

NSW INSTITUTE OF TEACHERS

POLICY FOR THE ACCREDITATION OF CASUAL, TEMPORARY AND PART-TIME TEACHERS

1. BACKGROUND

The *Institute of Teachers Act 2004* establishes a framework for the accreditation of teachers against Professional Teaching Standards at four career stages.

This accreditation framework applies also to casual, temporary or part-time teachers.

Accreditation is the responsibility of Teacher Accreditation Authorities (TAAs).

A casual, temporary or part-time teacher is considered to be a teacher for the purpose of the *Institute of Teachers Act 2004* if he or she is undertaking the duties that would normally be undertaken by a person who is defined as a teacher under the Act.

This policy sets out processes and requirements for the accreditation of casual, temporary and part-time employees.

2. ACCREDITATION AT THE POINT OF EMPLOYMENT

TAAs need to ensure that all teachers employed for the first time after 1 October 2004 are either provisionally or conditionally accredited¹. All such teachers must be accredited prior to commencing employment as a teacher. This accreditation is independent of the schools or school system in which they will work.

Casual, temporary or part-time teachers are provisionally or conditionally accredited by TAAs using the same criteria and processes as for accreditation of full-time teachers. This involves an assessment of their initial teacher education qualifications to ensure they have undertaken an approved course as outlined in the Act.

The TAA first employing the teacher is required to provisionally or conditionally accredit the teacher. This TAA must subsequently notify the Institute of Teachers of the accreditation status of the teacher.

Casual, temporary and part-time teachers are required to pay an annual accreditation fee to the Institute of Teachers. The Institute of Teachers invoices the teacher for payment of the fee following confirmation of provisional or conditional accreditation. Non-payment of the fee results in loss of accreditation.

Upon payment of accreditation fees, teachers will receive an accreditation card. This card should be presented to employers as proof of accreditation.

¹ The Institute should be notified within 21 days of making the decision.

2.1 Monitoring conditionally accredited casual, temporary and part-time teachers

Casual, temporary and part-time teachers who are conditionally accredited will be required to complete a program of teacher education as described in the Act. Where a teacher who is conditionally accredited is not working within the jurisdiction of a single accreditation authority, and where there is not an agreement that he or she will be monitored by a single authority, the Institute of Teachers will assume the responsibility for monitoring his or her participation and progress in the agreed program.

This will involve monitoring his or her enrolment and progress in a course of teacher education.

Further, a casual, temporary or part-time teacher who is conditionally accredited may only work in a school under the on-site supervision¹ of another teacher who is not provisionally or conditionally accredited.

3. ACCREDITATION AT PROFESSIONAL COMPETENCE

Following provisional or conditional accreditation, teachers need to meet the requirements for mandatory accreditation at Professional Competence as outlined in the Act.

3.1 Maximum period for achievement of accreditation at Professional Competence 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 the accreditation of casual, temporary or part-time teachers. This maximum period is as follows:

- 5 years for provisionally accredited teachers²
- 6 years for conditionally accredited teachers.³

3.2 Extending the Maximum Period

Casual, temporary or part time teachers who do not have the opportunity to be accredited during the maximum period may apply to the Institute for an extension of this time. The criteria for endorsement of an extension include a range of circumstances such as:

- lack of reasonable opportunity to present for accreditation
- child rearing responsibilities
- home care responsibilities
- sickness or misadventure
- other appropriate professional circumstances.

¹ This means there is a person (who is not provisionally or conditionally accredited) working within the school who has responsibility for the supervision of the new scheme teacher. This person will be either an existing teacher or a teacher who has been accredited at competence, accomplishment or leadership.

² This is three years for a full-time teacher

³ This is four years for a full-time teacher

Teachers who wish to extend the maximum period should write to the Institute to request an extension, describing their specific circumstances.

3.3 Taking leave of absence

Teachers may apply in writing to the Institute for leave of absence from their accreditation. Details are available in the Institute's *Policy for Leave of Absence from Accreditation*.

3.4 Minimum teaching requirements for mandatory accreditation for casual teachers

Each accreditation decision is made on the basis that a supervising teacher has observed the competent teaching practice of a new scheme teacher over a period of time. This period of time needs to be sufficient for a TAA to be confident that the new scheme teacher meets the Standards consistently.

3.4.1 Guidelines for assuring consistency of accreditation decisions

As a guide, casual, temporary and part-time teachers should complete at least 180 Full-time Equivalent days of teaching to meet the accreditation requirements at Professional Competence. This period of time should enable them to develop and demonstrate their teaching capability and is the equivalent of approximately one year of full-time teaching.

Casual, temporary and part-time teachers should undertake a period of continuous teaching (either full-time or part-time) within a single school. This period can occur within the 180 days and could comprise one to four days over two terms to five terms. It is essential that the period of employment is long enough for a TAA to be confident that a valid and reliable decision can be made about a new scheme teacher's accreditation.

In all employment scenarios, it is the responsibility of the TAA in consultation with the casual, temporary or part-time teacher, to judge when an accreditation decision can be validly and reliably made about the teacher.

3.4.2 Requirements for accreditation at Professional Competence

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. The policy for Accreditation at Professional Competence is set out in the Teacher Accreditation Manual.

4. Notifying the Institute of an accreditation decision

TAA's must notify the Institute within 21 days of making an accreditation decision, including any decision to not accredit a teacher.

Accreditation is dependent upon payment of an accreditation fee to the Institute of Teachers. The Institute of Teachers will invoice each teacher directly for payment of the fee on receipt of the advice of the accreditation decision.

Should the teacher not pay the prescribed fee in the set period the Institute will advise the TAA that the accreditation of the teacher has been cancelled and that the teacher may not continue to be employed as a teacher.