

# Maintaining Proficient Teacher Accreditation Procedure

Information for K-12 teachers, early childhood teachers and non-school/service based teachers

November 2023

# Information for teachers

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## Why must teachers maintain their accreditation?

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 Proficient Teacher accreditation.

As a Proficient Teacher you must maintain accreditation at the mandatory level of Proficient Teacher to continue to teach in a NSW school/service. Maintenance requirements apply to all teachers whether you are full-time, part-time or casual.

Maintenance of Proficient Teacher accreditation is voluntary for non-school/service based teachers.

Teachers accredited at Proficient Teacher have already demonstrated their practice meets the Standards. The focus of maintaining Proficient Teacher is to stay up to date with professional practice by meeting professional development (PD) requirements.

Teachers who meet PD requirements will remain accredited at Proficient Teacher unless grounds for suspension or revocation of their accreditation arise.

## Professional development supports your continual professional growth

Through engaging in ongoing PD activities, you update your knowledge and skills in pedagogy, curriculum, learning and assessment, wellbeing and safety in order to have the greatest impact on improving student/child learning.

## How long is an accreditation maintenance cycle?

Your type of employment determines how long you have to meet your maintenance requirements.

<b>Full-time</b>	5 years
<b>Casual or part-time</b>	7 years

Teachers employed on a full-time basis have five years to complete maintenance requirements.

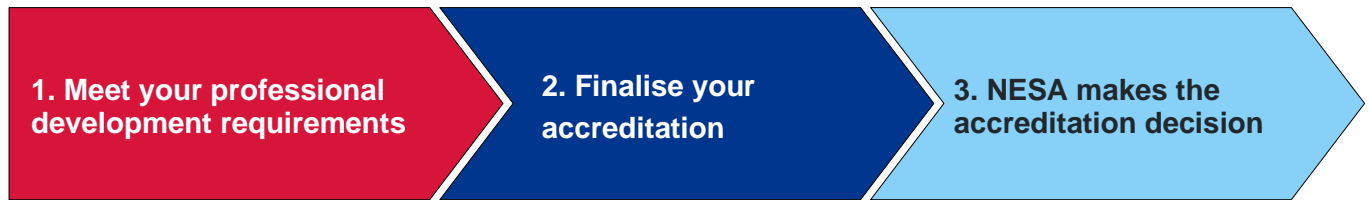
Teachers employed on a casual or part-time basis have seven years to complete maintenance requirements, in recognition of the nature of their employment. Teachers can provide evidence of employment to NESA to adjust their timeframe from five to seven years.

These procedures should be read in conjunction with your employer's internal procedures.

All teachers must also meet the conditions of accreditation set out in [Section 1 of the NSW Teacher Accreditation Manual](#) (TA Manual) to remain accredited in NSW.

# Overview of the maintenance of Proficient Teacher accreditation

## At a glance



## 1. Meet your professional development requirements

To maintain your accreditation, you will need to engage in a range of ongoing PD activities.

### Meeting your professional development requirements

By the end of your maintenance period, you must have completed a minimum of 100 hours of PD related to the Standards at or above Proficient Teacher. These hours must be made up of a minimum of 50 hours of NESA Accredited PD which must include PD in each of the mandatory [priority areas](#), with the balance of the 100 hours being any combination of NESA Accredited PD and/or Elective PD.

#### Non-school/service based teachers

Maintenance of Proficient Teacher accreditation is **voluntary** if you are in a [non-school/service based role](#). You can maintain your accreditation if you are able to meet the required 100 hours of PD by the end of your maintenance period.

If you have limited opportunity to access relevant PD that is aligned to the Standards in your current role, you can consider putting your accreditation on hold by applying for a [Leave of Absence](#) or switching to [Non-practising accreditation](#), depending on your situation.

You cannot teach in any NSW school or service as a Non-practising teacher, or while you are on a Leave of Absence.

### Evaluate your NESA Accredited PD

Records of completed NESA Accredited PD are entered in your NESA online account (eTAMS) by the course provider. You must complete and evaluate in your NESA online account (eTAMS), a minimum of 50 hours of NESA Accredited PD which must include PD in each of the mandatory [priority areas](#):

- delivery and assessment of NSW Curriculum/Early Years learning Framework (as applicable)
- student/child mental health
- students/children with disability
- Aboriginal education and supporting Aboriginal students/children.

Optional priority area:

- Leadership to support learning outcomes of students/children.

The balance of your 100 hours can be any combination of NESA Accredited PD and/or Elective PD.

## Record your Elective PD

You must retain a record of any completed Elective PD that captures the date completed, the Standard Descriptors addressed and the duration of the activity or course. You must keep your record for 12 months after you have submitted your maintenance. An optional PD log template can be found on our [website](#).

## Our Elective PD guidelines can help you plan your PD

You are responsible for identifying your PD needs and planning your learning throughout your maintenance period. Guidelines to help plan your Elective PD can be found on our [website](#).

## Where to find examples of Elective PD

Examples of Elective PD are on our [website](#) and include activities such as:

- any course and/or activity in a priority area that is not accredited
- legislative requirements (e.g., anaphylaxis, child protection, sectoral/school/service policy requirements etc.)
- educational leadership
- relevant further study or professional commitment activities.

## NESA may audit your Elective PD record

As part of NESA's quality assurance processes, we will conduct random audits of teachers' Elective PD records after they have submitted their maintenance. If you are audited, you will need to provide your record within 28 days. More details on NESA's quality assurance processes can be found on our [website](#).

# 2. Finalise your accreditation

If you have met your [PD requirements](#) you can submit your maintenance to NESA in the final three months of your timeframe through your NESA online account (eTAMS).

## Steps to finalise your maintenance

- Confirm your employment details are correct in your NESA online account (eTAMS)
- Declare that you have met the required 100 hours of PD related to Standards at or above Proficient Teacher for this maintenance period
- Acknowledge your understanding that you must retain a record of any Elective PD up to 12 months after the end of the maintenance period and provide it to NESA if requested as part of NESA's quality assurance process.

You will receive an email to confirm you have submitted your maintenance.

### Casual teacher tips

If you are a casual teacher, you should update your employment details to reflect the school/service that you most often teach.

## 3. NESAs make the accreditation decision

The final part of the process is the accreditation decision, which is made by NESAs within 28 days after you submit your maintenance. NESAs' decision will be based on your declaration that you have met your PD requirements.

### Starting a new maintenance period

You will be notified of the accreditation decision by email. Where NESAs decide that you have maintained your accreditation, you will start a new maintenance period the day after your current maintenance period ends.

## 'What if' scenarios for teachers

### What if my principal/service director/employer identifies an issue(s) with my practice that may impact my accreditation?

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Your principal/service director/employer must provide you with support in line with their internal procedures and as part of the employer's performance process, including to:

- provide you with timely feedback about the issues identified with your practice at the Proficient Teacher Standards
- address issues related to your practice not maintaining the applicable Standards as and when they arise at any point during the maintenance period
- address any concerns relating to your ongoing professional practice through appropriate support.

Work with your principal/service director/employer to resolve the issue(s) they have identified.

#### Definition of a 'service director'

A 'service director' is a teacher accredited at Proficient Teacher or above who has some seniority over the teachers whose practice they are making an accreditation recommendation or attestation for. This teacher may not have the title of 'service director' as it is commonly known in an early childhood service. The function of the service director may be assigned to an accredited teacher in the same service, or may be delegated to another teacher within the employer.

### What if my principal/service director/employer determines that I have not maintained my practice at Proficient Teacher?

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If your principal/service director/employer identifies that you are at risk of not maintaining your practice at Proficient Teacher following the completion/substantial completion of a performance process, they must:

- advise you of the employer's obligation to notify NESAs if grounds for suspension and revocation of your teacher accreditation are determined
- notify you of the determination following a completed/substantially completed performance process if you are found to not meet the Standards at Proficient Teacher
- give you 28 days to respond to the notice before a principal/service director/employer notifies NESAs of the relevant decision.

## Notice periods

All references to a number of days in this procedure excludes school holidays and employer shutdown periods (as applicable), except where NESAs issues 14 days' written notice of an intention to revoke or suspend a teacher's accreditation (which includes school holidays and employer shutdown periods).

The notification to you must include:

- the reasons for the principal/service director/employer's decision, including the Standard Descriptors that your practice does not meet
- details of the appropriate and timely support and advice provided to you regarding maintaining practice at the Standards
- the feedback and support provided to you, which may include intervention strategies or an improvement plan to support you, and the outcome of implementing those strategies/plans/support; and
- your right to respond to the written notice within 28 days and address the issues identified.

## Employer's performance process

- Employers must provide appropriate and timely support to the teacher to meet the specific Standard Descriptor(s) identified as an issue in the teacher's practice.
- A **substantially completed** performance process relates specifically to the circumstance when the employer has provided the relevant support to address identified issues and a determination has been made that a teacher's practice does not meet the Standards at Proficient Teacher, but the teacher resigns prior to having fully completed the performance process, and an employer accepts that resignation.

## Notification to NESAs

Following the completion/substantial completion of the performance process, if it is determined that you have not maintained your practice at Proficient Teacher, your principal/service director/employer must notify NESAs of the decision by:

- providing written notification to NESAs of the decision within 28 days of the date of the decision
- including in the written notification evidence relating to your failure to maintain the Standards.

The notification can happen at any time during your maintenance period.

Evidence that accompanies the notification to NESAs ([Section 11.5.1 of the TA Manual](#)) must include:

- reasons for the decision that you fail to meet the Standards
- evidence that you failed to demonstrate that your teaching practice continues to meet the applicable Standards/Standard Descriptors at any time during your maintenance period
- evidence that you have been given written notice and 28 days to respond to your principal's/service director's or employer's judgement that you have failed to maintain your practice at the Standards, including any response they received from you; and
- evidence that you have been provided with appropriate and timely support and advice about maintaining practice at the Standards, in line with the employer's internal procedures for maintenance of accreditation.

## Relevant decision

A 'relevant decision' in relation to a teacher's performance is a decision:

- to dismiss or place employment conditions on a teacher because of the teacher's failure to demonstrate that their teaching practice continues to meet the applicable Standards
- to accept the resignation of a teacher prior to the substantial completion of a performance process and/or taking disciplinary action that could lead to the termination of the teacher's employment for failing to demonstrate that their teaching practice continues to meet the applicable Standards.

## What if NESA has made the decision that I have not maintained my practice at Proficient Teacher?

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Where NESA is notified by a principal/service director/employer that your practice does not meet the Standards, NESA:

- may contact your principal/service director/employer and request further information or documentation to ensure due process has been followed and to inform our decision, and
- will review the evidence provided by your employer and make an accreditation decision
- may place conditions on your accreditation for a period of time and review your accreditation at the end of the period.

If NESA finds that you have failed to maintain your accreditation, NESA will issue 14 days' written notice of an intention to [revoke](#) your accreditation. You can respond to the notice and provide relevant information to inform NESA's decision.

You can also apply to NESA for an [internal review](#) of a decision that you have not maintained your accreditation.

If you are not satisfied with the outcome of the internal review, you can apply to the NSW Civil and Administrative Tribunal (NCAT) for a review of NESA's decision.

## What if I am due to submit my maintenance and I have not met my PD requirements?

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Check the [NESA website](#) for PD courses.

Engage in NESA Accredited and/or [Elective PD](#).

You can apply to NESA for an [extension](#) to your timeframe in certain circumstances.

- In the final six months before your due date you can apply to NESA, providing evidence of the grounds for your extension request.

Grounds for an extension of a teacher's accreditation timeframe include:

- illness and misadventure
- carer responsibilities
- undertaking further study; or
- other applicable professional or individual circumstances.

## What if I do not meet the PD requirements and/or fail to submit my maintenance by the end of my timeframe?

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If you have grounds, you should first consider applying for an [extension](#) to your timeframe.

You will be at risk of having your accreditation suspended if you do not:

- complete the steps to [finalise](#) your maintenance by the end of your timeframe; or
- meet the minimum NESA Accredited PD requirements; or
- provide your Elective PD log within 28 days if requested by NESA.

In these cases, NESA will issue you with 14 days' written notice of an intention to suspend your accreditation for failing to meet your maintenance requirements.

The notification to you will include:

- the grounds for the suspension of your accreditation
- advice that you may make a submission to NESA about the intention to suspend your accreditation within 14 days.

If at the end of the 14 day notice period, the grounds to suspend your accreditation remain, NESA will notify you that your accreditation has been suspended and immediately remove you from the NSW Public Register of Teachers.

A teacher whose accreditation is suspended is no longer accredited and is not eligible to be employed as a teacher in any NSW school/service.

### **Review of suspended accreditation**

NESA will review the suspension of your accreditation every 3 months to determine whether the grounds for suspension remain. If the grounds for suspension remain for 12 months or more, NESA may decide to revoke your teacher accreditation.



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# NSW Education Standards Authority

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