



DOCUMENT 12

REVIEW AND ASSESSMENT PROCEDURES

FOR INITIAL TEACHER EDUCATION PROGRAM APPROVAL

The NSW Institute of Teachers works with teacher educators and the profession as a whole to establish expectations for graduate teachers as identified in the Professional Teaching Standards.

Initial teacher education panels are appointed by the Institute's Initial Teacher Education Committee (ITEC) to provide advice to the ITEC on the approval of initial teacher education programs from all NSW universities and other teacher education institutions.

An Initial Teacher Education Committee (ITEC) Panel will review and assess an application by a recognised university or non-self-accrediting teacher education institution for approval of an initial teacher education program, with program approvals in place for a period up to 5 years.

ITEC Panel members are asked to consider the extent to which a program might meet the Professional Teaching Standards - Graduate Teacher key stage. Formal judgements of the program will be made on how the program meets the Graduate Teacher Standards.

This is a significant opportunity for the profession to contribute to the development and implementation of initial teacher education in NSW.

Initial Teacher Education Panels

Expressions of interest to participate in an ITEC Panel are invited from principals, executive teachers and practising teachers employed in NSW, and teacher educators who work with primary and secondary pre-service teachers in teacher education institutions teachers in NSW.

The Institute encourages teachers and teacher educators to express interest in joining an eligibility list to be a member of an ITEC Panel to be established to assess initial teacher education programs submitted to the Institute for approval.

An expression of interest form (Document 13 Classroom and Executive Teachers, Document 14 Teacher Educators, Document 16 Curriculum Specialist) may be downloaded from the NSW Institute of Teachers website at <http://www.nswteachers.nsw.edu.au/ITEC-Panel-Assessment.html>

Membership of ITEC Panel

Section 2.2.3 of the *Policy and Procedures for Approval of Initial Teacher Education Programs* lists membership of an ITEC Panel.

Participation on a panel will be as required, but typically will be one to two full days. The timing of panels meetings will be negotiated.

Panel members must sign a conflict of interest declaration and confidentiality agreement (see below).

Selection of ITEC Panel members:

The following broad criteria are:

For principals, executive teachers and practising teachers

- Recent successful classroom experience
- In-depth subject knowledge and knowledge of pedagogy

- Experience working with a teacher education institution and pre-service teachers; for example, in professional experience (practicum/internship), a teacher education program, a university program/course advisory committee, or in research/studies of initial teacher education
- Recent experience in supporting and mentoring other teachers, particularly with regard to beginning teachers
- Knowledge of the Professional Teaching Standards.

For teacher educators

- Experience in supporting and mentoring primary and/or secondary pre-service teachers
- In-depth subject knowledge and knowledge of pedagogy
- Current or previous experience working with schools and/or in research areas related to initial teacher education
- Knowledge of the NSW Institute of Teachers Professional Teaching Standards, including Graduate Teacher Standards, mandatory requirements and subject content requirements
- Knowledge of NSW Board of Studies curriculum requirements.

ADVICE FOR PANEL MEMBERS

INITIAL TEACHER EDUCATION PANEL REVIEW AND ASSESSMENT PROCEDURES

The NSW Institute of Teachers is commissioned under the *Institute of Teachers Act (2004)* to advise the Minister on approval of teacher education programs on the basis of meeting Professional Teaching Standards at Graduate Teacher Key Stage. The 46 Graduate Teacher Standards, organised under seven elements, have been developed by the Institute and approved by the Minister. They underpin the standards at higher levels, namely professional competence, accomplished teaching and leadership. The standards articulate what teachers need to know, understand and be able to do. Graduates of approved programs will be eligible to be provisionally accredited to teach in NSW government and non-government schools.

The Institute views the standards as establishing the foundations of good teaching. The implementation of the Graduate Teacher Standards through teacher education programs would in particular exhibit the following characteristics:

- a well designed professional experience including practicum and internship (if applicable), with strong relationships between the teacher education institution and schools
- a well integrated approach to key standards such as literacy and other needs of all students, but especially students with special education needs, Indigenous and NESB students, and address ICT capabilities and classroom management/student behaviour
- well designed subject/discipline content that reflects the general structures of relevant disciplines but also equips students to teach State syllabuses.

Institutions are required to submit initial teacher education programs for approval. The *Policy and Procedures for the Approval of Initial Teacher Education Programs* was endorsed by the Minister in July 2006. Key principles guide the policy, including:

- teacher educators are an important part of the NSW teaching profession, and part of their role is to work collaboratively with schools and the profession as a whole to meet expectations for graduate teachers identified in the standards
- all significant curriculum development processes, relating to initial teacher education programs of teacher education institutions seeking approval from the Institute, include input from practising teachers.

The policy includes these elements:

- approval is mandatory if graduates are to be accorded provisional accreditation status
- approval is for a maximum of 5 years
- program documentation must demonstrate the explicit meeting of Graduate Teacher Standards through the curriculum, assessment and professional placement aspects of the program
- standards dealing with subject content and other key elements (literacy, ICT, etc) must be explicitly met
- approval will be through the Initial Teacher Education Committee (ITEC) of the Institute which is broadly representative of the profession
- program documentation will be assessed by panels of teachers, academics and Institute staff, which will report to the ITEC; site visits may occur.

Supplementary documentation developed through consultation with the teaching profession, and approved by the Minister, will assist program developers with subject content requirements, mandatory areas of study and prerequisites for admission/entry specifications. Consistent with an obligation to maintain the integrity of their academic awards, teacher education institutions may recognise a graduate's prior learning to meet entry requirements.

Assessment

Panel members are asked to consider the extent to which a program might meet the Graduate Teacher Standards.

Formal judgements of the program will be made on the basis of the requirements of the Institute set out in documents covering standards, policy, procedures and supplementary documentation related to the provision of initial teacher education programs.

Documents required for Application for Approval of a Program

Panel members are requested to read all documentation prior to a Panel meeting. Documentation is available on the NSW Institute of Teachers website at <http://www.nswteachers.nsw.edu.au/Initial-Teacher-Education.html>

**NSW INSTITUTE OF TEACHERS
ITEC PANEL MEMBER
CONFLICT OF INTEREST DECLARATION AND CONFIDENTIALITY AGREEMENT**

Submit a completed declaration at the ITEC Panel meeting.

ISSUES TO CONSIDER

1. Need for impartiality.
2. Past, present or anticipated financial, professional or personal relationship with the applicant or employees of the application.
3. Strong opinions about a type of institution or type of program that are likely to impede impartiality.
4. Involvement in offering advice on an individual basis to the applicant in relation to the development of the program.
5. Involvement as a consultant in relation to the program development.

Application by **insert institution**

Application #: **insert number**

Date: **insert date**

Program: **insert program name/s**

DECLARATION

As a member of the ITEC Panel invited to review and assess the above program,

I (print full name) _____ declare as follows (*tick*):

- I have no past, present or proposed involvement with the business of **insert institution** that might constitute a conflict of interest, and I have no past, present or proposed financial, professional or personal relationship with the business of **insert institution** that might constitute a conflict of interest.
- I have the following involvement or relationship with the business of **insert institution**
Describe below or attach details if applicable.
- _____

Note that where a conflict of interest is declared, arises or comes to light in the course of the panel process, the Institute will consider and determine the appropriateness of the person to continue on the panel.

I also undertake to:

- observe the principles set out in the *Policy & Procedures for Approval of Initial Teacher Education Programs* under the *Institute of Teachers Act 2004*
- not disclose information provided by the applicant to the Institute of Teachers for assessment;
- maintain the confidentiality of the assessment proceedings; and
- return to the Institute all documentation provided by the applicant for the purpose of assessment.

Signature: _____ Date: _____