

Conditional / Provisional

Proficient

Maintenance

Highly Accomplished / Lead

CHECKLIST FOR NSW TEACHERS FINALISING MAINTENANCE OF ACCREDITATION AT PROFICIENT TEACHER

Before submitting the Maintenance of Accreditation Report for Proficient Teacher, the teacher, principal/service director and TAA should ensure they have completed the following requirements.

The teacher:

- ▶ writes the report (in the first person) to demonstrate how their teaching practice continues to meet the Australian Professional Standards for Teachers (the Standards) at Proficient Teacher, signs and dates the report (Section 1A)
- ▶ ensures that their current school/service is recorded in their employment details in their NESA online account
- ▶ attaches their Professional Development Progress Report indicating that all professional development requirements have been met
- ▶ ensures that they have no outstanding accreditation fees (teachers can check their fee balance in their NESA online account at educationstandards.nsw.edu.au)
- ▶ keeps a copy of this report for their records.

The principal/service director:

- ▶ verifies that the report is an accurate reflection of the teacher's practice and that the teacher has completed all of the professional development requirements (Section 1B)
- ▶ forwards the completed report package to the relevant Teacher Accreditation Authority (TAA)
- ▶ retains a copy of this report for the school/service.

The TAA:

- ▶ decides if the teacher has maintained their practice at the Standards for Proficient Teacher and continues to be accredited (Section 2 or 3).

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Maintenance of Accreditation Report for Proficient Teacher

Full name			
NESA account number			
Date of birth			
Employment	Full-time	Part-time	Casual
Permanent	Yes	No	
School name			
Maintenance period end date			
Standard 1 Know students and how they learn (1350 character limit)			

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Standard 2

Know the content and how to teach it (1350 character limit)

Standard 3

Plan for and implement effective teaching and learning (1350 character limit)

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Standard 4
Create and maintain
supportive and safe learning
environments (1350
character limit)

Standard 5
Assess, provide feedback
and report on student
learning (1350 character
limit)

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Standard 6
Engage in professional learning (1350 character limit)

Standard 7
Engage professionally with colleagues, parents/ carers and the community (1350 character limit)

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Section 1A: Teacher's declaration and signature

I (please print your name)

declare that the Maintenance of Accreditation Report at Proficient Teacher is an accurate account of my work.

Signature

Date

Section 1B: Principal/service director's verification and signature

I verify that this report is an accurate account of the teaching practice of (please print teacher's full name):

against the Standards at Proficient Teacher, and that they have met the professional development requirements.

Full name

Position title

Signature

Date

The TAA must complete and sign Section 2 or Section 3 on the next page

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Section 2: TAA decision - Teacher **meets** the maintenance of accreditation requirements

As the TAA, I determine that (please print teacher's full name):

meets NESAs requirements for maintenance of accreditation at Proficient Teacher.

TAA's:

Full name

Position title

Organisation/
school

Signature

Date

Section 3: TAA decision - Teacher **does not meet** requirements for maintenance of accreditation

As the TAA, I determine that (please print teacher's full name):

does not meet NESAs requirements for accreditation at Proficient Teacher

TAA's:

Full name

Position title

Organisation/
school

Signature

Date

If the teacher does not meet the requirements, the TAA must notify NESAs who may revoke or suspend the teacher's accreditation, as per the *Interim Revocation, Suspension and Voluntary Cancellation of Accreditation Policy*.