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# Teacher Accreditation Authority Policy

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# TEACHER ACCREDITATION AUTHORITY POLICY

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## 1. RATIONALE

The Diocese of Maitland-Newcastle Catholic Schools Office is committed to support and affirm staff personally, professionally and ethically. It also encourages professional learning that enhances student achievement (System Strategic Vision 2006-2009).

As an educational provider in New South Wales the Diocese is required to implement legislation by governments relevant to this role. This includes The Institute of Teachers Act (2004). The Diocese is a registered Teacher Accreditation Authority under the Act for the purposes of accreditation at all levels.

Under the act requirements are placed upon the Diocese and schools when employing teaching staff. All *new scheme teachers*<sup>1</sup> are required to be supported with their induction into the profession using the Professional Teaching Standards Framework. Critical to this process is ensuring such teachers are oriented to the mission and values of Catholic Education. This will be a foundation element to the orientation.

Teachers seeking voluntary accreditation at the levels of Professional Accomplishment and Professional Leadership may do so through the Diocese of Maitland-Newcastle Teacher Accreditation Authority (A/L).

## 2. AIMS

This policy aims to:

- 2.1. To provide direction for procedures and practices to implement the requirements of The Institute of Teachers Act.
- 2.2. Enhance the induction of beginning teachers into the Diocese.
- 2.3. Define the responsibilities of various groups of the Catholic Schools System charged with implementing accreditation.
- 2.4. Provide guidelines for an internal appeals process.

## 3. IMPLEMENTATION

- 3.1 Employee Services to be the carriage of the Teacher Accreditation Authority on behalf of the Diocese.
- 3.2 The New south Wales Institute of Teachers Policies and Guidelines inform all processes concerning the accreditation of teachers. Appendix to this policy will summarise these procedures.

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<sup>1</sup> Refer p11 NSW Institute of Teachers Policy.

- 3.3 Accreditation procedures for Professional Competence will be applicable for all teaching staff employed in their initial years of teaching and those returning following an absence of five years. Accreditation for Professional Accomplishment and Professional Leadership will be supported as the need arises.
- 3.4 Staff from the Employee Services Team is available for advice and professional staff development and may be contacted if required.
- 3.5 All schools have been provided with an Institute of Teachers manual.

## 4. BUDGET

- 4.1 The Catholic Schools Office will make provision each year in its annual budget for release from face to face teaching for new scheme teachers in their initial year of service and for release for their mentors. This will be 0.05 FTE for both parties who are employed full time. Part time employees will be provided with release on a pro-rata basis.
- 4.2 The Catholic Schools Office will provide personnel in the Employee Services Team to implement this policy.

## 5. EVALUATION

- 5.1 This Policy will be evaluated in November 2011 by the Employee Services Team. Consideration will be given to currency of the Institute of Teachers' updated guidelines and new budgetary considerations of the Catholic Schools Office.

# SUPPORT DOCUMENT 1

## **Guide for Accreditation at Professional Competence with the NSW Institute of Teachers.**

### **ROLES AND RESPONSIBILITIES**

#### **Teacher Accreditation Authority - Catholic Schools Office Diocese of Maitland-Newcastle (TAA).**

- It is the responsibility of the authority to ensure all teachers employed meet the requirements for accreditation.
- Ensure that responsibility for the progress of a new scheme teacher is assigned to a mentor / supervising teacher who is the most appropriate person for this position.
- Develop a report on the teacher with the assistance of a supervising teacher.
- Maintaining records for the accreditation.
- Determine if a teacher meets the requirements for accreditation.
- Manage an internal appeals process.
- Maintain a record of accreditation decisions and copies of reports.
- Provide professional development opportunities aligned to the Institute teaching standards.

#### **Supervising Teacher / Mentor**

- Must be experienced and capable of assisting and supporting the new scheme teacher.
- Should be familiar with the Standards and Evidence Guide.
- Engage New scheme Teachers in collegial discussions and reflections using the Framework of Professional Teaching Standards following classroom observations, the review of teaching programs and analysis of learning outcomes.
- Be capable of directing the new scheme teacher, where appropriate, to relevant resources to support their progress. This may include discussion with peers and other experienced colleagues.
- Draft the Report for submission to the TAA.

#### **New Scheme Teachers**

- In consultation with the TAA and supervisor, take responsibility for managing the process.
- Communicate support needs.
- Be professionally engaged.
- Collect evidence for submission following the Institute's guideline.
- Keep a copy of the accreditation report and supporting documentation that has been finalised.

# Support Document 2

## **Diocese of Maitland-Newcastle Teacher Accreditation Authority Internal Appeals Process for Accreditation at Professional Competence.**

The following process will apply when a New Scheme Teacher disagrees with the Teacher Accreditation Authority's decision to not accredit at Professional Competence. The appeals process will be initiated on the basis of procedural fairness only.

1. Following the Teacher Accreditation Authority's decision to not accredit, the New Scheme Teacher must lodge an appeal in writing within 5 working days of receipt of notification. This is to be addressed to the Head of Employee Services stating the grounds for the appeal and attaching all supporting documentation or evidence relevant to the appeal. During this appeal process the New Scheme Teacher will be suspended on full pay.
2. The Head of Employee Services will initiate a review of the accreditation process and the supporting documentation. This review will be undertaken within 14 working days of receipt of the appeal.
3. The new scheme teacher will be provided with an opportunity to meet with the Head of Employee Services or his/her delegate to offer any further information. New Scheme Teachers may seek the advice of the Independent Education Union to assist in this process.
4. The Head of Employee Services decision will be made known to the Director of Schools. The decision will be communicated in writing by the Director within 7 working days of the completion of the review.
5. In the event that the review upholds the original decision to not accredit, the employment of the new scheme teacher will be discontinued.
6. If the decision to not accredit is upheld following the internal review, the new scheme teacher may apply to the Administrative Decisions Tribunal for a further review of the accreditation decision. (Refer section 6.5 of The NSW Institute of Teachers Policy.)

# Support Document 3

## **Termination of Employment for Revoked Accreditation by the New South Wales Institute of Teachers.**

New Scheme Teachers in NSW must be accredited as set out under section 29(1) (a) of the Institute of Teachers Act 2004 (NSW) (the Act). The payment of an annual fee to the Institute of Teachers is a condition of accreditation as prescribed by section 25(1) of the Act. An annual fee is payable by every new scheme teacher and teachers accredited at the level of Professional Competence. The fee is a legislated component of accreditation. The Institute advises that invoices will be sent annually in late April.

In the event the Teacher Accreditation Authority Catholic Schools Office Diocese of Maitland-Newcastle (TAA) is notified of late payment of fees, the TAA will notify such teachers of this and remind them of their obligations under the Act and warn them that their employment would be terminated as a consequence of the teacher's loss of accreditation.

Should the Institute of Teachers advise that a teacher's accreditation has been suspended or revoked for non-payment of fees, the TAA will provide an opportunity for the teacher to explain their position and provide them with further opportunity to pay the fee before a decision to terminate employment is made.

Under the Act if the TAA allows the teacher to continue teaching following cancellation of accreditation then the TAA is guilty of an offence.

# Support Document 4

## **Guide for Accreditation at Professional Accomplishment and Professional Leadership with the NSW Institute of Teachers.**

Candidature for Professional Accomplishment and Professional Leadership is voluntary. It is essential that candidates first read the appropriate Policy and procedures for accreditation at these levels in the documentation provided by the NSW Institute of Teachers. Payment of accreditation fees or membership fees is the responsibility of the applicant.

### **ROLES AND RESPONSIBILITIES**

#### **Applicant for Professional Accomplishment or Professional Leadership.**

- In consultation with the TAA (A/L) take responsibility for managing the process.
- Successfully complete the preliminary online application with the New South Wales Institute of Teachers and inform the TAA (A/L) of this outcome.
- Collect evidence for submission following the Institute's guidelines.

#### **Teacher Accreditation Authority (A/L) – Catholic Schools Office Diocese of Maitland-Newcastle**

- The Diocese of Maitland-Newcastle Catholic Schools Office is a Teacher Accreditation Authority (TAA) for the accreditation at Professional Accomplishment and Professional Leadership (A/L).
- The TAA (A/L) will be supported by a Quality Assurance Committee in determining the appropriateness and adequacy of the submission for the purposes of accreditation.
- Provide professional development to assist the submission.
- Provide feedback prior to submission.
- Ensure consistency and comparability of accreditation decisions through its Quality Assurance Committee. This committee will comprise an Assistant Director not associated with the applicant's school, an accredited teacher at Professional Accomplishment or Professional Leadership and a person external to the diocese with appropriate expertise.
- Responsible for considering and making recommendations regarding a candidate's submission.
- Candidate's submissions that are endorsed by the TAA (A/L) Quality Assurance committee be forwarded by the TAA (A/L) with that recommendation to the NSWIT Moderating and Consistency Committee.
- Following receipt of advice from the Moderating and Consistency Committee, make the accreditation decision.



### **NSWIT Moderating and Consistency Committee**

- Considers submission based on appropriateness and adequacy of evidence in relation to the standards and a comparative analysis of a range of submissions from authorities across NSW.
- Provides advice to the TAA (A/L) to assist accreditation decision.

### **THE ACCREDITATION DECISION**

The accreditation decision will be made on the strength of evidence submitted from the teacher's practice. Three forms of evidence will be included in submissions – documentary evidence, referees' evidence and the external observer's evidence.

The TAA (A/L) first considers the teacher's submission and then forwards the submission with a recommendation to the NSWIT Moderating and Consistency Committee.

The NSWIT Moderating and Consistency Committee considers the submission and recommendation and gives advice to the TAA (A/L) based on the appropriateness and adequacy of the evidence. The final authority as to the accreditation decision remains with the TAA (A/L).

#### **Decision to Accredit**

- Following receipt of advice from the NSWIT Moderating and Consistency Committee the TAA (A/L) decision will be made known to the NSWIT and the candidate within 28 days.
- If the decision is against the advice of the Moderating and Consistency Committee the TAA (A/L) will inform the NSWIT in writing describing and justifying the reasons for the final decision.
- The NSWIT will acknowledge the decision by letter and certificate within 28 days of being informed of the decision to accredit by the TAA (A/L).

#### **Decision to Not Accredit**

##### **Option 1 Advising the candidate to amend.**

The TAA (A/L) may advise the candidate in regards to the inadequacy of a submission and area/s requiring amendment/s. Such inadequacy must not be substantial. The candidate will be provided with advice and 3 months to make revisions and resubmit to the TAA (A/L). The TAA (A/L) informs the NSWIT Moderating and Consistency Committee of this decision.

##### **Option 2 Decision to not accredit without consideration by the Moderating and Consistency Committee.**

The TAA (A/L) makes the decision not to accredit without seeking the advice of the NSWIT Moderating and Consistency Committee. The TAA (A/L) will advise the candidate within 28 days of submission. The submission is not forwarded to the Moderating and Consistency Committee. The NSWIT is advised of the decision not to accredit. The candidate may request an internal review.

### **Option 3**

Following advice from the NSWIT Moderating and Consistency Committee the TAA (A/L) decides not to accredit. The candidate and the NSWIT will be informed within 28 days of receipt of such advice. The candidate may request an internal review.

### **INTERNAL REVIEW PROCESS**

The following process will apply when a teacher disagrees with the Teacher Accreditation Authority (A/L) decision to not accredit.

1. Appeals must be made in writing to the Head of Employee Services within 28 days of the candidate being informed of the decision not to accredit.
2. Appeals must include the name of the candidate, their institute number, the name of the TAA (A/L) and the grounds for review. The appeal must be supported by documentary evidence.
3. The review panel will consist of the Head of Employee Services, an Assistant Director not responsible for the candidates' school, and one other person external to the system with appropriate knowledge.
4. The TAA (A/L) will inform the NSWIT that the review is occurring.
5. The Review panel will provide a meeting with the candidate within 28 days of notification of the appeal. The meeting may review with the candidate's evidence from their submission, the Moderating and Consistency Committee's advice and the TAA's (A/L) recommendation. A record of this meeting must be signed by all parties present with a copy made available to them.
6. The committee's decision will be made known to the Director of Schools. The decision will be communicated in writing by the Director within 10 working days of the completion of the review to the applicant and the NSWIT.
7. If the decision to not accredit is upheld following the internal review, the applicant may apply to the Administrative Decisions Tribunal for a further review.