



Information on ITE Data Exchange Template

From 2009 teacher education institutions (TEI) are required to supply data on students who are expected to graduate from Institute-approved programs in each year.

This data exchange between institutions and the Institute will establish the concept of a 'one stop shop' in the assessment of graduate teacher qualifications for employment and accreditation (as advised in the *Update for Teacher Educators* distributed to Deans in July 2008).

This data will enable a *Statement of Eligibility for Accreditation to Teach* in a NSW school to be prepared for the Graduate Teacher, and for prospective employers, and provide specific advice about what subjects graduates will be approved to teach with the NSW Department of Education and Training.

A further request for data will be sent in September/ October to confirm that students are 'on track' to complete requirements and graduate.

The Data Exchange Template is an Excel spreadsheet available online at http://www.nswteachers.nsw.edu.au/ITE_Program-Requirements.html

The Data Exchange Template is a list of the columns the Institute requires to be populated with data on individual students. It is necessary for the TEI to export this data to an Excel spreadsheet and email it to the Manager of Teacher Accreditation Eligibility at david.mcgrath@nswteachers.nsw.edu.au. Any queries regarding the format of the data exchange file should be directed to Dave Cranmer on 9268 6324.

Data fields

- Teacher Education Institution (provider) name
 - The name must appear as per the list of names on the Institute template
- Initial Teacher Education program title
 - The program title must appear exactly as it does on the list of Minister approved programs published on the Institute website at <http://www.nswteachers.nsw.edu.au/Approved-Programs.html>
- ITE program code
 - The program code that the institution uses to identify the program
- Program type
 - Undergraduate or graduate entry
- Student first name
- Student middle name
- Student last name
- Student birth Date
 - The student's date of birth is required as a unique identifier.

- Student commencement Date
 - Date format must be YYYY/01/01. The date will always be 1 January of the year the student commenced the program.
- Student Date of anticipated completion of program
 - Date format must be YYYY/12/31. The date will always be 31 December of the year the student is expected to complete the program.
- Bachelor degree title (for Graduate Entry programs only)
 - Where the program is graduate entry supply the name of the student's undergraduate degree
- Bachelor degree institution (for Graduate Entry programs only)
 - Where the program is graduate entry supply the name of the institution where the student obtained their undergraduate degree.
- Teaching areas (as per Subject Content Requirements)
 - For primary programs enter Primary in the First Teaching Area column.
 - For secondary programs enter first teaching area as per the list of teaching areas on the template. Note that the teaching area must be as per this list and only the teaching areas on the list may be entered.
 - For secondary programs enter any second or additional teaching areas in additional columns.
 - For Languages enter the language as per the list on the template.
 - For Industrial Technology enter either Industrial Technology - timber/metal or Industrial Technology - timber/electronics.