outcomes of decisions and actions in regard to the registration and conduct of teachers and the granting of permission to teach in Queensland. In addition, sections of this database have evidential and historical value regarding educational institutions and programs.</p> <p>The database also provides a valuable resource for future research and forecasting purposes as it provides evidence of teaching trends and teacher numbers and has ongoing historic and cultural value for the teaching profession in Queensland.</p> <p>Permanent retention criteria: Characteristic 2 – Primary Functions and Programs of Government Characteristic 4 – Significant Impact on Individuals</p> <p>Community expectation: The community expects that in performing its functions under the Act, the welfare and best interests of children are to be the primary considerations. The community expects the QCT to assess the suitability of persons applying for registration or permission to teach and can be reasonably satisfied that the person has attained the requirements prescribed under the Act.</p> <p>These records have ongoing community and historical research value.</p> <p>Comparison with other schedules:</p>

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		<p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of the Victorian Institute of Teaching</i> (PROS 10/07) for summary records of every individual permitted to teach within Victoria – reference number 2.1.1 – Retain as State archives.</p> <p>State Records of South Australia <i>Operational Records Disposal Schedule for Teachers Registration Board of South Australia</i> (RDS 2009/0007) for register of persons registered as teachers within South Australia – reference number 4.7.2 – Retain permanently.</p> <p>Australian Capital Territory <i>Records Disposal Schedule – Teacher Quality Records NI2013-376</i> Registers of teachers. Reference number 186.155.001 – retain as Territory archives.</p>
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>Disposal action – Retain for 80 years from date of birth or 7 years after registration lapses, whichever is later.</p>	<p>Background/business process:</p> <p>The teacher registration business process includes assessing the application and completion of registration requirements.</p> <p>These files provide an individual's registration history and form the point of reference for all matters related to the individual's registration throughout their teaching career.</p> <p>Regulatory requirements:</p> <p><i>Education (Queensland College of Teachers) Act 2005:</i></p> <p>Section 230 of the Act outlines Queensland College of Teachers functions regarding registration and permission to teach as follows:</p> <p>The college has the following functions about registration of, and permission to teach for, teachers in Queensland:</p> <ul style="list-style-type: none"> (a) to be responsible to the Minister for granting registration or permission to teach (b) deciding how a person must satisfy initial and ongoing eligibility requirements for registration and permission to teach (c) deciding applications for registration or permission to teach and renewal (d) ensuring approved teachers continue to meet the eligibility requirements mentioned in paragraph (b) (e) arranging checks of the police information of approved teachers and applicants (f) reviewing registration of teachers, and the granting of permission to teach (g) reporting, and making recommendations, to the Minister about the matters mentioned in paragraph (f)

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		<p>(h) approving and monitoring pre-service teacher education programs for provisional registration</p> <p>(i) developing or adopting, and applying, professional standards for entry to, and continuing membership of, the teaching profession</p> <p>(j) keeping a register of, and records relating to, approved teachers.</p> <p>Business requirements: All supporting records relating to individual teacher registrations are retained on individual teacher registration files. These records provide evidence of the teacher registration assessment process and application outcomes and should be retained to protect the rights and entitlements of teachers over the course of their career, or in the event they were investigated on professional grounds. These records are retained by the QCT for a minimum of 80 years from date of birth or 7 years after registration lapses, whichever is the later.</p> <p>This aligns to the retention period for the employee service history class in the GRDS QDAN 249 version 7.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of the Victorian Institute of Teaching</i> (PROS 10/07) for:</p> <ul style="list-style-type: none"> Records documenting the registration of teachers – reference number 2.1.2 – destroy 75 years after registration has concluded Records that document the refusal of applications for registration – reference number 2.1.3 – destroy 50 years after date of refusal. <p>State Records of South Australia <i>Operational Records Disposal Schedule for Teachers Registration Board of South Australia</i> (RDS 2009/0007) for files containing the personal and contact details, initial application, supporting documentation, assessment details, registration and subsequent renewal information of teachers registered in South Australia – reference number 4.18 – destroy 85 years after teachers date of birth or 15 years after registration lapses, whichever is later.</p> <p>Australian Capital Territory <i>Records Disposal Schedule – Teacher Quality Records NI2013-376</i>. Records documenting the registration of teachers working or intending to</p>

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		work in the ACT. Reference number 186.155.002 – destroy 75 years after date of birth of teacher or 7 years after last action, whichever is later.
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>Disposal action – Retain for 80 years from date of birth or 7 years from date of refusal, whichever is later.</p>	<p>Background/business process:</p> <p>The teacher registration business process includes assessing the application and registration requirements such as academic transcripts, evidence of qualifications, proof of identification and criminal history checks. The records covered under this class provide evidence of the refusal of an application and reasons for the decision. Registration records form the point of reference for all matters related to the granting or refusal of an individual's registration or permission to teach.</p> <p>Regulatory requirements:</p> <p><i>Education (Queensland College of Teachers) Act 2005:</i></p> <p>When individuals do not pass the registration approval process, notices are issued under Section 21(3)(a) <i>Education (Queensland College of Teachers) Act 2005</i> which states:</p> <p><i>If the college decides not to grant the applicant registration or permission to teach, the college must as soon as practicable give the applicant an information notice about the college's decision</i></p> <p>Business requirements:</p> <p>All supporting records relating to individual teacher registration applications are retained on individual teacher registration files. These records provide evidence of the teacher registration assessment process and subsequent refusal of application. These records are retained for a significant period to allow for review or re-application and for reference purposes should an applicant reapply for registration.</p> <p>QCT have aligned the retention period for these records to the retention period of the employee service history class in the GRDS QDAN249 v.7.</p> <p>Comparison with other schedules:</p> <p>Public Records Office of Victoria <i>Retention and Disposal Authority for Records of the Victorian Institute of Teaching</i> (PROS 10/07) for records that document the refusal of registration – reference number 2.1.3 – destroy 50 years after date of refusal.</p> <p>State Records of South Australia <i>Operational Records Disposal Schedule for Teachers Registration Board of South Australia</i> (RDS 2009/0007) for:</p>

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		<ul style="list-style-type: none"> Files containing the personal and contact details, initial application, supporting documentation, assessment details, registration and subsequent renewal information of teachers registered in South Australia – reference number 4.18 – destroy 85 years after teacher's date of birth or 15 years after registration lapses, whichever is later. Records relating to incomplete registration applications returned to applicants. Includes correspondence from TRB to applicants advising of requirements – destroy 5 years after last action. <p>Australian Capital Territory <i>Records Disposal Schedule – Teacher Quality Records NI2013-376</i>. Records documenting the registration of teachers working or intending to work in the ACT. Reference number 186.155.002 – destroy 75 years after date of birth of teacher or 7 years after last action, whichever is later.</p>
1.4	<p>Supporting records for teach 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>Disposal action – Retain for 10 years after business action completed.</p>	<p>Background/business process:</p> <p>Teacher registration activities include regular auditing and reporting on teacher registrations and continuing professional development of registered teachers.</p> <p>The QCT performs routine statistical analysis of the ATIS database for reporting purposes. The reports gained from analysing the raw data from ATIS, provides a research resource for future forecasting and planning purposes.</p> <p>Regulatory requirements:</p> <p><i>Education (Queensland College of Teachers) Act 2005:</i></p> <p>Under s.232 of the Act, QCT functions include (a) undertaking or supporting reviews and research relevant to the regulation of the teaching profession, including reviews and research commissioned and funded by the Minister; and (b) collecting data about approved teachers, and providing the data to other persons, as required or permitted under the Act.</p> <p>Business requirements:</p> <p>These records are produced from the analysis of data captured in the teacher registration database (ATIS). The resulting reports are used for ongoing policy development, planning and decision making in regard to the regulation of the teaching profession. Many of the reports are produced from real-time data and snapshots of these are taken periodically and saved as a pdf.</p>

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		<p>These records provide evidence of the QCT's quality assurance program and are retained for reference purposes as the summary records are captured in the teacher registration database and saved on eDRMS.</p> <p>Records relating to an audit can feed into classes 2.2.1 and 2.3.1 for investigations undertaken on registered teachers or employing authorities.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of the Victorian Institute of Teaching</i> (PROS 10/07) for:</p> <ul style="list-style-type: none"> records documenting the auditing of registered teachers to ensure teacher compliance with the registration process – reference number 2.1.6 – destroy 5 years after audit conducted inputs into the ongoing management of teacher registration. Includes records of change of address – reference number 2.1.7 – destroy when administrative use concluded.

Function No	Title	Scope Note
2	PROFESSIONAL CONDUCT MANAGEMENT	<i>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.</i>

Ref. No	Record class description and retention period	Log entry for appraisal
2.1	<p>Code of conduct development</p> <p>Records relating to the development of codes of practice for the teaching profession.</p> <p>Disposal Action – Retain permanently.</p>	<p>Background/business process:</p> <p>The QCT develops and amends codes of practice and ethics for the teaching profession to provide guidance about the professional conduct or practice of teachers. When developing a code of practice the QCT consults with representative entities such as registered teachers, employing authorities, unions and parent associations.</p> <p>The development of a code of practice is different to the development of professional standards (see 3.1). Professional standards relate to the quality and proficiency of teaching.</p> <p>Regulatory requirements:</p> <p>Section 290 of the <i>Education (Queensland College of Teachers) Act 2005</i> allows the college to develop codes of practice to provide guidance to approved teachers about appropriate professional conduct or practice.</p> <p>Business requirements:</p> <p>The <i>Australian* Professional Standards for Teachers</i> comprise seven standards describing what teachers should know and be able to do. They are interconnected, interdependent and reflect the complex role of teaching. Codes of practice providing evidence of standards of professional conduct or practice for the teaching profession are used in disciplinary proceedings and suitability to teach determinations.</p> <p>A code of practice may be used in disciplinary proceedings only to provide evidence of appropriate professional conduct or practice for the teaching profession.</p>

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		<p>The code must have the approval of the Minister for Education and Minister for Tourism and Major Events. The QCT must ensure approved teachers are notified of the approval and/or amendment, and keep copies of all versions of the code of practice for historical and/or precedent purposes.</p> <p>Permanent retention criteria: Characteristic 1 – Authority, Foundation & Structure of Government Characteristic 2 – Primary Functions and Programs of Government</p> <p>Community expectation: The community expects that in performing its functions under the Act, the welfare and best interests of children are to be the primary considerations. The community expects the QCT to provide guidance to approved teachers about appropriate professional conduct or practice and that consultation with representative entities is undertaken during the development or amendment of codes. The community also expects the code of practice to be available for inspection.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of the Victorian Institute of Teaching</i> (PROS 10/07) for records documenting the development and formulation of codes of conduct and ethics for the teaching profession – reference number 3.1.1 – retain permanently.</p> <p>Australian Capital Territory <i>Records Disposal Schedule – Teacher Quality Records NI2013-376</i>. Records documenting the determination of standards and codes of practice for the teaching profession within the national framework. Including assessment and certification standards. Reference number 186.100.001 – retain as Territory archives.</p>
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 	<p>Background/business process:</p> <p>A person may make a complaint to the QCT alleging a ground for disciplinary action exists against a person who is an approved teacher or who was an approved teacher when the conduct giving rise to the complaint happened. The complaint must be made in writing and contain particulars of the allegation. A complaint can be refused on certain grounds detailed in the Act (section 89 refers). A complaint cannot be refused if the QCT reasonably believes that the complaint, if proved, would establish a ground for disciplinary action.</p>

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	<ul style="list-style-type: none"> 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> records relate to teacher conduct received from other jurisdictions or law enforcement agencies (e.g. Person of Interest records). <p>Disposal action – Retain for 100 years after business action completed.</p>	<p>An investigation into the conduct or competence of a teacher may be authorised by:</p> <ul style="list-style-type: none"> the QCT the Professional Practice and Conduct Committee the Queensland Civil and Administrative Tribunal (QCAT). <p>The Act details the powers of an investigator and the disciplinary action required on completion of the investigation.</p> <p>If an investigation involves a disciplinary matter, as soon as practicable after completing the investigation, the investigator must give a written report about the investigation to:</p> <ul style="list-style-type: none"> the Professional Practice and Conduct Committee where the investigation is authorised by the QCT, or otherwise the Queensland Civil and Administrative Tribunal. <p>These records are held in conduct files and evidence box files and relate to individual teacher and employing authorities.</p> <p>Regulatory requirements: <i>Education (Queensland College of Teachers) Act 2005:</i></p> <ul style="list-style-type: none"> Section 87 provides for a person to make a complaint Section 88 allows the college to obtain further information about the complaint Section 89 (4) (b) requires the QCT to keep a record about a complaint and of the decision to refuse to deal with it Section 231 of the Act states that QCT has the following functions about disciplining approved teachers and former approved teachers and enforcing the Act: <ul style="list-style-type: none"> (a) monitoring compliance with this Act and prosecuting persons who fail to comply with it (b) receiving and assessing complaints (c) conducting investigations, in relation to a complaint or on the college's own initiative, about— <ul style="list-style-type: none"> (i) the professional conduct or competence of an approved teacher or former approved teacher; or (ii) a contravention of this Act (d) referring disciplinary matters to a disciplinary committee (e) giving effect to and monitoring compliance with disciplinary orders

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		<p>(f) developing and applying codes of practice about the professional conduct or practice of approved teachers.</p> <p>Business requirements: These records provide evidence of the QCT's management of complaints received regarding teacher conduct and competence. The records also provide evidence of any disciplinary action taken in respect to individual teachers in Queensland.</p> <p>All records related to conduct matters are referred to when determining an individual teacher's suitability to teach.</p> <p>Records relating to conduct and disciplinary matters for approved teachers have long-term temporary value due to the potential for them to be produced in the event of an inquiry into offences against children, which historically can be brought to light sometime after an alleged or proven offence has occurred.</p> <p>A retention period of 100 years would cover a natural life span of a person who could make a potential claim, allowing for the records to be available at a later date if required.</p> <p>Employing authorities are required to notify QCT regarding investigations of harm caused or likely to be caused to a child because of the conduct of a teacher. This information is linked to individual teacher files as well as the employing authority file.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of the Victorian Institute of Teaching</i> (PROS 10/07) for summary record documenting the outcome of disciplinary action. Reference number 2.3.3 – destroy 75 years after teacher's registration has concluded.</p> <p>State Records of South Australia <i>Operational Records Disposal Schedule for Teachers Registration Board of South Australia</i> (RDS 2009/0007) for:</p> <ul style="list-style-type: none"> records relating to the management of investigation cases where registrants are formally disciplined – reference number 2.10.4 – destroy 85 years after teacher's date of birth or 15 years after registration lapses whichever is later records relating to the management of investigation cases where allegations are not proven and are not related to the alleged abuse, sexual or otherwise, of children or

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		<p>students – reference number 2.10.3 – destroy 85 years after teacher's date of birth or 15 years after registration lapses whichever is later.</p> <p>Australian Capital Territory <i>Records Disposal Schedule – Teacher Quality Records NI2013-376</i>. Records documenting the suspension or cancellation of a teacher's registration. Reference number 186.155.003 – destroy 75 years after date of birth of teacher or 7 years after last action, whichever is later.</p> <p>Australian Capital Territory <i>Records Disposal Schedule – Teacher Quality Records NI2013-376</i>. Records documenting persons of interest. Reference number 186.155.004 – destroy 75 years after date of birth of teacher or 7 years after last action, whichever is later.</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>Disposal action – Retain for 50 years after business action completed.</p>	<p>Background/business process:</p> <p>Annual census of schools is undertaken to ensure that only approved teachers are employed as teachers in prescribed schools in Queensland.</p> <p>Monitoring and enforcing compliance with the <i>Education (Queensland College of Teachers) Act 2005</i> and prosecuting persons who fail to comply with the Act is one of the QCT's discipline and enforcement functions. The QCT's <u>Regulatory Compliance Framework</u> lists a number of options available to the QCT to effectively respond to any non-compliance matter.</p> <p>The Act prescribes penalties for various breaches, including general offences by a person, a teacher, or an employing authority, and these are listed in QCT's <u>Compliance Management Strategy</u>. The QCT's <u>Regulatory Compliance Framework</u> lists a number of options available to the QCT to effectively respond to any non-compliance matter.</p> <p>Regulatory requirements:</p> <p>Sections 76 to 81 of the <i>Education (Queensland College of Teachers) Act 2005</i> refer to compliance matters and requirements of employing authorities.</p> <p>Under section 82(1) of the <i>Education (Queensland College of Teachers) Act 2005</i>, the employing authority for a prescribed school must not employ a person as a teacher unless the person is an approved teacher.</p> <p>Business requirements:</p>

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		<p>These records provide evidence of the QCT's regulatory compliance activities and management of complaints received regarding schools/employing authorities and any disciplinary action taken.</p> <p>Employing authorities are required to notify QCT regarding investigations of harm caused or likely to be caused to a child because of the conduct of a teacher. This information is linked to individual teacher files as well as the employing authority file. Employing authorities are to report to QCT the outcome of any investigations and to notify QCT of teacher dismissals that call into question the teacher's competency to be employed as a teacher.</p> <p>This reporting may initiate further action or investigation of the school/employing authority by QCT.</p> <p>Twenty years is deemed sufficient retention for these types of records.</p> <p>Comparison with other schedules</p> <p>No comparisons available.</p>

Function No	Title	Scope Note
3	ACCREDITATION AND PROFESSIONAL STANDARDS	<i>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.</i>

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3.1	<p><i>Professional teaching standards development and pre-service teacher education programs approval</i></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>Disposal Action – Retain permanently.</p>	<p>Background/business process:</p> <p>The professional standards are a public statement that describes the professional knowledge, professional practice and professional engagement required of teachers. The standards also underpin registration decisions at different career junctures.</p> <p>Organised into four career stages, the standards reflect a continuum of teacher's developing professional expertise of what they know and are able to do.</p> <p>For teacher registration purposes in Queensland, the 'graduate' standards are the benchmark for those completing initial teacher education programs and applying for provisional registration. Teachers progressing to full registration or renewing their full registration must meet the professional standards at the 'proficient' level.</p> <p>Members of the teaching profession undertake professional learning throughout their careers.</p> <p>Programs which provide the necessary skills, knowledge and experiences for those entering the profession are referred to as pre-service or initial teacher education programs.</p> <p>Learning undertaken, once employed as a teacher, is often referred to as in-service teacher education, professional development or continuing professional development.</p> <p>Minimum requirements for teacher education programs are set nationally and described through the <u><i>Accreditation of Initial Teacher Education programs in Australia: Standards and Procedures (AITSL)</i></u>. Accreditation is undertaken by the relevant state authority. In Queensland this is the QCT.</p>

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		<p>Graduates of initial teacher education programs approved or accredited by the QCT are eligible for provisional registration with the Queensland College of Teachers.</p> <p>Developing professional standards is different to developing codes of practice (see 2.1). Codes of practice relate to professional ethics.</p> <p>Regulatory requirements: Under section 236 of the <i>Education (Queensland College of Teachers) Act 2005</i> the QCT is required to consider applications for approval of a pre-service teacher education program received from a registered higher education provider.</p> <p>The college may approve the program only if:</p> <ul style="list-style-type: none"> (a) it considers the qualification resulting from successful completion of the program is suitable to be prescribed as a qualification for provisional registration (b) the college is reasonably satisfied a person who completes the program will attain the abilities, knowledge and skills required under the professional standards; and (c) the program is offered at a place in Queensland. <p>The QCT receives applications for accreditation of Initial Teacher Education Programs from higher education providers. Under the Act, the QCT is required to assess and decide whether to approve a program as soon as practicable after receiving the applications from a registered higher education provider. If the college approves the program, it must give the applicant notice of the approval.</p> <p>If the college decides not to approve the program, it must give the applicant an information notice about the decision.</p> <p>Business requirements: The program accreditation process provides evidence of the standards expected of teachers seeking registration and details the abilities, experience, knowledge or skills required for provisional registration, full registration and renewal of full registration.</p> <p>These records provide evidence of pre-service teacher education program approval whereby the qualification resulting from successful completion of the program is suitable for provisional registration. They also provide an understanding of the current experience that teachers have with professional development, including the underlying values that may influence their perceptions and the nature of professional development that will be regarded positively by teachers.</p>

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		<p>The critical significance of the professional experience component of initial teacher education is widely recognised in research and policy. Supported, authentic professional experience characterised by strong collegial interactions and a focus on learning and development and student outcomes is central to the preparation of teaching graduates</p> <p>The research undertaken will be underpinned by The Australian Professional Standards for Teachers – Standard 6 (Engage in professional learning). The QCT may undertake research using a variety of strategies to engage research partners, including:</p> <ul style="list-style-type: none"> • collaborative partnerships endorsed by the Board • open tender processes • negotiated tender processes; usually following an Expression of Interest process. <p>Permanent retention criteria: Characteristic 2 – Primary Functions and Programs of Government</p> <p>Community expectation: The community expects that in performing its functions under the Act, the welfare and best interests of children are to be the primary considerations. The community expects the QCT to assess pre-service teacher education programs to ensure persons applying for registration or permission to teach have attained the requirements prescribed under the Act.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of the Victorian Institute of Teaching</i> (PROS 10/07) for The development of standards of professional practice. The content of pre-service teacher education programs and professional development courses must meet these standards for programs and providers to be accredited. Reference number 1.10 – retain permanently.</p> <p>Teachers Registration Board of South Australia RDS 2009/0007 Records relating to applications for Pre-Service Teacher Education Program approval – reference number 3.10.1 – retain permanently.</p> <p>Australian Capital Territory <i>Records Disposal Schedule – Teacher Quality Records NI2013-376</i> Records documenting the accreditation of teacher education programs.</p>

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		<p>Includes renewal of programs. Reference number 186.158.001 – retain as Territory archives.</p> <p>Australian Capital Territory <i>Records Disposal Schedule – Teacher Quality Records NI/2013-376</i>. Records documenting detailed research carried out to support the teacher quality function. Reference number 186.091.001 – retain as Territory archives.</p> <p>Australian Capital Territory <i>Records Disposal Schedule – Teacher Quality Records NI/2013-376</i>. Records documenting the determination of standards and codes of practice for the teaching profession within the national framework. Including assessment and certification standards. Reference number 186.100.001 – retain as Territory archives.</p>
3.2	<p><i>Supporting records for pre-service or initial education programs approval</i></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>Disposal action – Retain for 50 years after the program is no longer accredited.</p>	<p>Background/business process:</p> <p>Programs which provide the necessary skills, knowledge and experiences for those entering the profession are referred to as pre-service or initial teacher education programs. Minimum requirements for teacher education programs are set nationally and described through the <u><i>Accreditation of Initial Teacher Education programs in Australia: Standards and Procedures (AITSL)</i></u>. Accreditation is undertaken by the relevant state authority: the QCT in Queensland.</p> <p>Graduates of initial teacher education programs approved or accredited by the QCT are eligible for provisional registration with the Queensland College of Teachers.</p> <p>Regulatory requirements:</p> <p>Under the <i>Education (Queensland College of Teachers) Act 2005</i> the QCT is required to assess and decide whether to approve a program as soon as practicable after receiving the applications from a registered higher education provider.</p> <p>Business requirements:</p> <p>These records provide evidence of the pre-service teacher education program approval process and the information provided by higher education institutions in support of their application for accreditation. This does not include the final approval letter (refer to record class 3.1). Archived collections of handbooks and course outlines are important sources of information to the registration team when assessing applicants hence the longer retention period. This is consistent with the retention period for similar records found in the <i>Victorian Institute of Teaching schedule</i> (see comparison below).</p>

Ref. No	Record class description and retention period	Log entry for appraisal
		<p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of the Victorian Institute of Teaching</i> (PROS 10/07) for supporting documentation provided by higher education institutions that are approved or endorsed to provide pre-service teacher education programs. Reference number 1.2.2 – destroy 50 years after program is no longer accredited.</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. • Professional development records submitted for audit and declarations to ensure registered teachers are complying with the professional development standards. Includes audit decision documents. <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>Background/business process: Professional development comprises active and reflective engagement in a range of professional experiences that are considered supplementary to the day-to-day responsibilities of a teacher. The intent of professional development is to enhance the skills, knowledge and understandings of teachers in order to enhance student learning outcomes. The QCT develops relevant web-based activities and resources and facilitates seminars and workshops to support the required continuing professional development.</p> <p>The QCT regularly audits continuing professional development declarations for compliance with teacher registration requirements.</p> <p>Business requirements: These records provide evidence of the activities and resources developed by the QCT to support teachers in meeting the requirements of the Australian Professional Standards for Teachers by participating in continuing professional learning and development. Audit decisions may be referred to in an investigation and will need to be retained for at least 10 years.</p> <p>Comparison with other schedules: Public Records Office of Victoria <i>Retention and Disposal Authority for Records of the Victorian Institute of Teaching</i> (PROS 10/07) for records documenting the:</p> <ul style="list-style-type: none"> • development of professional development opportunities supporting teachers to meet standards of professional practice. Includes the development of seminars and the management of mentor training – reference number 2.2.1 – Destroy 10 years after last action.