

**PLEASE NOTE**

You must notify TQI within 21 days if your name or address changes, or your WWVP registration ends or is suspended, or if you discontinue, change or complete your course.

A course provider is also required to notify TQI if your university enrollment ends or if they become aware your WWVP registration has expired or been suspended - these are conditions of ongoing approval on the PSTR.

Pre-Service Teacher Register Checklist

Pre-Service Teachers (PST), who wish to undertake a professional experience placement in an ACT school, must be approved on the Pre-Service Teacher Register (PSTR) with the ACT Teacher Quality Institute (TQI).



Before you apply

You will need:

1. a current Working with Vulnerable People (WWVP) card

If you do not have a WWVP card, please apply through Access Canberra, and complete your Pre-service Teacher Register application after you receive your WWVP card.

If you are undertaking a placement in an ACT school, through an interstate university, you can apply to the PSTR if you hold a WWVP registration equivalent in your home state or Territory.

2. evidence of enrolment in an approved teacher education course

Evidence of current enrolment must be an official document issued by the university, and include: (this may be a screenshot from your student portal)

- the name of the university
- your name
- the name of your course (it must be an approved teacher education program)
- a statement that you are enrolled
- the date (showing enrolment is current).

3. evidence of identification

Please provide 100 points of identification.

For more information on the types of documents you can include, visit tqi.act.edu.au and search for '100 points'.

4. scanned original documents ready to upload to the online application.

The required evidence you will need to upload is outlined in the list above.

* If items are missing from your application, or do not meet the criteria, you will receive an incomplete PST application email. The email will specify the missing or unsatisfactory item/s and the next steps.



How to apply

- Visit the TQI website: tqi.act.edu.au
- Click on the **Pre-service Teacher Registration** tab at the top of the page.
- Click the **How do I apply for registration...** box (which will expand).
- Click on the green **Apply** button, and you will be taken to the PST Registration Application Form.
- **Provide your email address and create and confirm a password.**
- **Follow the prompts in the form** (provide your personal and contact details, complete the consent and declaration section, upload your documents, and **hit submit**). You will receive an email to confirm you have submitted your application (allow 24 hours).

If all required information and documents have been included, and are assessed as meeting the criteria*, you will receive a PST approval email.

Once approved

Once your PST approval has been processed:

- you will receive an approval email
- you can undertake a professional experience placement in an ACT school
- you can access the TQI portal using your TQI number and password
- you can download a copy of your pre-service approval certificate from the portal. Provide this to each of your placement schools as evidence of your approval on the register
- you can record your placement school and date
- you must notify TQI within 21 days if your name or address changes, or your WWVP registration ends or is suspended, or if you discontinue, change or complete your course.