

A DEMOCRATIC UNION



for QTU members

MARCH 2019

Throughout the 130-year life of the QTU, its members have freely chosen and committed to maintaining and renewing a democratic structure.

The Union's democracy has three features: it is representative; it is run by members; and participation is voluntary.

A representative democracy

Most of the time, democracy is exercised through representative structures.

Full membership ballots are conducted for:

- election of the QTU's President, Vice-President and Honorary Vice-President every three years
- statewide industrial action
- approval of enterprise bargaining agreements.

Other decisions are made by representative bodies – the Council, Conference, Executive and Area Council for schools and the Union overall; and the TAFE Council and TAFE Executive for TAFE members.

Whether it's schools or in TAFE, the fundamental building block of the representative structure is the branch. For members in schools, there are 103 branches covering the schools in a geographic area. In major cities, these have between 200 and 750 members each; in other areas, they range from 60 to 600 allowing for the large area covered by some branches.

Each branch elects a representative to State Council every three years, two representatives to the Area Council every three years at a different time, and a Conference delegate every two years, with a ballot of all members if required because of the number of nominations.

Council

The Council is the main decision-making body of the Union, which meets four times a year. It is made up of six elected Senior Officers, 103 branch representatives, a representative from each of 12 area councils, and three representatives from the TAFE Division. That's 124 members and 120 votes (the General Secretary and the two Deputy General Secretaries don't have a vote, and the President chairs the Council with a casting vote only), with 119 of those votes cast by elected "rank-and-file" representatives who work every day in schools and TAFE colleges.

Executive

In between Council meetings, decisions are made by an Executive elected by the Council every three years.

There are 20 people on the Executive – six Senior Officers, one Aboriginal or Torres Strait Islander representative, one TAFE representative and 12 other Council members. On any issue, 16 of the 20 members have a vote, and 15 of those are rank-and-file members.

Executive meets fortnightly. Using videoconferencing, Executive now has members from across the state.

Conference

Every two years, Conference meets for three days in the winter vacation. It comprises the Council plus another 120 delegates from branches, area councils, TAFE and Aboriginal and Torres Strait Islander members.

The Conference decides and adopts revised policy consolidated in 15 policy documents covering hundreds of pages. That policy, reviewed by committees and Executive and distributed to branches beforehand, can only be changed by a two-thirds vote of Council.

The rank-and-file members of Executive, Council and Conference make a significant contribution of time on behalf of all members to make decisions on the Union's direction. It is not always appreciated as it should be.

How do you put forward an idea?

Members have two ways of putting forward resolutions to be considered.

The first way is attending a branch meeting. Most branches meet eight times a year with meeting times and venues published on the website and in circulars. Any member can attend a branch meeting and move a resolution. If that resolution is

A democratic union

supported by a majority of members at the branch meeting, it goes to the Council (or the Executive if it is more urgent) to be voted on.

If the Council or the Executive also support the resolution, it becomes the position of the Union until a subsequent decision changes it.

The branch meetings immediately before Council also normally consider the issues it will consider, based on the papers that have been distributed.

The second way is to hold a meeting of QTU members at school, organised by the school Union Reps. A resolution supported by a majority of members goes to Executive. If it is supported by Executive, it becomes the position of the Union until considered at Council.

Of course, members can also express an individual view in an email or letter and that will be responded to by a Union officer in line with the existing decisions of Council or Executive

The principle is simple: the more members involved in a resolution, the higher it is considered in the decision-making hierarchy. A resolution from a branch (many schools) goes to Council; a resolution from a school goes to Executive; an individual's view is addressed by an officer.

Participation is voluntary; decisions are binding

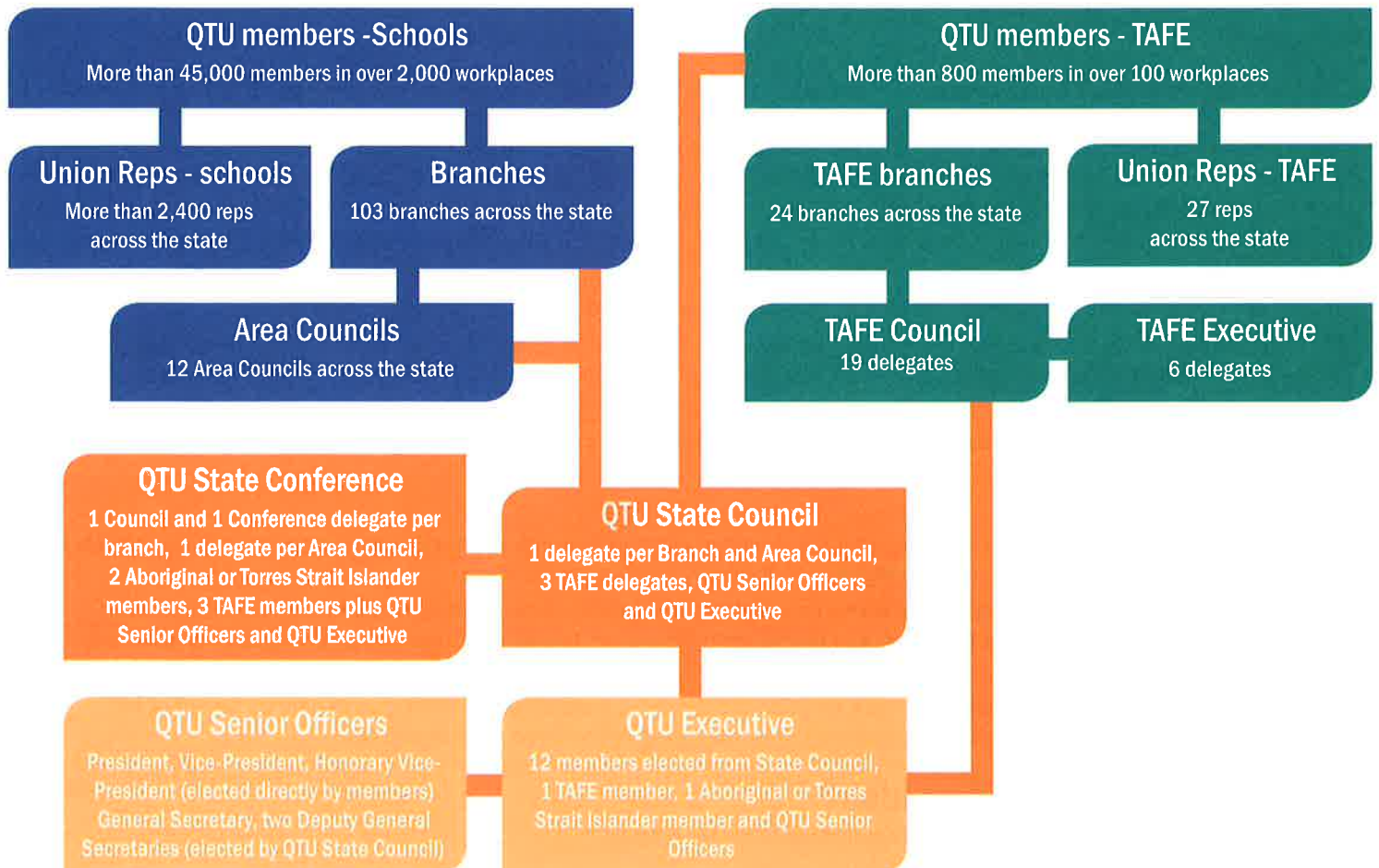
Unlike federal, state and local government elections, participation in Union elections is voluntary. Voting is not compulsory, but as far as humanly possible, everybody has the chance to express a view.

The avenues available to QTU members to put resolutions and issues on the decision-making agenda is far greater than any level of government, but participation is again voluntary.

The decisions are made, at the end of the day, by those who turn up – and there are many members who do. And in a collective organisation, those decisions – in an election, in a ballot, in a vote – are binding. They are the democratically-decided positions of the QTU.

The QTU is proudly democratic. We're starting from a very high level, but we're always looking at ways to make it even more democratic.

Decision making chart





Education students

Do what teachers do ...
... join the QTU!

Go on – it's free!*

The Queensland Teachers' Union (QTU) is the professional, industrial and legal voice of state school teachers across Queensland. More than 47,000 teachers and school leaders choose to be members of the QTU, because it advocates for teachers in a range of forums and is professional, courageous, united, democratic and member-focussed in its pursuit of recognition for the great work teachers do.

As a pre-service teacher, you are eligible for **FREE student membership*** of the QTU while you are studying education.

Go to our website at www.qtu.asn.au/join to join online. It's quick and easy to do!

Here are 10 top reasons to join the QTU:

- The QTU provides you with current information regarding Department of Education (DoE) processes, particularly those needed to get a job when you graduate.
- The QTU provides regular information updates on its website, Facebook page and Instagram account - very useful for student members like you during prac and as you navigate the school landscape.
- The QTU negotiates teachers' working conditions with the DoE, as well as internship agreements with universities. These are available on the QTU website at www.qtu.asn.au/advice/internship-agreements.
- You can access a range of face-to-face and online professional development programs through QTEC and QuEST – the QTU's training and professional development arms. Many of these are free for members.
- You can also get access to a bundle of online resources specifically for new educators like you. These resources are for members only. Visit www.qtu.asn.au/newteachers to find out more.
- Once you're a QTU student member, help is never far away – just contact the Queensland Teachers' Assist Desk (QTAD), the Union's invaluable general information and advice service. You can call QTAD on 1300 117 823 or email qtad@qtu.asn.au
- For more complex matters, experienced QTU Officers (all former teachers themselves) can provide you with support and advice around any problems that arise during your professional experience (prac).
- When you join the QTU as a student member, you immediately become an essential part of a statewide community of teachers. That's why Regional and Metro Organisers put on a range of networking and social opportunities giving you a chance to connect with like-minded professionals.
- The QTU supports you in your teacher training and works hard with your university to make sure the system works well for everyone. For example, the QTU has negotiated with universities to secure a pay increase for supervising teachers, to ensure the work teachers do in supporting preservice teachers is fairly recognised.
- Student members can access the excellent resources of the QTU Library, based at the QTU head office in Milton. For enquiries, email library@qtu.asn.au



The strength of the Union is in its membership. More than 47,000 teachers are members of the Union. Join your colleagues now!

If you have any further questions regarding membership of the QTU, contact us at membership@qtu.asn.au

***Membership is free until you begin paid employment with the Department of Education.**



QUEENSLAND
TEACHERS' UNION
OF EMPLOYEES

The professional and industrial voice of Queensland's teachers and school leaders in state schools and TAFE for more than 130 years.



QUEENSLAND
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OF EMPLOYEES

EST 1889

What is the QTU?

The QTU is your union – the professional and industrial voice of Queensland's state school teachers and school leaders.

Our Union is professional, courageous, united, democratic and member-focussed in its pursuit of recognition for the great work you do as a teacher. Come and join us!

Why do I need a union?

Belonging to a union gives you the power to change things for the better. Whether you want to advance your rights at work, campaign for your leave and entitlements, secure democratic freedoms, protect public education or take a stand in the fight for social justice, belonging to a union makes your voice louder.

The strength of a union is in its numbers. The QTU is 48,000+ members strong and has the resources and expertise to make things happen. When thousands speak as one, they cannot be ignored!

What has the QTU won for teachers like me?

Here are just some examples:

- Additional non-contact time for primary and special school teachers (from 2022).
- Additional non-contact time/reduced teaching load for teachers in their first year (from 2021).
- One less student free day or twilight equivalent (from 2020).
- Increased salaries – by 2022 a first year teacher will earn \$75,471 a year
- Access to the conversion to permanency process after two years in a continuous temporary role
- The Workload Advisory Council, set up to address workload issues
- Annual progress to the next salary banding for part-time teachers
- Primary caregiver leave, which can be shared between carers.

How can the QTU help me?

The QTU:

- keeps you up to date on the important issues that matter to you
- campaigns and organises to achieve what really matters for teachers – reduced workload is the QTU's top priority for 2021
- empowers and supports you at work
- has elected Representatives in schools for you to call on for help
- maintains a statewide network of QTU Officers (all former teachers) experienced in dealing with professional and industrial issues
- provides instant support and advice as you need it, via the Queensland Teachers' Assist Desk (QTAD)
- negotiates with the Department of Education to secure improvements to your salary and working conditions.

You're never alone when you're a member of the QTU. When you join, you immediately become an essential part of a statewide community of teachers – we look forward to welcoming you!

Do what teachers do join the QTU!

To join or for more information, see your Union Rep, local Organiser or go to www.qtu.asn.au/join

What do I get as a member that I couldn't access otherwise?

- information
- support and advice
- professional protection
- industrial expertise
- access to one of Australia's best legal-assistance services
- professional representation at the Queensland Curriculum and Assessment Authority (QCAA), the Queensland College of Teachers and others
- access to training and PD
- money-saving access to the QTU-created TUH health fund and the Union Shopper buying service

 www.qtu.asn.au

 [QueenslandTeachersUnion](https://www.facebook.com/QueenslandTeachersUnion)

  [@TheQTU](https://www.instagram.com/TheQTU)



The Queensland Teachers' Union - the **only** registered organisation for Queensland's state school teachers and school leaders

The Queensland Teachers' Union (QTU) represents the vast majority of state school teachers and school leaders. As a Union that has been in existence for more than 130 years, the QTU is the professional and industrial voice of Queensland's teachers and school leaders in state schools and TAFE.

We are proud to be a registered organisation under the Queensland Industrial Relations Act.

The reasons are clear:

	QTU	Non-registered organisation (Businesses pretending to be a real union)
Party to the certified agreement*	✓	X
Party to the award#	✓	X
Represents the industrial interests of employees who are covered by the award# and the certified agreement*	✓	X
Can provide a support person	✓	✓ (only with written authorisation – does not have automatic rights that QTU has)
Has standing to be a Union party in any grievance or dispute resolution process set out in the industrial instruments	✓	✓ (only with written authorisation – does not have automatic rights that QTU has)
Has a statutory right of entry to workplaces	✓	X
Has permission to display material in the workplace in relation to rights under the IR Act, Industrial instruments and the right to represent industrial instruments of employees	✓	X
Can access the Union encouragement provisions	✓	X

*The Department of Education State School Teachers Certified Agreement 2019

Teaching in State Education Award – State 2016

DON'T BE FOOLED by organisations that offer cheaper memberships – your rights at work can only be covered by a registered organisation.



For Queensland's state school teachers and school leaders there is only one choice – the Queensland Teachers' Union (QTU).



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www.qtu.asn.au



QueenslandTeachersUnion



@TheQTU



QTU legal assistance - real Union, real teachers, real lawyers, real coverage

The best legal assistance for Queensland's state school teachers and leaders is offered by the Queensland Teachers' Union (QTU) – Queensland's only registered organisation for state school teachers and education leaders.

An expert team of real lawyers: The QTU retains a core team of lawyers at commercial firm Holding Redlich. Our team consists of experts in education and employment law with many decades of experience, including a criminal lawyer who previously served as a police officer for 23 years.



If you are a member you are covered*.

Our safety net is not offered by any other organisation.

The QTU covers all legal fees for civil and criminal matters arising directly from your employment. The member pays nothing and we will not refer you to lawyers who then charge you for their services.

Our unique legal safety net covers you for matters such as:

- assault allegations
- sexual abuse allegations
- fraud allegations
- departmental disciplinary investigations
- WorkCover claims
- abusive and defamatory parents
- workplace health and safety investigations
- Queensland College of Teacher registration matters
- blue card issues
- allegations of improper access to public records
- an ever increasing list of legal issues that affect you in the workplace.

We will consider any request for free legal assistance for any work-related matter. In the past we've been able to assist members facing legal bills running to hundreds of thousands of dollars. Make no mistake, without our legal assistance you can be innocent and end up imprisoned and bankrupt.

Members also have access to subsidised legal assistance:

Subsidised legal assistance may be granted to QTU members in relation to matters not arising directly from their employment but which could have a bearing on their employment.

Thirty-minute free legal consultation:

Members are able to access an unlimited number (different legal matters) of free half hour consultations on any matter, and further work is undertaken at member expense but at a discounted rate. This service can save members many thousands of dollars.

This legal assistance is provided for matters which do not fall within the two categories above (although it will generally not be provided where one member is in dispute with another).



Don't be left high and dry without protection – Join the QTU today

*Legal assistance cannot be granted for matters that occurred prior to becoming a member of the QTU.
Authorised by Kate Ruttiman, General Secretary, 21 Graham St, Milton Q 4064 | May 2021



Beginning to Teach – Registration, Probation, Induction and Mentoring

This document is issued for general guidance only. It does not constitute professional advice. The issues with which it deals are complex and the document necessarily deals only with general principles. No reader should rely on this document for the purpose of making a decision as to action but should seek the appropriate advice from the Union on the particular circumstances of that reader. The Union accepts no responsibility for the consequences should any person act in reliance on this document without obtaining the appropriate advice from the Union.

Welcome

Welcome to the teaching profession and to the Queensland Teachers' Union (QTU). The teaching profession is a noble one and the work you undertake as a teacher is important and helps to build a strong, democratic society. Your contributions to the teaching profession as a new teacher are central to the profession remaining robust, innovative and responsive to the needs of students.

As a new teaching employee of the Department of Education (DoE) there are a number of processes that you will commence or complete during your first year. These include:

- moving from provisional to full teacher registration
- participation in the DoE's probation process (if you are a *permanent* employee)
- participation in induction processes
- participation in a mentoring program.

This brochure helps explain these processes and provides information about some of the support available to you.

Registration processes

What is provisional registration?

The law in Queensland has determined that only registered teachers can be employed to teach in the state's schools - both public and private. On completion of an approved teacher qualification, a teacher can be granted provisional registration by the Queensland College of Teachers (QCT). As a beginning teacher, you have been granted provisional registration, which will be converted to full registration upon the successful completion of 200 days of teaching (the equivalent of one full-time year of teaching). Many beginning teachers

will move to full registration in their first year of teaching, however provisional registration is initially granted for two years and is renewable for a further two years. As such, if you have not completed the move to full registration after the first 12 months of your employment, you still have time to complete the process. It is essential that you remain registered as a teacher and engage with the QCT to ensure that your registration remains valid during your employment.

The formal aspects of the teacher registration process are managed by the QCT and are quite separate from other employment requirements of DoE, such as DoE's probation and induction processes, however they often occur at the same time.

What are the timelines and processes for registration?

Full teacher registration may be granted after a year of successful full-time teaching or the equivalent. For most full-time teachers, this will occur after the first 12 months of working for DoE. However, if you are working as a part-time teacher or working as a supply or short-term contract teacher, you will be eligible to apply for full registration after 200 days of teaching. It might therefore take you longer than a full calendar year to reach the '200-days' requirement. It is common for teachers to take longer than 12 months to complete the provisional-to-full registration process.

During the period of provisional registration, you must demonstrate that you meet the 'Professional Standards for Full Registration' at the 'proficient' level. These standards can be found on the QCT website at www.qct.edu.au. The QCT requires a registration recommendation report to be completed by your principal verifying that you have met the standards. This then completes the provisional to full registration process. The report can be found on the QCT website.

What evidence is required?

A teacher must provide the nominated reviewer with demonstrated evidence in each of the seven standards and take account of each of the descriptors. A piece of evidence can address multiple descriptors, within and across the standards. More detailed advice about the evidence required can be found in the QCT Evidence Guide.

What is the process?

The Queensland College of Teachers has introduced an online application form to facilitate the process for provisionally registered teachers to move to full registration.

To access the form, the teacher or the school should log in using their username and password. Either the teacher or the school can initiate the process.

The reviewer, who is either the principal, the deputy principal, or another delegated person, is required to assess the teacher against the Australian Professional Standards for Teachers (APST). Evidence must be provided to the reviewer to demonstrate achievement against the standards. The reviewer will then make a recommendation, which is sent to the teacher. The teacher will need to log back into their online account to respond to the recommendation.

For teachers who have no access to the online form, a hard copy form will still be available. This should be completed by the reviewer and signed by the teacher before it is sent back to the QCT.

Teaching experience must have been undertaken in recognised schools in Australia or New Zealand, or in kindergartens in Queensland that use QCAA approved syllabuses.

While the move from provisional to full registration is separate from the department's probation process, they generally occur at the same time. However, probation will only be undertaken by *permanently* employed beginning teachers. This is outlined below.

Probation

What is probation?

Most new *permanent* employees of DoE have to undergo a period of probation upon their permanent appointment. However, new teachers who have been converted to permanency via the "conversion to permanency" process after two years of temporary engagements are *not* required to undertake probation. Temporary teachers (those on contracts) are also not required to undertake the probation process until they are appointed permanently.

The probationary process is usually undertaken over an eight-month period, although this timeframe may be shortened or lengthened as outlined below. The process of probation involves formal induction and supervision, with a view to satisfying the employer as to the suitability of the teacher for continuing employment.

Prospective employees are provided with a written statement outlining the terms of their employment, including the period of probation. Regional offices manage this communication for DoE and distribute the necessary probationary documents with the offer of employment. The statement regarding probation must be signed by the prospective employee and returned to the regional office within 14 days or the offer of employment lapses.

If you are commencing employment with DoE after the successful completion of a period of teaching in another sector/state, are returning to DoE after resignation, or are recommencing after having undertaken prior temporary employment with DoE, you can apply to have the period of probation shortened, as per the provisions below. This should be done through the relevant regional office within the same 14-day time frame as applies to returning the statement on probation.

What is involved in probation?

Beginning teachers who are permanent appointees (but not those who have converted to permanency via the "temp-to-perm" process) should be advised early in their permanent appointment of DoE's probationary processes and the timelines/events/expectations that are to be met during probation at their school. They should be provided with an example of the interim and final probationary reports, so that they have clarity about how the process will unfold and what it is that they will be measured against. It is essential that new teachers ask questions about this process if they are unclear as to what is expected and resolve those issues early.

At the end of three months of service (April for teachers appointed from the beginning of the year), all new permanent teachers undertaking probation will be provided with an interim report on a DoE templated form. This form lists key aspects of the teacher's role that are used to determine satisfactory performance. The criteria will be determined to have been met satisfactorily or unsatisfactorily by the school principal.

The QCTU strongly recommends that any issues deemed to be unsatisfactory in the interim report should be the focus of a specific performance support plan to be implemented in Term 2. Those responsible for the probation process at the school should work closely with the beginning teacher to put a supportive plan together that genuinely addresses the areas requiring support. They should ensure

there is appropriate PD, mentoring and guidance to address the identified concerns and undertake regular and frequent feedback meetings during Term 2 to ensure clarity about performance improvement in the areas highlighted. Beginning teachers who have been advised of concerns about their performance can seek advice and assistance from their school Union Rep or QTU Organiser to ensure that appropriate support is provided.

A final formal performance review will be conducted by the end of six months of service (usually July). This will either include a recommendation of confirmation of employment or termination of appointment. In the latter case, the matter will be referred to the Board of Review for a decision. The Board of Review is a joint QTU/DoE body which considers and makes recommendations on terminations to the Assistant Director-General, Human Resources. If termination is recommended, this must be communicated to the employee by the end of the eighth month.

In the event of a recommendation for termination, documentation of the performance of the employee, especially between the three-month and six-month reports, will be provided to the Board of Review and the Assistant Director-General for consideration when making a final decision. Where termination of employment is considered by the Board of Review, the teacher will be given a formal opportunity to respond to the report and its supporting documentation.

It is strongly recommended that a beginning teacher who finds themselves in this position makes contact with their local QTU Organiser for assistance and advice. Organisers' contact information can be found on the QTU website at <https://www.qtu.asn.au/contact>.

If the report recommends confirmation of employment, the employee will receive a letter to confirm their permanent on-going employment.

Other probation matters

The probation process will vary according to the workplace and the needs of individual teachers. The program developed may involve observations of classroom performance, monitoring of planning and assessment, professional development and some form of professional support/mentoring designed to provide opportunities for reflection and growth.

What are the timelines for probation?

The probation period is set at eight months. A decision to confirm the teacher in their position or terminate their appointment must be made before the end of the eighth month of employment. For teachers appointed at the beginning of the school

year, this will be immediately prior to or during the September school holiday period.

Extensions of the probation period will occur only when the probationary teacher's service is significantly broken by illness or some other form of approved leave. Any extensions must be approved at the executive director level in the human resources section of DoE central office.

Teachers who have previous, documented successful service as a teacher with DoE or another recognised education service provider may apply to have the probation period reduced. In the event that DoE recognises the previous service, the minimum period of probation is reduced to six months.

Is there a probation process if I have been appointed to permanency through the "conversion to permanency" process?

No, there is no requirement to participate in a probation process after converting to permanency via the "conversion to permanency" process. If you have been permanently appointed via this process and concerns are subsequently raised about your work performance, this should be the subject of an ongoing, genuine support plan. If your work performance continues to require support (beyond what would be deemed normal for a beginning teacher), it is possible a managing unsatisfactory performance (MUP) process might commence. Information on the MUP process is available via a link at the end of this brochure.

The QTU supports the identification and communication of performance issues to teachers, regardless of the nature of their employment (i.e. casual, temporary or permanent) and the length of time they have been employed.

If my first period of employment with DoE is a temporary teaching engagement, do I have to be involved in a probation process?

No, you will not formally undertake probation as a temporarily appointed teacher. However, many temporarily appointed beginning teachers will participate in a range of induction and probation-like activities along with their newly appointed permanent colleagues.

If after a period of temporary engagement, you are subsequently appointed to a permanent teacher position (not via the two-year "conversion to permanency" process), the induction and probation activities you have undertaken previously will not be wasted and the probation process may be shortened (as outlined above). The probation activities and requirements that you would be required to participate in would therefore generally be fewer, based on your previous involvement in a similar process as a temporary teacher. You should retain any relevant documents that have been completed

by principals, deputy principals, heads of program or mentors that indicate that you have demonstrated satisfactory performance during your previous temporary engagement.

Induction

What are the phases of a school induction program?

Orientation to the school is essential and should begin with a personal welcome from the administration and a guided tour around the school. An introduction package welcoming the new teacher should be available, including essential information such as school organisation, location of resources and support staff. Generally, an experienced teacher mentor will have a role in introducing the beginning teacher to the culture of the school.

Features of an induction program

A thorough and helpful induction program should include activities which allow the teacher to engage with and gain knowledge of:

- site policies and procedures
- DoE policies and procedures (including the employees 'MyHR' site)
- Basic employment conditions (hours of duty, NCT, leave options etc.)
- probation procedures
- workplace health and safety protocols and policies (how to lodge WH&S incidents)
- the school's resources, support and specialist staff
- a school calendar of events
- expectations of beginning teachers
- guidance in fulfilling duties
- planning and preparation protocols
- student assessment and reporting procedures
- procedures for contact with parents
- information on professional development opportunities available through professional associations, the QTU and others
- information on membership of the QTU
- information on legal, industrial and professional support from the QTU
- regular contact with a mentor, critical friend and other experienced staff members
- networks of other beginning teachers.

Mentoring

A mentoring program for the beginning teacher

The certified agreement requires beginning teachers to have access to structured mentoring support. Since 2014, beginning teachers have been given access to mentoring and support via mentor teacher colleagues. This was undertaken via the 'Mentoring and Beginning Teacher' (MBT) program, in which schools were provided with funds to allow beginning teachers and their mentors to be released from face-to-face teaching. At the end of 2020, DoE decided to suspend the funding of this school-based program and has introduced online and regional mentoring support instead, via Teacher Learning Centres (TLCs) and Centres for Learning and Wellbeing (CLaWs). The QTU continues to seek school funding for the MBT program via dedicated funds provided to schools, to support an effective school-based mentoring program.

Mentoring remains a key part of the support of beginning teachers. Mentoring should be undertaken in rostered duty time and resources should be allocated for this purpose.

What should you do if you have concerns about aspects of the probation/induction/mentoring processes in your school?

Discuss your concerns with your immediate supervisor, e.g. head of department, deputy principal or principal. In most cases this should resolve the matter.

If your concerns are not allayed, then discuss the matter with your school's Union Representative, who should be able to advise you. If there is no Union Representative available, contact the Queensland Teachers' Assist Desk (QTAD) on 1300 117 823 or your QTU Organiser. Visit the QTU website at www.qtu.asn.au for a list of contact details for QTU Organisers.

Professional development opportunities

The QTU's professional development arm, Queensland Education, Support and Training (QuEST), runs extensive PD for members on a "cost recovery" basis. This training is for members only and is less expensive than many similar PD sessions run by external providers. This PD is also offered both face-to-face and online. <https://www.qtu.asn.au/quest>

The QTU runs a range of other PD opportunities that are suitable for beginning teachers across the state via our Queensland Teachers' Education Centre (QTEC). These training sessions are available face-to-face and online and are usually free. You can access QTEC's training schedule here <https://www.qtu.asn.au/qtec>.

Your school will also have an educational leader who manages the PD needs of staff at the school. You should also seek out PD opportunities that this person will manage. You should be identifying your PD needs via the annual performance development plan (APDP) you will undertake with an educational leader at your school.

Further reading or advice on beginning teacher matters

Further assistance and advice can be sought by checking the QTU's website for information

<https://www.qtu.asn.au/seek-advice>

or by calling QTAD on 1300117823.

Publications on beginning teacher matters are available from the Union's library. Please telephone the QTU library on (07) 3512 9000 or e-mail library@qtu.asn.au if you would like to borrow a copy of any of the materials, or to receive your own copy of the QTU policy on induction.

Other useful links:

DoE's website: <http://education.qld.gov.au>

QCT links:

www.qct.edu.au

<http://www.qct.edu.au/registration/provisional-registration>

<http://www.qct.edu.au/registration/professional-development>

QCT Evidence Guide:

http://qct.edu.au/pdf/TransitiontoFullRegistration_Providingevidenceofpractice.pdf

For further reading on the process of moving from provisional to full registration, go to:

[https://cdn.qct.edu.au/pdf/Provisional to Full Registration Policy Amended2012.pdf? ga=2.12900273.709154724.1593489944-841782491.1593489944](https://cdn.qct.edu.au/pdf/Provisional%20to%20Full%20Registration%20Policy%20Amended2012.pdf?ga=2.12900273.709154724.1593489944-841782491.1593489944)

http://www.qct.edu.au/PDF/Quick_start_guide_moving_from_provisional_to_full_registration_QS01.pdf

Australian Professional Standards for Teachers:

<http://www.aitsl.edu.au/australian-professional-standards-for-teachers>

MUP process:

<https://ppr.qed.qld.gov.au/attachment/managing-unsatisfactory-performance-state-school-teachers-procedure.pdf>

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The Independent Education Union (IEU) is the union for teachers and school support staff in non-government schools.

IEU membership provides crucial advice and support in the early years of your teaching career.

By joining IEU in your first five years of teaching, you automatically become part of our union's Beginning Educators Network (BENet).



Through BENet you will have access to tailored training, networking and mentoring opportunities as well as regular professional advice and support.

“IEU membership is essential to me because it gets my voice, and the voices of my colleagues, heard.”



Keegan Peace, Early Career Teacher

✓ Become a member today
@ www.ieuqnt.org.au



FRECALL

1 800 1 77 9 38 (QLD)

1 800 3 51 9 96 (NT)

Website

www.ieuqnt.org.au

Member portal

www.myieu.org.au

Email

enquiries@ieuqnt.org.au

Social

@IEUQNT



Build your career with our union



- ✓ Professional development
- ✓ Mentoring & networking
- ✓ Enhanced pay & conditions
- ✓ A collective voice at work
- ✓ Legal protection & insurance



✓ Professional development

Our union understands the critical importance of having access to **quality professional development (PD)** as you begin your career.

Our union runs exclusive workshops to help members enhance their professional practise and meet their registration requirements, on topics such as:

- Managing student behaviour;
- Using technology in the classroom;
- Supporting students with disability;
- Lesson planning strategies; and
- Professional and legal risks for teachers.

Quality PD at your fingertips

We offer most of our PD sessions for early career teachers online via video conferencing.

This helps us connect as many members as possible with quality training opportunities.

We also host in-person PD sessions in locations across Queensland and the Northern Territory.

After joining IEU as an early career member, you will receive tailored PD invitations.

You can also view our PD calendar by logging into your online member portal at www.myieu.org.au



✓ Mentoring & networking

Our **mentoring program** provides an opportunity to connect with a more experienced teacher to support you along your professional journey.

Networking opportunities are provided through union events and training as well as our dedicated BEnet private Facebook group.



✓ Enhanced pay & conditions

Through collective bargaining, our members win **significant improvements to wages and working conditions**.

Teachers in workplaces with IEU member-negotiated agreements earn significantly more than employees on the Modern National Award.

These IEU member-negotiated agreements also include enhanced working conditions, such as **mentoring, induction and career progression pathways**.



✓ A collective voice at work

People join unions for many reasons, but the primary one is to **join a larger collective voice**.

When employees join together with a strong, united voice, they are able to **effect real change** in their workplaces, their profession and their broader community.



✓ Legal protection & insurance

Legal risks are an unavoidable part of working in the education industry.

Union membership means **being protected and supported through these risks**.

Our members are automatically covered by Public Liability and Professional Indemnity insurance and also have access to expert workplace and industrial advice.

Access all of these benefits by becoming an IEU member today @ www.ieuqnt.org.au

EDUCATION STUDENTS GREAT REASONS TO JOIN US



FREE QTU AND IEU-QNT STUDENT MEMBERSHIP

www.qtu.asn.au/join www.qieu.asn.au/join

Why two unions? The QTU represents teachers in the state school system and the IEU-QNT represents teachers working in the non-government education sector.

TEACHER SALARIES

Both unions regard campaigning with members for the improvement of teachers' salaries as one of their most important roles.

IMPROVED CONDITIONS

Unions have won many of the conditions teachers now take for granted, including smaller class sizes, the Remote Area Incentive Scheme, non-contact time, improved permanency and better behaviour management support.

DEMOCRACY IN ACTION

Our success as campaigning unions is built on the active involvement of members at all levels.

STANDING UP FOR SCHOOLS

We care about our school systems and campaign hard to ensure that all schools get the resources they need, whichever sector they are in.

IT'S YOUR PROTECTION

Things can go wrong, and being a member of your union means you have someone on your side if needed.

LEGAL ASSISTANCE

Teacher unionists have the reassurance of the best legal and professional protection available.

GRIEVANCE SERVICE

Need support? Unions regularly take up the cases of members who are unjustly treated.

INFORMATION AND ADVICE

The QTU and the IEU-QNT both have expert staff and help desks offering members immediate advice on pay, leave and general working conditions.

PROFESSIONAL SERVICES

The unions represent teachers at the Queensland College of Teachers, the Queensland Studies Authority, and on university committees and professional advisory groups.

Education students are eligible for simultaneous associate membership of **both** of Queensland's teachers' unions, giving you access to:

- legal and officer assistance with practicum teaching in schools
- access to professional development and networking events with other members
- union journals, newsletters and communications
- industrial support and help desks
- use of union libraries
- admission to branch meetings
- access to member benefits including Union Shopper and Teachers' Union Health.

What's more, it's **FREE!**

You will not have to pay a dollar in membership fees until you land your first job, whether that's with the Department of Education and Training or in the non-government sector.

How to join

1. To join both unions: fill out the application overleaf and return it in the reply paid envelope or drop it into your local QTU or IEU-QNT office - the two unions will process your membership.
2. To join the QTU only, visit www.qtu.asn.au/join or tick the appropriate box under "Membership" overleaf
3. To join the IEU-QNT only, visit www.qieu.asn.au/join or tick the appropriate box under "Membership" overleaf

Contacts

The QTU has offices in Brisbane, Cairns, Gold Coast, Wide Bay, Rockhampton, Sunshine Coast, Toowoomba and Townsville.
www.qtu.asn.au/contacts | qtu@qtu.asn.au | 07 3512 9000

The IEU-QNT has offices in Brisbane, Bundaberg, Darwin, Gold Coast, Rockhampton, Sunshine Coast, Toowoomba and Townsville.

www.qieu.asn.au/contact | members@qieu.asn.au | 1800 177 938

Authorised by Graham Moloney, General Secretary, Queensland Teachers' Union, 21 Graham St, Milton Q 4064, and Terry Burke, Branch Secretary, Independent Education Union - Queensland and Northern Territory Branch, 346 Turbot St, Spring Hill Q 4000 | May 2017 | Printed on recycled paper



APPLICATION FORM STUDENT

Queensland Teachers' Union: Head office - 21 Graham St, Milton Q 4064 | PO Box 1750, Milton BC Qld 4064
Email: qtu@qtu.asn.au | Phone: 07 3512 9000 | Fax: 07 3512 9050

Independent Education Union - Queensland and Northern Territory Branch: Head Office - 346 Turbot St, Spring Hill Q 4000
PO Box 418, Fortitude Valley Q 4006 | Email: enquiries@qieu.asn.au | Phone: 07 3839 7020 | Fax: 07 3839 7021

You can also join online at www.qtu.asn.au/join or www.qieu.asn.au/join



Free

until you begin paid employment, either with the Department of Education and Training or the non-government sector

Applicant's details

Please print. Items marked with an asterisk (*) must be completed.

Title: Mr Ms Mrs Miss Other: _____

Surname*

Given names*

Residential address

Legislation requires unions to keep a record of members' residential addresses. Both unions should be advised of any change - see contact details above.

Unit /street number* Street name* Type*

Town/suburb* (St, Ave etc) Postcode*

Other contact/details

Gender: female male other

Date of birth*

Telephone - home# Mobile# # must supply at least one telephone number

Postal address (if different to residential)

Email - home

Course details

University campus*

University course Expected graduation* /

Membership

PLEASE NOTE: you will receive two memberships, one from the QTU and one from the IEU-QNT. You will need to notify both unions if you wish to resign your membership at any time.

As a student teacher, you are eligible for dual associate membership of both the Queensland Teachers' Union (which represents teachers in the state system) and the Independent Education Union - Queensland and Northern Territory Branch (which represents teachers in the non-government sector).

You do not have to choose which union to become a full member of until you secure paid employment, when you will be directed to the union that represents teachers in your sector. A reciprocal agreement exists to ensure that members of either union who undertake supply/casual teaching in the other's jurisdiction will be fully covered.

Should you wish to apply for associate membership of just one union, please indicate below.

- I only want to be a student member of the Queensland Teachers' Union
- I only want to be a student member of the Independent Education Union - Queensland and Northern Territory Branch.

Optional

I wish to identify as being of Aboriginal and/or Torres Strait Islander descent

Signature

X _____ / /
Signature Date

Office use only	<input type="checkbox"/> IEU-QNT	__/__/__
PROCESSED BY	<input type="checkbox"/> QTU	__/__/__

Australian Education Union (Qld Branch)

QTU members automatically become members of the federal AEU(Q) at no extra cost, unless you indicate otherwise. Please tick only if you DO NOT wish to also join the AEU(Q)

No, I do NOT wish to be a member of the AEU(Q)

Privacy

IEU-QNT: Collection of this information complies with the provisions of the Privacy Act 1998 QTU: visit www.qtu.asn.au/privacy-statement