

**Teacher Policies
For
Sierra Leone**



**Teacher Registration &
Licensing Policy**

Teacher Management Policy

**Policy on Teacher-Employer
Relations**

**Teacher Development and
Performance Policy**

**Better Teachers
Stronger Nation**

Comprehensive and Harmonized National Teacher Policies

**Teacher Registration & Licensing Policy for
Sierra Leone**

Prepared by the Teaching Service Commission (TSC)

Citation: The Regulations and principles of action outlined in this policy may be cited as "The National Policy on Teacher Registration & Licensing – TSC 2020".

(Approved by Cabinet in July 2020)

1. Introduction	The Background, Purpose, and Scope of Teacher Policies
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Teacher policies are the regulations and principles of action that shape and constrain who teachers are and what they do at the level of schools and in the education system. The Teaching Service Commission (TSC) shall use teacher policies to shape the teaching force, enhance the quality of teacher performance, and guide what teachers do in the best interest of learners. As such the TSC has prepared a comprehensive set of teacher policies in line with its mandate (under the TSC Act of 2011) to **“consider all matters pertaining to teacher management and the improvement of the professional status and wellbeing of teachers”**. The policies were developed by national and international experts, in full consultation with stakeholders. Teacher policies provide clarity and guidance on matters pertaining to the work and well-being teachers. Policies ensure transparency, equity, and fairness in applying rules and regulations on what teachers do as professionals; how teachers are treated in the school system; the rights, responsibilities and expectations of teachers; and how the teaching force is regulated and governed. So, teachers can also use these policies to advance their careers, pursue professional development, and secure their rights as employees.

How the TSC Intends to Use Teacher Policies	How Teachers can Use Teacher Policies	
<p>To attract qualified young people (especially females) into teaching as a life-long profession.</p> <p><i>To modernize teaching and increase the percentage of qualified teachers in the system.</i></p> <p>To retain competent teachers in the service.</p> <p><i>To build a streamlined, effective and efficient teaching force managed with modern technology</i></p> <p>To be transparent, consistent, and equitable in the treatment of potential and serving teachers</p> <p><i>To assign qualified and experienced teachers equitably across all districts and school levels.</i></p> <p>To enhance teacher management through electronic registration, digitization of records, and inclusion of teachers' email and phone contacts; NASSIT number; and pin codes; as well as contacts of all signatories</p>	<p><i>To provide TSC with their personal details as the basis for all communications (mobile phone and email)</i></p> <p>Teachers with Pin Code and existing appointment should send email for TSC to teachers@tsc.gov.sl with reference “Pin Code + Subject of Query + Date (YYYY-MM-DD)”.</p> <p>Teachers applying for position should send emails for the TSC to applications@tsc.gov.sl with reference “Vacancy Reference + Application Number + Date (YYYY-MM-DD)”.</p> <p>New applicants for registration/licensing should send emails for TSC to registration@tsc.gov.sl with reference “New Registration Application + Date (YYYY-MM-DD)”.</p> <p><u>All emails to TSC must be copied to the relevant district office head as shown on the right column.</u></p>	<p>DistrictHead.Bo@tsc.gov.sl</p> <p>DistrictHead.Bombali@tsc.gov.sl</p> <p>DistrictHead.Bonthe@tsc.gov.sl</p> <p>DistrictHead.Falaba@tsc.gov.sl</p> <p>DistrictHead.Kailahun@tsc.gov.sl</p> <p>DistrictHead.Kambia@tsc.gov.sl</p> <p>DistrictHead.Karine@tsc.gov.sl</p> <p>DistrictHead.Kenema@tsc.gov.sl</p> <p>DistrictHead.Koinadugu@tsc.gov.sl</p> <p>DistrictHead.Kono@tsc.gov.sl</p> <p>DistrictHead.Moyamba@tsc.gov.sl</p> <p>DistrictHead.PortLoko@tsc.gov.sl</p> <p>DistrictHead.Pujehun@tsc.gov.sl</p> <p>DistrictHead.Tonkolili@tsc.gov.sl</p> <p>DistrictHead.WesternRural@tsc.gov.sl</p> <p>DistrictHead.WesternUrban@tsc.gov.sl</p>

2. Teacher Registration & Licensing**Brief Overview of Purpose and Issues**

The 2011 TSC Act mandates the Teaching Service Commission to register and license all teachers; maintain and upgrade annually a register of all licensed teachers and publish the register in the Gazette. The Teacher Registration and Licensing Department within the TSC carries out this function with the objective of ensuring:

- The provision of information on the spatial distribution of teachers throughout the country in terms of qualification and subject area of specialty in which a teacher is licensed to teach and reduces the risk of putting square pegs in round holes
- A pool of trained and qualified professionals in their various specialties who could be assigned and reassigned where they are most needed in order to provide quality service nationwide.
- A comprehensive database of teacher information that would contribute to readily inform the nation's economic planning process

Through this role the TSC intends to impart confidence to parents that their children are being supervised and taught by State-recognised persons who have been scrutinised and deemed worthy to provide quality education and guidance.

3. Purpose of Teacher Registration & Licensing | Defining Who is a Professional Teacher in Sierra Leone**3.1. Understanding Professions:**

In every sphere of human endeavour individuals tend to acquire specialist knowledge, skills, and reputation for good practice that makes them credible practitioners who can be trusted with work in their various fields. This natural evolutionary process applies to all fields and there comes a point where the knowledge and skills required are so specialized that it becomes necessary to manage the process of who can legitimately practice and offer services in this field. This is the beginning of professionalization, and it introduces specialist training institutions for acquiring the requisite knowledge and skills; as well as setting standards of practice that need to be maintained by practitioners. Obvious professions that have existed for a long time include medicine and law. Other professions such as engineering, architecture, agriculture, are also well known in Sierra Leone, but maybe not as well regulated and managed as law and medicine. Whilst there have been teaching qualifications the field of teaching has not been regulated and managed as a profession in Sierra Leone. A major goal of the TSC is to cultivate a fully professional teaching force in Sierra Leone.

3.2. Evolution of Teaching into a Profession:

It is often asserted that anyone can be a teacher. Apparently, parents, siblings, relatives, friends, strangers, etc. can all share or pass on the type of information, knowledge, and skills, generally considered to be a form of education that results in learning. Two factors have transformed what teaching is about and highlighted the compelling need for professionalization. First there has been a rapid and continuous (exponential) expansion in human knowledge, and therefore what young people need to learn can no longer be confined to informal or amateur practitioners. Second education has been greatly democratized and expanded, with massive numbers and diverse cultures engaging in the learning process that is based on increasingly complex curriculum (selection from the culture) as well as ambitious goals for the role of education in personal and national development. All of this has made it imperative not only to have a professional teaching force, but also to support specialization within such a profession.

3.3. Trends in Teaching in Sierra Leone:

Over the years Sierra Leone, like many African developing countries, has benefited from the services of a wide variety of personnel who have operated as teachers in the education system. These range from young school leavers with little or no pedagogical insight or training; to experienced and caring adults who have tried to do their best to facilitate learning from what they know. This has been

a set-back to progress. In many cases education has simply been a “parking space” for young people waiting to pursue other careers; or a home for those who cannot find (or refuse to look for) any other form of employment.

3.4. Why Make Teaching a Profession in Sierra Leone?

Sierra Leone just like many other developing nations is charged with the responsibility of achieving the different developmental goals and standards set as blue print for national development. The government of Sierra Leone has keyed into the activities and strategies to meet especially the Sustainable Development Goal (SDG) particularly SDG4c which targets ‘substantially increasing the supply of qualified teachers, the African Union ‘Agenda 2063’ Aspirations of achieving a prosperous Africa, based on inclusive growth and sustainable development with its goal number (2) which is targeted at ‘well educated citizens and skills revolution underpinned by science, technology and innovation’; Also the Continental Education Strategies for Africa whose achievements are based substantially on the quality of the teaching force. Prior to this time, teaching in Sierra Leone was marked as an all-comers affair with the invasion of untrained and unqualified persons performing the jobs of teachers, and any job that can be done by everybody cannot be called a profession and its quality cannot be guaranteed.

In realization of quality teaching as the fulcrum for the achievement of any form of development, and the need to professionalise teaching, the Education Act of 2004 of Sierra Leone among other laws recommended for the provision of requirement in Sierra Leone where all teachers employed in government and/or non- government registered pre-school, primary or secondary are licensed to practice their profession by holding a current certificate of teacher registration. It also stipulated the requirements for the maintenance of *Register of teachers* and that “no person should be enrolled in the Register except the holders of valid certificate or license” (Article 38(2)). The establishment of the Teaching Service Commission (TSC) is to join other professional regulatory bodies all over the world to control and regulate their professions. One major task of the Teaching Service Commission is to determine who are teachers and determine the criteria for the registration and licensing of those qualified to be registered as teachers, hence the need to review best practices in teacher registration and licensing and subsequent development of policy guidelines for its implementation by TSC Sierra Leone.

3.5. Registration & Licensing – Cornerstones of Teaching as a Profession:

This policy on teacher registration and licensing offers a path to the professionalization of teaching that will bring a transformation and reconceptualization of teaching and teachers in Sierra Leone. This re-profiling of the perceptions of teaching and teachers is intended to enhance teacher confidence and self-concept, bring to the schools those who truly aspire to be teachers; enhance the

quality of education by focusing on successful learning, and making the teaching profession attractive to qualified, motivated and dedicated individuals across the country.

This transformation and re-profiling of the perceptions of teaching and teachers reflects the Vision and Mission of the TSC in line with its mandate under the TSC Act as follows:

TSC Vision

A Center of Excellence in the management, Development and Oversight of the Teacher Workforce in Sierra Leone

TSC Mission

To ensure adequate, professionally qualified, motivated and disciplined teaching staff in all public, basic, secondary and technical and vocational schools for the successful implementation of national education policies, plans and programmes

The mission and vision stated above can be achieved if teaching is restricted to those who are academically and professionally qualified, committed and motivated to meet the competencies and standards set for them as contained in the Teacher Professional Standards. One way of ensuring this restriction to teaching is professional registration and licensing of qualified teachers.

3.6. Registration and Licensing as an International Best practice

Many countries across the world have realized the need for the professionalization of teaching. In Europe, United States of America, Africa and other continents, teaching has been regarded as a profession which admission into is restricted or limited to only those who are registered and licensed by the regulatory body. Registration and licensing is therefore, a critical feature of the teaching profession. To buttress this fact, a comparative review of literature on the practice of other professions like Law, medicine, engineering, accounting, and specifically teaching across countries in Europe, America and Africa was carried out by this consultant. It was deduced among other things from the reviewed literature on the professional practices including teaching that Registration and Licensing are initial steps and ‘pathway’ to becoming a professional. This policy therefore has adapted the international best practices in registration and licensing to the specific peculiarity of teachers, teaching and the entire education system in Sierra Leone.

4. Criteria for Registration & Licensing**The Makings of a Professional Teacher**

There is a range of technical-professional competencies and other character qualities that are generally accepted as pre-requisites for the teaching profession. These include specialist knowledge and skills acquired through specialist professional courses as well as from classroom practice. A professional teacher is therefore a person who possesses the requisite academic and professional qualifications with the commitment and disposition to bring positive change in the learners, for their overall development and learning achievement. Such a person must also be physically fit, of sound mind and mentally alert, and must be registered and licensed to practice by the relevant professional body.

4.1. Minimum Academic Qualification for Registration:

The minimum academic qualification for registration as a professional teacher is the Teachers' Certificate (TC) or its equivalent. Any qualification lower than this cannot qualify a person for registration.

4.2. General Qualifications and Condition for Registration:

Acceptable qualifications for registration are TC, HTC, B.Sc. Ed., B.Ed., M.Ed., PhD in Education, Degree in other fields plus education qualification (e.g. PGDE). A person is eligible to register as a teacher if he or she:

- Has attained the appropriate age stipulated in the condition of service for teachers
- has the minimum relevant academic and professional qualifications from accredited and recognized teacher education institutions in Sierra Leone or other countries (in case of foreigners)
- Is of good conduct
- Is physically and mentally fit
- Has no criminal record.
- Obtains and completes the TSC registration form
- Pays a licensing fee of Le 250,000, Le150, 000, Le100, 000, Le 50,000 (for New, Proficient, Highly Accomplished, & Distinguished)

4.3. **Qualification for non-citizens of Sierra Leone (Foreign Applicant):**

A non-citizen of Sierra Leone (foreign applicant) seeking to be registered and licensed to practice teaching shall be required to have his/her qualifications evaluated by the TSC or the body charged with the evaluation of certificates in Sierra Leone. S/he would also need to obtain and complete a TSC registration form attaching the following:

- Certified copies of qualifications and academic transcript, certified copy of identity document
- Letter of professional standing or good ethical conduct from country of previous registration, practice Education where there is no teaching regulatory body.
- The letter must not be more than one year old and should be on a letter headed, stamped, and signed.
- Proof of legal entry into Sierra Leone and or work permit such as passport and visa, asylum seekers or refugees permit.
- Pass the Professional Qualifying Assessment/Test (mandated by TSC)
- Proof of ability to speak and teach with English Language fluently
- Pay the required registration fee as determined by TSC.

4.4. **Professional Qualifying Assessment/Examination prior to Registration:**

Teachers will be exposed to a professional assessment, test or examination just like other professions before they are licensed. This is an international best practice and an important feature of professionalism that adds value to the sorting and screening of candidates to ascertain their suitability for independent and professional practice. The assessment/test/examination of teachers before registration is aimed at helping Sierra Leone Teaching Service Commission (TSC) to ensure that those who are to be registered to teach in Sierra Leone have the requisite knowledge, skills, values and attitude to perform the duties of teachers in the schools. Professional qualifying test or exam will guide against prevalence of teachers who are qualified (by academic certificate) but incompetent. The dynamic nature of the teaching profession and its critical role in the safety, well-being of the people and nation demands that those to be granted entry into its practice must be screened to ensure that they will not be threats to the education sector and society in general. Entrusting the responsibility of teaching to incompetent persons may be detrimental to the growth of the nation.

For effective and objective assessment, TSC may consult an independent test development expert or professional to develop the *question bank* that may last for about five years covering such areas as the basic principles or foundations of teaching and the competencies expected of teachers. The independent test developer or expert will as well conduct the examination or test. The test will be measuring competency on what to teach and how to teach especially as contained in the *Professional Standards for Teachers*

and School Leaders. The test will be a criterion referenced objective test based on assessment designed to measure expected knowledge and skills stipulated in the standards for each category of teachers and will be 50:50 theory and practice.

4.5. Registration of Teachers Previously Registered by the Ministry:

The Teaching Service Commission Act empowers TSC to register and license all teachers in Sierra Leone. This is entirely new and different because the names of teachers who meet the requisite qualifications for registration need to be entered in the professional register or database of teachers, which never existed. However, the TSC by its dual responsibility as a regulator and employer of teaching shall maintain the existing data of teachers from the Ministry of Education for teacher administration, management and other official purposes.

4.6. Registration as a Professional Teacher:

Teacher registration is the entry of the name of a qualified and trained teacher in the register or database of professional teachers maintained by the TSC in exercise of the powers conferred on it by law. Registration signifies that the teacher has the qualifications and experience and has met other conditions to practice teaching in a professional capacity in Sierra Leone. The registration certificate typically indicates the teacher's name, unique registration number, district where s/he registered and the year of registration.

4.7. The License to Teach

The teaching license is a legal permit granted by the TSC to a qualified and registered teacher to practice without restriction for a stated period (3years) with terms and conditions. It is important to be licensed after registration because it is the license that gives a registered member the authority to practice as a teacher. Registration earns member recognition as a professional in the field and it is done once. License is renewed every three years to ensure the teacher retains his/her name in the register of professional teachers and to continue practice over the years for which the license has been obtained. The license also qualifies the teacher to enjoy the benefits that may accrue to teachers within the years under licensure.

Following a successful registration, a teacher should apply for a license to practice. The same process used in obtaining the registration certificate is used for licensing. It requires payment of a licensing fee to the TSC for obtaining and completing the licensing form, attaching evidence of full registration with TSC (photo copy of certificate) with passport photograph. TSC will issue a new license

indicating the category or class of the teacher according to the categorization of teachers approved by TSC e.g. *New Teacher, Proficient Teacher, Highly Accomplished Teacher, and Distinguished Teacher.*

A License issued to a teacher expires in three years from the last payment and should then be renewed. The license once issued must be renewed every three years upon payment of the appropriate licensing fee. To renew the license, a teacher must complete a license form and attach a copy of his/her registration certificate together with the expired license.

To qualify for renewal of license and maintenance of name in the register of professional teachers, the teacher shall comply with the performance standards stipulated for his/her category showing evidence of the following:

- Minimum credit units obtained from prescribed and accredited teacher professional development programmes undertaken
- Use of appropriate teaching and learning materials/resources
- Proficiency in the teaching with adequate knowledge and mastery of subject content
- Mastery of adequate pedagogical skills
- Understanding and management of learners and learning activities
- Adequate knowledge of assessment of learning outcome, providing feedback to learners and reporting their achievements.
- Adherence to the professional code of conduct as stated by TSC

For the school leaders/heads they must show evidence of compliance to the standards through effective quality assurance functions such as:

- Effective supervision of teachers and teaching-learning activities
- Ensure adequate implementation of the curriculum /syllabus and their actual coverage
- Ensure the availability and appropriate use of learning materials/resources by teachers
- Ensure conducive teaching and learner friendly environment in the school.
- Ensure appropriate mentoring of new teachers on induction and objective assessment and reports of their activities.
- Ensure accurate documentation of all relevant official records and documents for inspection and other purposes etc.
- Provide objective appraisal of all teachers under their supervision

4.8. Maintenance of professional membership by a retired teacher:

A retired teacher who wishes to retain his/her name in the register of teachers will pay his/her 3-yearly subscriptions for the renewal of license directly to TSC account for as long as he/she wishes to retain the membership. The member will be qualified for any benefit accruing to registered members.

4.9. Re-Licensing for “Returning Teacher”:

Teaching is dynamic and requires constant practice, update of knowledge and innovative approaches. As educationists research into the processes and techniques of teaching and learning, teachers are expected to constantly keep abreast with new innovations in teaching. Therefore, a teacher who left the practice for a long period of time (five or more years) and has experienced long absence from the practice of teaching or related job will undergo a specialized mandatory refresher programme to get him or herself abreast with the new knowledge and skills needed for effective practice. He or she shall comply with the performance standards set for the category and must obtain the minimum credit unit required for renewal of license.

5. Paying for Registration & Licensing**Meeting the Costs of Making Teaching a Profession****5.1. Overview of Costs and Payment Options:**

There are both capital and recurrent financial costs associated with the processes of teacher registration and licensing, which are designed to make teaching into a credible profession and cultivate a fully professional teaching force in Sierra Leone. These costs will accrue mainly to the TSC which provides registration and licensing services through: staffing, equipment, materials & supplies, logistics, record keeping, data analysis, etc.

5.2. Specific Budget Provisions for Registration & Licensing:

All capital costs of teacher registration and licensing shall be catered for in the budget allocated to the TSC, to ensure that these processes are not derailed by the inability of teachers to pay for these services. However, the licensing process will involve nominal costs to teachers who are the main beneficiaries as individual professionals. The TSC shall therefore require teachers to pay for licensing as follows:

Licensing Fees to be paid by Teachers on Initial Licensing and on Renewal of License after 3 years:

CATEGORY OF TEACHER	EXPLANATORY NOTE ON CATEGORY OF TEACHER	LICENSING FEES TO BE PAID
The New Teacher (after a year's probation)	This is a qualified and trained person from a teacher education institution who is engaging in professional practice for the first time.	Le. 250,000
The Proficient Teacher	Has successfully completed 50 credits of professional development training with a portfolio demonstrating evidence of the three domains of professional knowledge, practice and engagement as outlined in pages 59-106 in <i>the Professional Standards for Teachers and School Leaders in Sierra Leone, 2017</i> . Has also successfully undergone monitoring and some years of practical experience in teaching.	Le. 150,000
The Highly Accomplished Teacher	A teacher whose performance surpasses basic proficiency and reflects advanced attainments of progression from one certificate level to another (TC, HTC, BA). S/he must have successfully taken professional development training that reflects competencies under the three domains – professional knowledge, professional practice and professional engagement as outlined in the <i>Professional Standards for Teachers and School Leaders in Sierra Leone</i> . S/he must also have attained additional 50 credits of professional development that includes the ability to supervise, mentor and provide professional support to other teachers	Le. 100,000
Distinguished Teacher	A teacher who has emerged as leader in the field and has become an authority and rallying point within and outside the school. S/he has a portfolio with evidence of advanced professional development training of additional 50 credits as per the <i>Professional Standards for Teachers and School Leaders in Sierra Leone</i> in areas of leadership in: professional knowledge; professional practice; professional engagement; professional organizational management transformation; as well as additional academic and professional certificates This is a teacher who has clearly emerged as a leader in the field and has become an authority figure in the profession; serving as a rallying point for professional expertise within the school as well as outside the school.	Le. 50,000

6. The Process of Registering & Licensing Teachers**How to become a Professional Teacher**

The TSC ACT 2011 Section 9 (1) and (2a-c) mandates the Sierra Leone Teaching Service Commission to register and license all teachers and maintain and upgrade a register of licensed teachers and publish the register in the *gazette*. In compliance with the ACT, no person shall be qualified to practice as a teacher in Sierra Leone without a registration certificate and license issued by the Teaching Service Commission. Also, every registered and licensed teacher shall be required to renew his/her practicing license every three years. The process of teacher registration entails the entry of the name of a qualified and trained teacher on the register of teachers in exercise of powers conferred on the TSC by law. It signifies that the teacher has the qualifications and has met other conditions to practice teaching in a professional capacity in Sierra Leone. Teacher licensing involves issuing a legal permit that entitles a registered teacher to practice as a professional teacher and enjoy such privileges/benefits associated with the role and status of a professional teacher.

6.1. Secure Modes of Registration & Licensing:

For ease of access the application forms for teacher registration and licensing will be made available for sale across the decentralized education system. These forms will be available at the Headquarter of TSC in Freetown and at each of the district offices of the TSC; just as the certificates and licenses of those who register at the districts will also be available for collection at these district offices. An applicant can make payment for the form in various ways such as into a bank account, by mobile money transfer, etc.; so long as there is evidence that the payment has been credited to the TSC account. Software within the TSC computer system shall connect the Accounts Department with the Registration Department to ensure that only those applicants whose payments are confirmed by the TSC account officer can be processed for registration or licensing.

The registration and licensing of teachers may be done electronically (on-line) or manually (off-line), but in all cases the registration and licensing data of each teacher will be securely captured in the TSC central computer system. Such data shall also be safeguarded both on the main server within the TSC computer system, as well as on a designated back-up computer server that is located outside of the TSC offices. Through this approach the TSC shall maintain a robust and secure data base of all registered and licensed teachers.

6.2. Steps in the Process of Registration & Licensing:

The process of registration and licensing requires that every applicant (teacher) shall:

- ensure that s/he has fulfilled the basic academic and professional requirements for registration and licensing.
- Pay the stipulated Registration Fee (at a designated commercial bank) and obtain evidence of this payment that would need to be presented to TSC as part of the application.
- Obtain and complete the application form with all required details such as: Name, Date of Birth, Current Institute/School, District Council, Colleges Attended and Certificates Obtained (with dates), etc. (***see sample forms in Section 8***)
- Arrange all required documents for submission with the application form. These documents include academic certificates from all appropriate institutions, as well as birth certificates, current identity cards, and passport photos, etc.
- Return/submit the completed application form (with all required credentials/documents and 2 passport photos), to the office where the form was obtained.

Once the applicant (teacher) has submitted his/her application form and all required documents, the next steps in the registration and licensing process involve the TSC office. In this respect, the TSC officer in charge shall:

- Confirm that the applicant has made the required payment for obtaining the form (proof of payment)
- Scrutinize the applicant's credentials and authenticate the certificates submitted to ensure the applicant meets the basic requirements for registration and licensing.
- Start processing the application form by documenting the information/details of the applicant into the official spreadsheet.
- Enter the applicant's raw data into the computerized database of teachers which is programmed to generate specific codes in line with details such as Name of Teacher, District, Assigned School, Highest Qualification, etc.

The code which is automatically generated by the TSC computer system represents a unique identity of the teacher which is reflected in the registration number for the registration and licensing certificates, so that no two teachers will have the same code or registration number. The code uses details such as Name of District or place of work, level at which the applicant teaches, and the number of

registered persons. For example, the Certificate for a teacher who teaches in primary school registered in BO and is the fifth person to register in BO may have a code BO/P/00005. In addition, the code may include the category of teacher as a determinant of the fees to be paid for licensing by the applicant. Based on this classification in the code the respective amount due to be paid by an applicant is reflected in the financial portal of the data base. TSC shall design its system such that licensing certificates can only be produced for applicants whose payments are verified/confirmed as correct in the system. This will enable the TSC to address various anomalies such as shortage of payment, underpayment, wrong categorization, or lack of information.

6.3. Duration of the Registration & Licensing Process:

The TSC shall ensure that it would normally take between 2 to 14 days to complete the processing and printing of teacher registration certificate or license, depending on the number of applications received at a time. On this basis, a teacher who has completed and submitted the appropriate form with all the conditions required shall normally be issued his/her certificate or license within 14 days.

6.4. Validity of the Registration and Licensing Certificates:

Teacher registration is a one-off process that involves entering the name and details of a qualified and trained teacher in the TSC register of professional teachers. The registration certificate issued indicates the teacher's name, registration number, district where he/she registered, and the year of registration. The certificate also provides assurances to employers, parents and learners that the teacher meets the national standards for professional teaching in Sierra Leone. Teacher licensing is a process through which a teacher who has been registered as qualified and trained is issued with a license to practice his/her profession and be entitled to the benefits and privileges thereof. Licensing is not a one-off process and teachers are required to renew their license every three years. TSC shall put in place a system of alerts/reminder on the expiration of license and call for subsequent renewal: Teachers will be notified and sensitized to note the date of the last issue of the license with adequate time to prepare for the renewal of their practicing license. The TSC database of teachers shall be designed to identify those whose licenses are due for renewal to alert them.

7. Registration & Licensing for Standards

Ensuring Trust & Confidence in Professional Teachers

In exercising its mandate to register and license teachers the TSC shall establish and maintain standards that regulate who can teach in the education institutions in Sierra Leone. TSC has the authority not only to register and license an applicant, but also to deny registration and licensing, as well as to de-register teachers or withdraw teaching licenses that have already been issued. The following are some of the conditions under which the TSC can exercise such powers that regulate the profession and maintain standards:

DENIAL OF REGISTRATION / LICENSING	DE-REGISTRATION OR WITHDRAWAL OF TEACHING LICENSE
<p>An applicant may be denied registration if he/she:</p> <ul style="list-style-type: none"> • Lacks the requisite academic and professional qualifications • Is proved to lack good moral character or conduct • Convicted of an offence involving fraud or dishonesty • Has been convicted of any sexual offence or any form of abuse against the learner • Has been convicted of any criminal offence which renders him/her unfit to practice as a teacher • Involved in activities considered capable of bridging the peace, good order or good governance in Sierra Leone • If confirmed /certified to be mentally unfit /unsound mind or physically unfit with such infirmity that he/she is incapacitated to function effectively as a teacher. 	<p>A teacher can be deregistered or have the teaching license withdrawn if he/she:</p> <ul style="list-style-type: none"> • Obtained the registration certificate or license by fraud • Has been convicted of any form of professional misconduct as stipulated in the Teachers Code of Conduct or Ethics. • Has been convicted of a criminal offence which renders him unfit to retain the name “Teacher” or practice as such. • Suffers from any physical or mental illness or infirmity which rendered him/her incapacitated to function efficiently in his/her duty as a teacher • Dies <p>A teacher who is deregistered or have his/her license withdrawn will have the name published for public noting. But a teacher cannot be deregistered or have the license withdrawn unless he/she has been investigated and confirmed guilty by a Teacher Investigating Panel and Teacher Disciplinary Committee or Tribunal. (as may be stipulated in the Teachers Code of Conduct).</p>
REINSTATEMENT OR RESTORATION OF A DEREGISTERED TEACHER	REPLACEMENT OF LOST OR DESTROYED CERTIFICATE
<p>A teacher who is deregistered may be restored back to the profession if the Commission is satisfied that he/she has subsequently become fit and with good conduct to continue the practice of teaching and has completed serving the penalty as prescribed by the TSC. The Teacher concerned will apply to TSC requesting for reregistration.</p>	<p>A teacher whose certificate is lost or destroyed may be issued a duplicate certificate if the commission is convinced with the evidence provided. The teacher will submit to the Commission, an application with a sworn affidavit with the necessary information about the teacher eg. Name, certificate number, place and year of registration etc.</p>
<p>FAILURE TO BE REGISTERED AND TO OBTAIN A PRACTICING LICENSE</p>	

Any person who fails to register and obtain a license cannot be called a teacher and as such will have no authority to practice as a teacher or be in the classroom for any reason. A person who assumes the identity or position of a teacher or earning the reward of a teacher without being registered and licensed will be guilty of an offence and liable to a punishment as may be decided by the Commission in line with prevailing legislation.

To ensure that standards are maintained in a transparent and equitable manner the following measures shall be taken:

Professional Register of Teachers TSC shall maintain a list of all teachers who meet the relevant statutory regulatory body requirements for registration and are registered and licensed. The list will contain all the information pertaining to the teacher. The process involves 3-yearly registration, agreeing to comply with rules and regulations, continuous compliance with the ethics standards and meeting continuing education through continuous professional development (CPD) provisions as a requirement.

Maintaining a Register of Professional Teachers: TSC shall maintain a database of registered and licensed teachers in Sierra Leone. This shall contain the name of every registered teacher with his/her records. TSC may keep a general database of registered and licensed teachers in Sierra Leone as well as a database for each district. It will contain information about the teachers according to qualifications, category, areas of specialization etc. Specifically, the database shall contain the following information:

Full name; residential, postal and email address; National Identification Number (NASSIT, Passport, etc.); Date and place of birth; Nationality; Gender; Academic and professional qualification; Institutions attended and year of qualification; Area of specialization/teaching subject' TSC Teacher Pin Code; and Current professional status. Names & DOB of their offspring.

The database shall be made available and accessible on hard and soft copy on- line. It will be updated at interval of five years or more frequently as the Commission may deem necessary.

8. Tools for Registration & Licensing**Technology and Processes for a Modern Profession**

For effective registration and Licensing of teachers, the major materials and tools needed are: registration forms, spread sheet booklet, customized certificate papers, plastic cards for license, printers, license machines, computers, scanners, teachers' data base application software, etc.

Registration and Licensing Forms:

These forms are designed to capture teachers' data / information from them directly for onward processing for their registration and licensing. The forms will request for information that may cover fields like Names, qualification, institutions attended with dates, years of graduation, teaching experiences. Current place of teaching etc.

The Documentation booklet or the spreadsheet:

This is the official spread sheet form of printed document or ledger with spaces for the different fields of information that is requested for in the application form; This will be used by the documentation officer to input data fetched from the completed application forms of teachers seeking for registration and licensing This can also be done in another form as may be desirable by the Commission.

Certificates:

This is a unique, customized and security documents made in such a way that it cannot be easily faked. Usually the securities printing or minting company or others that handle security documents may be contracted to produce certificates with unique security inscription. To ensure confidentiality and security of the certificate or license is to be handled by the Director of Registration and Licensing with utmost care to avoid unnecessary or unwarranted usage or misuse. The License is a plastic kind of ID cards uniquely and biometrically designed to avoid fake or forgery.

Consumables:

Data cards, ink etc.

Data base Application software and data base installation server:

TSC shall commission and use tailor-made data base application software (not off shelf) with High level language- PHP and Open Source. The database engine may be MY SQL. It will be designed in such a way that the Web application can run on any browser and is server client application. It will function to give access to connection to many computers at the same time. In addition, it should be able to generate data base tables, as well as generate queries, and report generated queries. Other requirements include:

- Reports can be exported to Excel work environment
- Should make provision for programmed (solution) optimization
- Should be able to accept data from/file from excel and ensures or feeds records for the production of Certificates and licenses.

(Note: TSC may use such application that is convenient and affordable)

Procurement of proprietary (exclusive) machines:

- (a) Certificate and License Printing Machines; (b) The Scanner; (c) Licensing printing machines, example; Dualys 3; primacy 5; Quantum, etc.; (d) Certificate printer, example; Lesser Jet 400 HP; (e) Computers, etc.; (f) Data cards

Security measures; (servers,)

To make progressive backup of data in case of unforeseen mishaps. One can be secured/or kept outside the premises

The accessed records are further processed by sending them to appropriate printing machine e.g. The printing machines are configured to meet approved design and size of certificate or license. The machine is configured according to specific needs. For instance, Corel draw is used for printing license while Microsoft Excel or any other preferred programme can be used for the printing of the certificate.

9. Examples of Registration & Licensing Instruments

Familiarity with Professional Tools & Processes



Sierra Leone Teaching Service Commission (TSC)

7 Priscilla Street, Freetown

“Better Teachers, Stronger Nation”

TEACHERS REGISTRATION AND LICENSING FORM

1. FIRST NAME

SURNAME

MIDDLE NAME(S)

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2. PREVIOUS NAMES (IF NAME HAD CHANGED WITH DATE)

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3. DATE OF BIRTH

4. PLACE OF BIRTH

Day	Month	Year	
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5. DISTRICT

6. DISTRICT COUNCIL

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7. SEX

**8. NATIONAL ID/
NASSIT ID NO**

9. NATIONALITY

10. MARITAL STATUS

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11. CURRENT OFFICE ADDRESS

12. PERMANENT ADDRESS

13. TELEPHONE NO

14 EMAIL

15. EDUCATIONAL INSTITUTIONS ATTENDED

16. DATES

14. LANGUAGES

SPOKEN

WRITTEN

SPOKEN AND WRITTEN

15. PRESENT EMPLOYMENT

IMMEDIATE EMPLOYMENT

NAME OF EMPLOYER	
ADDRESS	
DISTRICT COUNCIL	

CATEGORY/LEVEL	
SALARY GRADE LEVEL	
DATE OF EMPLOYMENT	
NATURE OF DUTIES	

16. WORKING/TEACHING EXPERIENCE

INSTITUTIONS	NO OF YEARS	DATES	SUBJECTS TAUGHT	ADMINISTRATIVE/OTHER RESPONSIBILITIES
PRIMARY				
SECONDARY				
TERTIARY				

MINISTRY/OTHERS				

17. ANY OTHER INFORMATION

HOBBIES
PHYSICAL DISABILITY

18. ATTESTATION OF APPLICANT

I attest that:	
Is a teacher/staff in my institution	
NAME	CATEGORY/LEVEL
SIGNATURE	DATE

NB: Attestation must be by head of department or by a public officer not less than salary distinguished teacher for self- employed applicants.

FOR OFFICIAL USE ONLY

REGISTRATION No. (Pin Code).	CATEGORY
DATE OF REGISTRATION	PROBATION/INTERNSHIP
PERMANENT	CONTRACT
SUSPENDED	DISMISSED
PENDING	REABSORBED
OTHER ACTIONS(SPECIFY	

EXPLANATORY NOTES (on the form)

CATEGORY OF TEACHERS

A= Distinguished Teachers: - Ph.D. In Education or Ph.D. in other fields plus Education

B= Highly Accomplished Teachers: - Master's Degree In Education or Master's degree in other fields plus Education.

C=Proficient Teachers:-B.Ed. or Bachelor's degree plus Education (PGDE or its equivalent)

D= New Teachers: - Higher Teacher Certificate, Teachers Certificate

DOCUMENTS TO BE ATTACHED TO COMPLETED FORM

- Three passport size photographs.
- Photocopy of certificates quoted in form.
- Photocopy of birth certificate or statutory declaration of age.
- Original bank teller used to purchase the form.
- Photocopy of ED form.

OTHER INFORMATION

- Completed form should be returned to the center of purchase or any Teaching Service Commission (TSC) in Sierra Leone.
- All inquiries should be sent to the chair of the Teaching Service Commission in Sierra Leone.