



NSW GRADUATE TEACHERS

APPLYING FOR A STATEMENT OF ELIGIBILITY TO TEACH

For ALL students currently undertaking initial teacher education studies:

You need to:

- apply for a *Statement of Eligibility for Accreditation to Teach* to the NSW Institute of Teachers. The way you apply depends on when you commenced your study in your initial teacher education program, ie
 - *COMMENCED* STUDIES ANY TIME BEFORE OR IN 2006, 2007 OR 2008, or
 - *COMMENCED* STUDIES IN 2009. Further information is provided below.
- apply for employment with an employer of your choice.

APPLYING FOR A STATEMENT OF ELIGIBILITY

The way you apply depends on when you commenced your study in your initial teacher education program.

FOR STUDENTS WHO *COMMENCED* STUDIES ANY TIME BEFORE OR IN 2006, 2007 OR 2008:

Applying for a Statement of Eligibility

1. **Apply online** for a *Statement of Eligibility for Accreditation to Teach in NSW* at www.nswteachers.nsw.edu.au
2. **Print** and **send** all supporting documentation to the NSW Institute of Teachers, including a certified copy of your undergraduate (and appropriate postgraduate) transcript/s to the NSW Institute of Teachers. Original documents **MUST** be sighted by the certifying authority.
3. The NSW Institute of Teachers will send you an email acknowledging your eligibility for accreditation to teach in NSW. In addition you will be given advice on what subjects you will be approved to teach in NSW public schools.

Applying for employment

1. **Apply online** for employment with an employer of your choice - the NSW Department of Education and Training (DET) and/or Catholic Education Office (CEO) and/or other employer. Unless you have an offer of employment, select 'Casual' or select 'School to be defined later'.
2. **Print** and **send** all supporting documentation, including a certified copy of your undergraduate transcript to the employer of your choice.
3. **Send** a copy of the assessment of your undergraduate (and appropriate postgraduate) degree, if provided (ie your prescription letter from DET) with your documentation to both the NSW Institute of Teachers and your chosen employer. Note: the NSW Institute of Teachers will honour any DET assessment (prescription letter) that has been prepared for you
4. The NSW Institute of Teachers will send you an email acknowledging your eligibility for accreditation to teach in NSW as well as advice on what subjects you will be approved to teach in NSW public schools. This advice will be forwarded to your employer, including DET.

FOR STUDENTS WHO COMMENCED STUDIES IN 2009:

Applying for a Statement of Eligibility

1. **Apply** for a *Statement of Eligibility for Accreditation to Teach in NSW* with the NSW Institute of Teachers at www.nswteachers.nsw.edu.au
2. **Print** and **send** all supporting documentation to the NSW Institute of Teachers including a certified copy of your undergraduate (and appropriate postgraduate) transcript/s to the NSW Institute of Teachers. Original documents **MUST** be sighted by the certifying authority.
3. The NSW Institute of Teachers will send you an email acknowledging your eligibility for accreditation to teach in NSW as well as advice on what subjects you will be approved to teach in NSW public schools. This advice will be forwarded to your chosen employer.

Applying for employment

1. **Apply online** for employment with an employer of your choice - the NSW Department of Education and Training (DET) and/or Catholic Education Office (CEO) and/or other employer
2. **Print** and **send** all supporting documentation, including a certified copy of your undergraduate (and appropriate postgraduate) transcript/s to the employer of your choice.

ACCREDITATION AT THE POINT OF EMPLOYMENT

1. During your final year the teacher education institution in which you are studying will forward to the NSW Institute of Teachers a database record of assessment of undergraduate (and appropriate postgraduate) degrees for all students in their final year of study, for the purpose of creating a teacher profile for you and identifying your teaching area/s
2. Following your application for a *Statement of Eligibility* your teacher profile will be set up.
3. Details of your completed qualification will be uploaded onto the NSW Institute of Teachers database and attached to your profile
4. You will receive an email acknowledging your eligibility for accreditation to teach in NSW as well as advice on what subjects you will be approved to teach in NSW public schools
5. This advice will be forwarded to your chosen employer
6. Your employer will use this information to make an accreditation decision and notify the NSW Institute of Teachers
7. You will receive an email from the NSW Institute of Teachers confirming your accreditation details
8. Note: If you have outstanding units of study to complete, advice to DET or other employer will be withheld until results of your additional units are sent to the NSW Institute of Teachers
9. It is your responsibility to notify the NSW Institute of Teachers of completion of qualifications by sending a certified copy of your final transcript.

FURTHER INFORMATION ABOUT ACCREDITATION

The NSW Institute of Teachers was established to support quality teaching and raise the status and standing of teachers in NSW. The Institute commenced its functions on 1 January 2005.

At the core of the Institute's work are the Professional Teaching Standards. They spell out the skills and knowledge required of a teacher across four career stages, from Graduate Teacher (achieved through a program of initial teacher education) through Professional Competence (achieved in the first few years of teaching), to Professional Accomplishment and Leadership.

If you're coming to teaching in NSW for the first time, or returning to teaching after a break from teaching in NSW of more than five years, you will need to be accredited with the Institute. Accredited teachers are required to meet the Institute's requirements including paying an annual fee.

What is accreditation?

Accreditation is a two step process comprising the following:

1. Provisional or Conditional Accreditation at the point of employment; and
2. Accreditation at Professional Competence, after a few years of teaching.

1. *Provisional or Conditional Accreditation at the point of employment*

If you want to be a teacher, you need to have undertaken an approved qualification. The type of accreditation you receive at the point of employment depends on whether you have completed an approved initial teacher education program, or intend to complete an approved program.

Provisional Accreditation

You may be Provisionally Accredited if you have **completed** an approved program *such as*:

- a Graduate Diploma of Education, Bachelor of Teaching or Master of Teaching after completing an undergraduate Bachelor degree, or
- a Bachelor of Education or a combined degree (eg Bachelor of Arts/Bachelor of Teaching).

You can find a list of approved programs on the Institute's website at <http://www.nswteachers.nsw.edu.au/Teaching-in-NSW.html>

Conditional Accreditation

If you haven't completed an approved program, you may be employed as a teacher and be conditionally accredited if you have the following:

- an undergraduate Bachelor degree with content that is relevant to an intended area of teaching, or
- you have completed a substantial part of an approved program (normally three years of a four year degree).

Note that only some teacher employers employ conditionally accredited teachers.

Who makes the accreditation decision?

The decision to provisionally or conditionally accredit you rests solely with the Teacher Accreditation Authority (school or school system).

If you are intending to teach for the first time in NSW you will need to register with the Institute of Teachers and request a Statement of Eligibility which will be provided to your Teacher Accreditation Authority.

Starting an accreditation account with the NSW Institute of Teachers

If you've applied for or intend to teach in Government schools you'll need a 'Statement of Eligibility'. Your first step is to head to the Institute's website and go to 'My Account' on the left hand side navigation bar and set up your account. You then use this account to apply for a Statement of Eligibility.

If you have an undergraduate Bachelor degree and commenced a graduate entry teaching qualification before 2009 the Institute will undertake an assessment of your qualifications and provide you with a Statement of Eligibility. This Statement will indicate the subjects you are recognised to teach in Government schools.

If you commenced a graduate entry teacher education program after 2009 the university or higher education institution has taken responsibility for assessing your Bachelor degree studies and ensuring that you meet the Institute's subject content requirements (see <http://www.nswteachers.nsw.edu.au/Teaching-in-NSW.html>).

If you're planning on teaching in a non-Government school or school system, and you have an offer of employment in place, you can complete an application for accreditation online, through 'My Account'. Your accreditation will be completed online by the Teacher Accreditation Authority of that non-Government school or system.

What happens next?

Once you've been offered employment, a Teacher Accreditation Authority will either conditionally or provisionally accredit you and will communicate this decision to the Institute.

You will then be sent an information package by the Institute containing frequently asked questions, a copy of the Professional Teaching Standards, and the following booklets: *Information for New Scheme Teachers* and *Information for casual, temporary and part-time teachers*.

If you are accredited before September of any year you will also be sent an invoice for your annual fee. If you are accredited after September you will not be invoiced until the following year. Following payment of your fee invoice, you will be issued with an accreditation card. This is evidence of your accreditation – which is applicable across all NSW schools and is not specific to one system or school.

2. Accreditation at Professional Competence

Once you have been provisionally or conditionally accredited at the point of employment, you have a specified timeframe to demonstrate the Standards at the next level - Professional Competence.

Accreditation at Professional Competence is mandatory and the timeframe to achieve this level is dependent on whether you're provisionally or conditionally accredited and on the type of employment you have, whether full-time, part-time, temporary or casual.

Further information on the requirements for Professional Competence can be found at <http://www.nswteachers.nsw.edu.au/Accreditation---Policies---Manual.html>

Taking a break?

Some teachers decide to take a break from teaching either before or after they've been accredited at Professional Competence. If you intend to take a break from teaching, you should advise the Institute so a 'leave of absence' can be arranged.

Forms for 'leave of absence' can be found at www.nswteachers.nsw.edu.au then go to 'Accreditation-Policies and Manual'. A leave of absence is available from a minimum of 6 months to a maximum of 5 years. It puts your teacher accreditation on hold.

Need more?

For further information go to www.nswteachers.nsw.edu.au

Any questions can be answered either by email to contactus@nswteachers.nsw.edu.au or phone 1300 739 338 during business hours.