

Eligibility and application instructions

Employable teacher register (ETR)

Employment as a teacher with the Department for Education in South Australia

Temporary [relief teachers](#) (TRT) and temporary relief preschool teachers (TRP) are employed by schools and preschools on a daily (casual) basis to temporarily replace absent teachers. This is managed by each school or through TRT cluster schemes, details are on the department [website](#).

- [Temporary or Contract teaching positions](#) can be from 20 working days up to 24 months and are managed by schools and preschools either using information from the employable teacher register (ETR) or by advertising on the department [website](#).
- [Permanent teaching positions](#) are advertised on the department's [website](#).

Application instructions

To be eligible to gain employment with the Department for Education in South Australia you need to complete an online application and meet all minimum requirements for employment. Once you have done this you will receive an email with an [Authority to Teach](#) certificate attached.

If you start an application but do not meet all minimum requirements for employment you will receive a letter attached to an email, saying your application is Not Approved. The letter will identify what is **required** or **expired** (check the dates) in your application which you need to add or update to gain approval to teach.

You are able to apply for an advertised permanent position at any time without an [Authority to Teach](#), however you cannot commence employment if you win a position unless you have your [Authority to Teach](#) and so all minimum requirements must be completed before you commence work.

Minimum requirements for teacher employment include;

An online application for an [advertised position](#) for which you were nominated and HR approved or an application through the [Employable Teacher Register \(ETR\)](#). **NB:** The ETR application enables you to select and be matched against multiple sites in which you want to work, whereas applying for an advertised position only matches you against one site.

- Evidence of identity for verification of Australian residency. This could be an Australian birth certificate or passport, residency permit or an overseas birth certificate or passport with a work visa. Ensure you provide every document of name change including marriage or dipole certificates and always include any middle name/s if you have any.

NB: These requirements can be added or updated through your **Job Seeker account** after you have submitted any application.

- A [university qualification\(s\)](#) appropriate to the subject and year level you are applying to teach
- A current full or provisional [South Australian teacher registration](#) (valid for 3 years)
- •A FULL day (7 hour) face to face [Responding to Abuse and Neglect training](#), and regular tri yearly updates after your Full day training.
- •A current [approved first aid training certificate](#).

- A comprehensive and accurately **completed pre-employment declaration** which is used within the South Australian public sector.

Information in this declaration is necessary to assess the suitability of applicants to be offered employment in the Department for Education.

Some information is necessary to seek to ensure the Crown and responsible officers of the Crown comply with their obligations under the Work Health and Safety Act 2012.

The information in this declaration is collected and managed in accordance with the State Records Act 1997 and destruction schedules issued under that Act, and the Cabinet Administrative Instruction 1/89 known as the Information Privacy Principles Instruction and Premier and Cabinet Circular No. 12.

Early childhood certification

In addition to the requirements above early childhood teachers must:

- hold a four year early childhood teaching qualification from a University, which is approved by the Australian Children’s Education and Care Quality Authority (ACECQA), or
- hold a university undergraduate degree as well as an Australian Children’s Education and Care Quality Authority (ACECQA) approved post graduate preservice university qualification in early childhood teaching eg master of teaching, graduate diploma in early childhood. **(Note: TAFE qualifications such as the Diploma of Children’s Services do not meet South Australian requirements for early childhood teachers in public education), or**
- hold a Department for Education authority to teach letter which indicates you are cleared for employment in an early childhood program.

Please note:

- The help screens contain information that will assist you in each application section.
- Ensure all information provided is accurate and correct; if your situation changes at any time you are required to update your employable teacher register (ETR) application.
- Review your application before submitting. Your teaching information will be available to sites so accuracy is important.
- Do not withdraw your application unless you no longer wish to be considered for employment. If you do withdraw your employable teacher register (ETR) you are able to reinstate it yourself at any time.
- Ensure that you are using a valid email address as this is the main communication method the department will use to communicate with you.
- Please note: if you are no longer seeking employment with the Department for Education please withdraw your application. Go to ‘current applications’, find the relevant application and change the status to ‘withdrawn permanently’, then click on ‘save’.