

ST EUPHEMIA COLLEGE

K-12



ACCREDITATION OF NEW SCHEME TEACHERS PROCEDURES

2014

Accreditation of New Scheme Teachers Procedures

Procedures

Staff who join St Euphemia as NSTs will be required to meet the mandatory standards for accreditation at the stage of Professional Competence.

Following employment as a teacher, NSTs will be provided with clear and comprehensive advice describing the accreditation process. This advice will include information about the arrangements for accreditation such as the timing of classroom observations together with requirements for the review and analysis of teaching programs as well as the evidence of student learning.

Mandatory Requirements

It is a mandatory requirement that NSTs who are permanently appointed to, or who teach on a casual or temporary basis are accredited at Professional Competence with the Institute of Teachers.

To achieve this, new scheme teachers must demonstrate Professional Competence across the seven elements described in the Institute of Teachers' Professional Teaching Standards. This involves demonstrating the ability to integrate and apply the knowledge and skills that underpin the Professional Teaching Standards and create, on a consistent basis, an environment where learning opportunities for all students are optimised in a safe and supportive learning environment.

It is also mandatory for NSTs who are accredited at Professional Competence to maintain their accreditation.

New scheme teachers will need to be provisionally or conditionally accredited under this Division before they may be employed to teach.

Provisional accreditation will be available to a NST who has met the requirements specified in the professional teaching standards for accreditation at that level (in most cases this means that the person holds full teaching qualifications) or if the person has completed a teacher education course approved by the NSW Institute of Teachers. The person will be required to obtain accreditation at professional competence level within three years after being provisionally accredited.

Conditional accreditation will be available to NST who has a degree in a relevant area or has completed a substantial part of a teacher education course approved by the NSW Institute of Teachers. Such a person will, however, be required to undertake professional development or further teacher education and will have four years to obtain accreditation at professional competence level.

The time for obtaining accreditation at professional competence level will vary in the case of NSTs who are employed on a casual or part-time basis.

Maximum period for achievement of mandatory accreditation

The Institute of Teachers Act sets a maximum period of time for a full time teacher to achieve accreditation as Professionally Competent.

The period for full time teachers who are:

- provisionally accredited is 3 years
- conditionally accredited is 4 years.

Maximum period for achievement of mandatory accreditation for casual, temporary and part-time teachers.

The Act provides additional time through regulations for casual, temporary and part-time employees in relation to the maximum period of time to achieve accreditation.

The regulations set a maximum period for casual, temporary or part-time teachers who are:

- provisionally accredited of 5 years
- conditionally accredited of 6 years

Minimum teaching requirements for mandatory accreditation for casual, temporary and part-time teachers.

Casual, temporary and part-time teachers must complete at least 195 (FTE) days of teaching before they can apply to be accredited as professionally competent. This period of time will enable them to develop and demonstrate their teaching capability.

Casual, temporary or part-time teachers will be required to maintain their own employment records as evidence of completion of this minimum requirement. These records may include original or certified copies of pay slips.

In addition, casual, temporary or part-time teachers must undertake a period of continuous teaching (either full-time or part-time) within a single school of at least the equivalent of one full-time term over a period of no more than three school terms to allow assessment of their professional competence.

A casual, temporary or part-time teacher may apply to a Teacher Accreditation Authority to be accredited during such a period of continuous teaching.

The criteria and processes for assessing casual, temporary or part-time teachers' achievement of the standards for Professional Competence are the same as those for full-time teachers.

All accreditation decisions must be notified within 21 days to the Institute of Teachers, including any decision to not accredit a teacher.

Casual teachers who do not have the opportunity to be accredited during the period prescribed by the regulations may apply to the Minister for an extension of this period. The criteria for the Minister to endorse an extension will be developed by the Institute and include a range of circumstances such as:

- child rearing responsibilities
- lack of opportunity to present for accreditation
- sickness and misadventure

Maximum period for achievement of mandatory accreditation for Transition Scheme Teachers

A Transition Scheme Teacher is an existing teacher, that is, a person employed to teach in NSW prior to 1 October 2004, who holds neither a recognised teacher education qualification nor a Bachelor Degree recognised under the Australian Qualifications Framework (AQF).

Transition Scheme Teachers are required to undertake higher education study leading to attainment of a Bachelor Degree or higher qualification in an area related to their teaching responsibilities. A Bachelor Degree is the minimum qualification to be held by an existing teacher.

Transition Scheme Teachers may seek recognition and advanced standing for any vocational or other qualifications held that are recognised under the AQF in order to minimise study requirements.

Transition Scheme Teachers have seven years to obtain the required qualification.

Payment of Fees

Provisionally and conditionally accredited NSTs as well as teachers at Professional Competence are responsible for paying annual fees to the Institute of Teachers. The annual fee is a legislated component of accreditation and payable directly to the Institute of Teachers.

It is a mandatory requirement for the purposes of employment as a teacher in NSW that provisionally and conditionally accredited NSTs as well as teachers at Professional Competence maintain payment of fees to the Institute of Teachers.

Maintenance of Accreditation

Conditions for Maintenance of Accreditation at the level of Professional Competence are:

Teachers must undertake a minimum of 100 hours of continuing professional development over the five years comprising:

1. a minimum of 50 hours of participation in *Institute Registered Continuing Professional Development* registered courses or programs by the Institute over the five-year period. Teachers are required to complete online evaluations for each Institute Registered course and program that they complete. Once matched to the provider's participation data, the Institute's database will record that the teacher has completed the course.
2. a minimum of 50 hours of participation in *Teacher Identified Continuing Professional Development* over the five-year period. Teachers can record their Teacher Identified continuing professional development online. Their participation and completion must be acknowledged online by the teacher accreditation authority as contributing to their Teacher Identified continuing professional development.

Further, over the five-year period, the continuing professional development must address:

- each standard contained in Element Six (*Teachers continually improve their professional knowledge and practice*); and
- each of the remaining elements in the *Framework of Professional Teaching Standards* (need to address a minimum of one standard in each).

Element Six reflects and recognises the professional growth of teachers which is central to a teacher's engagement with the rest of the professional teaching standards framework.

Maintenance of Accreditation at Professional Competence of Casual, Temporary and Part-Time Teachers

Casual, temporary or part-time teachers accredited at Professional Competence are to maintain their accreditation using the same criteria and processes as full-time teachers who are maintaining their accreditation.

The period for a casual, temporary or part-time teacher to meet the maintenance of accreditation requirements is seven years.

The teacher can apply to the Institute for an extension of time in cases of hardship. In such cases the teacher will write to the Manager, Standards and Accreditation to seek the extension of time.

a) Final Report

When the NST is confident that all the evidence to demonstrate the attainment of the standards of Professional Competence is attained, and the Mentor has provided the support to lead to valid and reliable accreditation judgments, the supervising teacher will submit a written report to the TAA. The report will have attached detailed documentary evidence and work samples. It will include evidence in relation to the 7 elements of the teaching standards for Professional Competence as outlined by the Institute of Teachers. The report will also include the 2 page summary required by the Institute.

The TAA will review the report and evidence and recommend accreditation or the need for further evidence to satisfy the requirements of Professional Competence.

The decision of the TAA is communicated to the NST and the final report is then submitted to the NSW Institute of Teachers.

b) Leave of Absence from Maintenance of Accreditation at Professional Competence

Teachers who have been accredited at Professional Competence may apply for leave of absence from maintenance of accreditation.

Leave of Absence may be granted where a teacher is unable to teach owing to, for example:

- family responsibilities (eg maternity leave, child rearing and carers responsibilities)
- illness or misadventure
- travelling
- teaching overseas
- teaching interstate
- being on study leave
- employment in another occupation.

Accredited teachers may apply in writing to the NSW Institute of Teachers for leave of absence from their accreditation. Documentation relating to the reason for leave may be required.