[Date]

Dear [Parent/Carer/Individual]

I am pleased to let you know I am planning to apply for [national certification/renewal of my [HAT/LT] national certification] through the Highly Accomplished Teacher (HAT) and Lead Teacher (LT) certification program.

In my application, I will be required to demonstrate how my professional knowledge, practice and engagement aligns with the Australian Professional Standards for Teachers (APST).

As part of my assessment in this program, I am required to have my teaching practice assessed by the Queensland College of Teachers (QCT) by collecting and submitting to them an application. The QCT may also observe and assess my teaching practice via either video recordings or through arranging an assessor to visit the class to complete this specific assessment. Assessors are nationally trained teachers and school leaders. Further information is available via [www.qct.edu.au/standards-and-conduct/certification](http://www.qct.edu.au/standards-and-conduct/certification).

Request for consent

In order to compile and submit my application, I am writing to request your consent for me to use, record, collect and disclose your or your child’s personal information and materials, for example an image, audio or classwork, for the purposes detailed in the enclosed HAT and LT Certification Consent Form. I also request your consent to have a nationally trained assessor visit your or your child’s class to observe my teaching practice, as required.

Providing consent is entirely voluntary and refusal will not offend or have any negative consequences for you or your child. If you do not give consent, depending on the nature of the materials collected or to be collected, personal information may be redacted, previous observations or video recordings will not be used and your child will not be required to participate in any future observations or video recordings, of my practice.

The Form (Section 3) details how consent may be withdrawn and how I will endeavour to remove content that is in my direct control, however, already disclosed personal information and materials cannot be recovered.

Please confirm by [Date] if you consent to the outlined activities, by completing and signing the enclosed Consent Form. Please retain this letter for your records and return the signed Form to me.

Thank you very much for your consideration of this request. If you would like support to complete this form or would like to discuss this letter further, please call me on [Teacher’s phone number].

Kind Regards

[Applicant’s name]

[Signature block]

**Highly Accomplished Teacher and Lead Teacher**

**Certification and Renewal of Certification Consent Form**

**Privacy Statement:** The Applicant and the Department of Education (DoE) are collecting the personal information on this form to obtain lawful consent to use, record, collect and disclose personal information and/or materials for the purposes of the Highly Accomplished and Lead Teacher certification and renewal process. Information from this form will be given by the Applicant, specified in the form, to the Department and may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the Personal Information on this Form or discuss how it has been dealt with, please contact your school in the first instance.

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|  | ***OVERVIEW*** |

[Applicant’s full name] (**Applicant**) at [School name] is planning to apply for national certification or renewal through the Highly Accomplished Teacher (HAT) and Lead Teacher (LT) certification program.

In their application, Applicants are required to demonstrate how their professional knowledge, practice and engagement aligns with the Australian Professional Standards for Teachers (**Standards**). These Standards are issued by the national authority, being AITSL.

For Queensland state school teachers, the certification process is conducted by the QCT in its role as Certifying Authority as defined in the *Education (Queensland College of Teachers) Act 2005* (Qld).

The HAT and LT certification process has two stages:

* Stage 1 consists of the Applicant submitting evidence of their teaching practice that is aligned to either the HAT or LT career stage of the Standards.
* If the Applicant is successful in Stage 1 they may progress to Stage 2. Stage 2 comprises either:
  + an audio-visual recording of the Applicant’s teaching practice; or
  + a class visit by an Assessor to directly observe and assess the Applicant’s teaching practice.

The HAT and LT renewal process has one stage which consists of an Applicant, who is a certified HAT or LT teacher, submitting an application which has written and video components to demonstrate their ongoing professional practice and professional learning at their certified career level.

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|  | ***PERSONAL INFORMATION AND MATERIALS USE, RECORDING, COLLECTION AND DISCLOSURE*** |

**Purpose**

If consent is given in section 4 below, the Applicant and the Department of Education (DoE) will be able to use, record, collect and/or disclose the Individual’s personal information and/or materials for any of the following purposes (**Approved Purposes**):

1. as part of any activities engaged in by the Applicant to compile and submit their application for HAT and LT certification or renewal with the QCT
2. to QCT authorised persons to assess applications for HAT and LT certification or renewal
3. to the QCT for moderation of HAT and LT applications by QCT authorised persons and/or by AITSL authorised persons.

***Please be aware of the following:***

With respect to (a) above, the personal information and/or materials may be disclosed by the Applicant to QCT by means of an upload to a secure QCT online portal (username / password protected).

With respect to (b) above, Assessors may attend and observe the Applicant’s teaching practices in an Individual’s class.

**Nature of Personal Information and Materials**

The Applicant and DoE may use, record, collect and/or disclose the following personal information and/or materials, regardless of the time when, or purposes for which, the personal information and/or materials were originally collected recorded or created:

1. audio-visual recordings of the Individual’s class work, image and voice during class time (which may capture year level, school name, Individual’s name and Individual’s opinions);
2. photographic recordings of the Individual’s class work, and image taken during class time;
3. written materials and reports recording information about the Individual’s class work and class observations, including written summaries of such observations;
4. annotated samples of the Individual’s work, (including artistic works, music scores, written works and video or image); and/or
5. representing Indigenous knowledge or culture.

**Persons to which personal information and/or materials may be disclosed**

The personal information and/or materials may be disclosed to the following persons:

* QCT
* Assessors
* DOE employees, if required to perform their relevant function
* AITSL.

The personal information and/or materials will not be given to any other person or entity, unless authorised or required by law or you have given express consent.

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|  | ***WITHDRAWAL OF CONSENT*** |

If you wish to withdraw this signed Consent, please notify the Applicant by emailing:

[Applicant’s name] at [Applicant’s email address]

**Please note, however, that if a notice of withdrawal is received at the time of**:

* **Stage 1**, the Applicant will advise whether their Stage 1 Application has been lodged. If the Stage 1 Application **has not been lodged**, the Applicant will either remove or redact the personal information and remove any materials from the application. If the application has been lodged at the date of Consent withdrawal, no such amendments are possible.
* **Stage 2**, the Applicant will confirm if the Stage 2 activities have commenced. If the notice of withdrawal is received **prior to Stage 2 activities commencing** the Applicant will either remove or redact the personal information and remove any materials from the application and ensure the Individual does not participate in the recording or observation process. If Stage 2 activities have commenced at the date of Consent withdrawal, no such amendments are possible.
* **Renewal**, the Applicant will advise whether their Renewal Application has been lodged. If the Renewal Application **has not been lodged**, the Applicant will either remove or redact the personal information and remove any materials from the application. If the application has been lodged at the date of Consent withdrawal, no such amendments are possible.

Otherwise, this Consent remains valid for six (6) years from the date of execution of this Consent.

The Consent is retained by the DoE on the Individual’s file. The consenter may request a copy of the signed form by contacting the persons nominated above.

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|  | ***CONSENT*** |

* Parent/Carer/Individual to complete this section
* Mature/independent students may complete on their own behalf (if under 18, a witness is required).

** INDIVIDUAL – the person to whom the consent relates**

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| Full name of Individual: [name] | |
| Student Identification Number  (if applicable): [number] | Name of school (at which the Individual is enrolled, employed or works as a volunteer): [School name] |

** CONSENTER – the person giving consent**

I am (tick as applies):

parent/carer of the identified Individual above

the identified Individual (if mature/independent student or employee including volunteers)

the recognised representative of the Indigenous knowledge or culture materials expressed in the resources

By signing the below, I:

* acknowledge that I have read the explanatory letter and all of the information contained in this Form, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction.
* consent to the Applicant and DoE using, recording, collecting and/or disclosing the personal information and/or materials for the Approved Purposes as detailed in this Form.

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| Print name of consenter: |
| Signature or mark of consenter: |
| Date: / / |

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| ***SPECIAL CIRCUMSTANCES***  In many circumstances only the above signatures are necessary. However, there may be special circumstances that could apply. Examples include where the form is required to be read out (whether in English or in an alternative language or dialect). Another occasion may be where the consenter is an independent student and under 18 years old. |
| ** WITNESS – for consent from an independent student or where the explanatory letter and Form were read.**  I have witnessed the signature of an independent student, or that the accurate reading of the explanatory letter and the Form was completed in accordance with the instruction of the potential consenter. The Individual has had the opportunity to ask questions. I confirm that the Individual has given consent freely and I understand the person understood the implications.  Print name of witness: ……………………………………………………………………………………………………………………………  Signature of witness: ……………………………………………………………………………………………………………………………  Date: \_\_\_/\_\_\_/\_\_\_\_\_ |
| ** Statement by the person who has recorded the consent.**  I have accurately read out the explanatory letter and this Form to the potential consenter, and to the best of my ability made sure that the person understands their content and intent.  I confirm that the person was given an opportunity to ask questions about the explanatory letter and Form and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the Individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.  A copy of the explanatory letter has been provided to the consenter.  Print name and role of person recording the consent: ……………………………………………………………………………………………………………………………  Signature of person recording the consent: ……………………………………………………………………………………………………………………………  Date: \_\_\_/\_\_\_/\_\_\_\_\_ |

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| **G:\7753_CCM\Design and Prod\Ross Booker Production Manager\CEP Forms Processes\Consent forms and letter\5.jpg** | ***DEFINITIONS*** |

**AITSL** means the Australian Institute for Teaching and School Leadership Limited.

**AITSL authorised persons** means authorised AITSL employees and nationally trained Assessors recognised by AITSL.

**Applicant** is the relevant Teacher noted in section 1 of this Consent. The Applicant may be an applicant for certification or for certification renewal.

**Application** is an application submitted by an eligible Queensland state school teacher to the QCT for HAT and LT certification or renewal as described in section 1 of this Consent.

**Approved Purposes** has the meaning given in section 2 of this Consent.

**Assessor** is an individual who is recognised by the Queensland College of Teachers (QCT) as an Australian Institute for Teaching and School Leadership (AITSL) nationally trained assessor.

**Certifying Authority** is an entity that certifies or renews teachers as HATs or LTs.

**Consent** means this signed document.

**DoE** means the Department of Education (Queensland).

**Individual** is the person whose Personal Information and/or Materials consent is being sought for. The Individual is identified in section 4 of this Consent.

**Materials** may include written work, designs, artwork, objects, programs, recordings and the like made by the Individual or to which they contributed, and includes the materials that are specifically listed in section 2 of this Consent. In the case of students, it includes, but is not limited to, work they create in the course of their studies during the time they are enrolled at a state school. In signing this Consent Form the Individual remains the owner of the intellectual property of their copyright material.

**Personal Information** means information or an opinion (including captured electronically in databases), whether true or untrue, and whether recorded in a material form (e.g. paper) or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion, and includes the information that is specifically listed in section 2 of this Consent.

**QCT** means the Queensland College of Teachers executing its role as a Certifying Authority as defined in the *Education (Queensland College of Teachers) Act 2005*.

**QCT authorised persons** means authorised QCT employees and nationally trained Assessors recognised by QCT.