
Highly Accomplished and Lead Teacher (HALT) Maintenance of Accreditation Report

Why must Highly Accomplished or Lead Teachers maintain their accreditation?

As a Highly Accomplished or Lead Teacher (HALT) you need to continue to demonstrate exemplary teaching practices that impact the learning of students and your colleagues.

You maintain your accreditation by continuing to demonstrate, model, and lead innovative teaching and learning practices in relation to all of the applicable Standards.

NESA oversees the system of accreditation and recognition of teachers' professional capacity against the [Australian Professional Standards for Teachers \(the Standards\)](#) which includes the requirements and processes for maintaining HALT accreditation.

Completing the Maintenance of Accreditation Report

The teacher (Section 1):

- writes the HALT Maintenance of Accreditation Report (the Report) (in the first person) to demonstrate how their teaching practice continues to meet the Australian Professional Standards for Teachers (the Standards) at Highly Accomplished or Lead Teacher level
- nominates three to five referees, including their current principal/service director
- describes how their practice has been informed and improved by the professional development they have completed over the maintenance period
- checks that they have no outstanding accreditation fees. Teachers can check their fee balance by logging in to their NESA online account (eTAMS)
- signs and dates the Report (Section 1A)
- keeps a copy of their Report and gives the original to their principal.

The principal (Section 2 or 3):

- reviews the Report
- attests whether the teacher's Report is an accurate reflection of their teaching practice
- verifies whether the teacher's ongoing performance is satisfactory
- may choose to provide comments about the teacher's practice
- signs the Report at Section 2 or 3 and emails a copy of the Report to NESA at HALenquiry@nesa.nsw.edu.au by the end of the teacher's maintenance period.

The accreditation decision by NESA (Section 4)

The final part of the process is the accreditation decision, which is made by NESA, within 28 days of receiving the principal's attestation.

NESA's decision will be based on:

- the completed HALT Maintenance of Accreditation Report
- the principal's attestation
- your record of NESA Accredited PD in eTAMS.

NESA will contact at least one of the nominated referees when making the maintenance decision.

Section 1 – The Highly Accomplished or Lead Teacher

Teacher's full name:	
Accreditation level:	Teacher
NESA account number:	
School:	
Maintenance period end date:	

STANDARD 1 - KNOW STUDENTS AND HOW THEY LEARN

STANDARD 2 - KNOW THE CONTENT AND HOW TO TEACH IT

STANDARD 3 - PLAN FOR AND IMPLEMENT EFFECTIVE TEACHING AND LEARNING

STANDARD 4 - CREATE AND MAINTAIN SUPPORTIVE AND SAFE LEARNING ENVIRONMENTS

STANDARD 5 - ASSESS, PROVIDE FEEDBACK AND REPORT ON STUDENT LEARNING

STANDARD 6 - ENGAGE IN PROFESSIONAL LEARNING

STANDARD 7 - ENGAGE PROFESSIONALLY WITH COLLEAGUES, PARENTS/CARERS AND THE COMMUNITY

Provide contact details of three to five referees, including your current principal/service director

Referees			
Name	Professional Relationship	Contact phone	Email

Teacher's declaration and signature	
<p>I, _____ declare that this Report is an accurate account of my practice.</p>	
<p>Signature: _____ Date: _____</p>	

Section 2: The Principal – attestation and verification

(Note: if the principal intends to make a negative attestation or is unable to make an attestation, go to Section 3.)

Principal details	
Principal's full name:	_____
School:	_____
Contact phone number:	_____
Email address	_____

Principal attestation, verification and signature	
I attest that this Report is an accurate account of _____ 's practice against the <i>(teacher's full name)</i> Standards, and that they have met the NESAs requirements for maintenance of accreditation at Teacher level.	
I verify that their ongoing performance is satisfactory.	
Comments (optional)	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
Principal signature: _____	Date: _____

Section 3: The Principal – making a negative attestation or unable to make an attestation

In limited circumstances you may need to record:

- an attestation that the teacher's Report does not accurately reflect their practice and/or that their ongoing performance is unsatisfactory, or
- that you are unable to make an attestation about the teacher's practice and/or their ongoing performance.

Attesting that a teacher's Report does not reflect their practice

If you intend to make an attestation that the teacher's Report does not accurately reflect their practice and/or that their ongoing performance is unsatisfactory, **you must** notify the teacher of the issues with their practice, including:

- the reasons for your intended attestation, including the Standard Descriptors that the teacher does not meet
- details of the appropriate and timely support and advice provided to the teacher regarding their practice against the applicable Standards
- the feedback and support provided to the teacher, which may include intervention strategies or an improvement plan to support the teacher, and the outcome of implementing those strategies/plan/support; and
- the teacher's right to respond to the written notice within 28 days and address the issues identified.

NESA will request evidence of the notification to the teacher before making an accreditation decision.

Unable to make an attestation

You can only record that you are unable to make a maintenance attestation for a HALT if:

- the teacher has not worked in the school/service for long enough to allow you to confidently verify their performance or determine whether the teacher's Report is an accurate reflection of their practice; and/or
- information provided by the teacher's previous school/service (where applicable and subject to consent from the teacher) has not assisted you in making a valid and reliable judgement.

If unable to attest and verify at Section 2, and the requirements above have been met, you must complete and sign Section 3A OR Section 3B below.

Section 3A – negative attestation

I attest that _____'s Report does not reflect their practice and/or their ongoing performance is unsatisfactory.

I confirm that I notified the teacher of:

- the reasons for my intended attestation, including the Standard Descriptors that the teacher does not meet
- details of the appropriate and timely support and advice provided to the teacher regarding their practice against the applicable Standards
- the feedback and support provided to the teacher, which may include intervention strategies or an improvement plan to support the teacher, and the outcome of implementing those strategies/plan/support; and
- the teacher's right to respond to the written notice within 28 days and address the issues identified.

Provide reasons for your attestation and comments about the teacher's practice.

Principal signature: _____

Date: _____

Section 3B – unable to make an attestation

I am unable to make an attestation for _____'s maintenance of accreditation.

Choose your reason(s)

The teacher has not worked in the school for long enough to allow me to confidently verify their performance or determine whether the teacher's Report is an accurate reflection of their practice.

The information provided by the teacher's previous school has not assisted me in making a valid and reliable judgement.

Comments (optional)

Principal signature: _____

Date: _____

Section 4: NESAs

NESA will complete and sign Section 4A or Section 4B

SECTION 4A NESA: Teacher <u>MEETS</u> requirements for maintenance of accreditation	
I determine that _____ meets NESA's requirements for maintenance of accreditation. <i>(teacher's full name)</i>	
NESA officer's full name:	_____
Position:	_____
Signature:	_____
Date:	_____

SECTION 4B NESA: Teacher <u>DOES NOT MEET</u> requirements for maintenance of accreditation	
I determine that _____ does not meet NESA's requirements for maintenance of accreditation. <i>(teacher's full name)</i>	
NESA officer's full name:	_____
Position:	_____
Signature:	_____
Date:	_____
If the teacher does not meet the requirements, NESA will issue 14 days' written notice of an intention to suspend the teacher's higher-level accreditation.	