

## Blue Card System – Information Sheet

# Exemption cards for teachers

Teachers registered with the Queensland College of Teachers do not require an exemption card when teaching at a school or boarding school.

However, they may require an exemption card if providing other child-related regulated services and will need to apply through the organisation where they are undertaking this work (see examples overleaf).

## When do I need an exemption card?

Registered teachers may require an exemption card when providing child-related regulated services. This may include private tutoring of a child, working in a child care centre, volunteering at a children's sporting club, participating in a homestay or reading program or supervising after hours school care.

You will need to apply for an exemption card through the organisation where you will be undertaking this work.

Once an application for an exemption card is received, Blue Card Services will liaise with the Queensland College of Teachers (QCT) to confirm the applicant is a registered teacher and whether further employment screening is required.

An exemption card will be granted unless the person has a criminal history that requires a further assessment of their eligibility.

## Important things to know about exemption cards:

- There is no fee to apply for an exemption card and the card will be valid for as long as the holder is a registered teacher with the QCT.
- Registered teachers can commence providing child-related regulated services once an *Exemption card (E) application* form has been lodged or the organisation has informed Blue Card Services they have employed an existing exemption card holder by lodging a *Link an applicant/cardholder to this organisation* form.
- If a registered teacher already holds a blue card, they can continue to use it until it expires. Once it expires, if they are continuing in other child-related regulated work outside of a school or boarding school, they should apply for an exemption card.
- It is the organisation's responsibility to check the person's exemption card against other identification to certify that it belongs to that person.
- An organisation can check that a person's exemption card is current by using the online validation service on the Blue Card Services website.

The table overleaf is provided as a guide only and details some common scenarios for teachers working in different child-related regulated environments. For further information about the requirements and whether an exemption applies, please contact Blue Card Services.

Common scenarios for teachers	Do I need an exemption card?
I teach at a school and do no other child-related activities.	No, you do not need an exemption card.
I am teacher employed by the school but in a role other than teaching.	No, you do not need an exemption card.
I am a teacher but do other paid work or volunteer with a separate employer. For example, coaching at a children's sports club.	You may need an exemption card and will need to apply through the organisation (i.e. sports club) undertaking this work.
I am a teacher but participate in the school's homestay program.	You may need an exemption card. When completing the <i>Exemption card (E) application</i> form, please select the 'Child accommodation services including home stays' category on the form and nominate the school as the employer.
I am a teacher at the school and I also supervise the Outside Hours School Care program.	You may need an exemption card. When completing the <i>Exemption card (E) application</i> form, please select the 'Education and care services' category on the form and nominate the school as the employer.
I am a teacher at the school but am also on the board of an entity which operates the Outside Hours School Care facility.	Yes, you do need an exemption card. When completing the <i>Exemption card business (EB) application</i> form, please select the 'Child care (including education and care) - approved provider' category on the form and nominate the school in the organisation's details section.
I am a teacher but also privately tutor students and am paid directly for this service.	Yes, you do need an exemption card. When completing the <i>Exemption card business (EB) application</i> form, please select the 'Private teaching, coaching or tutoring' category. You can nominate you own name or your registered business name in the organisation's details section.
I am a teacher at a non-state school and a director of the school's governing body under the <i>Education (Accreditation of Non State Schools) Act 2001</i> .	Yes, you do need an exemption card. When completing the <i>Exemption card business (EB) application</i> form, please select 'Director of a corporation which is the governing body for a provisionally accredited, or accredited, non-state school' category on the form. Individuals need to have the exemption card before they can start.