

# Applying for Proficient Teacher Accreditation Procedure

Interim arrangements for early childhood teachers,  
accreditation supervisors and employers

May 2024

# Information for early childhood teachers

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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 achieving Proficient Teacher. The functions of NESA do not extend to industrial matters concerning teachers, such as the salaries or employment conditions of teachers.

This document outlines the procedures for early childhood teachers to achieve Proficient Teacher accreditation. Each of the steps is further described in the supporting resources which are linked to throughout this document. These procedures should be read in conjunction with your employer's internal procedures

## What is Proficient Teacher accreditation?

Teachers enter the profession provisionally or conditionally accredited and develop their teaching practice as they work towards achieving the mandatory accreditation level of Proficient Teacher.

Proficient Teacher accreditation is a school/service-based process that supports teachers to develop their practice aligned with [the Standards](#). It is a structured school/service-based process where teachers are supported by their colleagues, schools/services and the profession.

Provisionally and conditionally accredited teachers develop their practice throughout their daily work in a school/service by participating in a range of professional activities. Teachers engage in professional activities across the three domains of teaching: Professional Knowledge, Professional Practice and Professional Engagement.

### Conditionally accredited teachers

An applicant undertaking an ACECQA approved early childhood qualification may be accredited at Conditional and eligible for employment in a NSW school. Teachers in these cases are not eligible for employment as a teacher in an early childhood service until they have completed their ACECQA approved early childhood qualification.

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

## How long does accreditation take?

You must achieve Proficient Teacher accreditation within a set timeframe. Your timeframe is based on your employment at the time you were initially accredited.

Work type	Provisionally accredited teachers	Conditionally accredited teachers
Full-time	3 years	4 years
Casual or part-time	5 years	6 years

As a guide, a minimum of 160 days of teaching should give a provisionally or conditionally accredited teacher adequate opportunity to meet the accreditation requirements.

# Overview of the Proficient Teacher accreditation process

## At a glance



## 1. Begin your application in eTAMS

### Complete the online orientation course

Read NESA's Welcome to Teacher Accreditation pack and complete NESA's mandatory online Proficient Teacher Orientation Course).

We recommend that you complete the Orientation Course in the first three months of becoming provisionally or conditionally accredited, but you must complete it before you submit your Proficient Teacher application. (You can complete the Orientation Course as often as you need to.)

We also recommend you attend a [NESA workshop](#) on working towards Proficient Teacher accreditation.

### Talk with your service director

Discuss your readiness to begin your application for Proficient Teacher accreditation with your service director.

#### Definition of 'service director'

For the purposes of this procedure, a 'service director' is a teacher accredited at Proficient Teacher or above who has 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. If there is no one to carry out the function of the service director role, the employer must contact NESA at [ECTaccreditation@nesa.nsw.edu.au](mailto:ECTaccreditation@nesa.nsw.edu.au).

#### Casual teacher tips

To begin your accreditation approach the service director of the service where you most often teach.

### Be allocated an Accreditation Supervisor

When you are ready to begin your application you will be allocated an Accreditation Supervisor. Your Accreditation Supervisor will support you through the process to achieve Proficient Teacher accreditation.

Confirm the service that has agreed to support you with your Proficient Teacher accreditation in your [NESA online account \(eTAMS\)](#). For the majority of early childhood teachers, NESA will manage the

allocation of an Accreditation Supervisor to you. When an Accreditation Supervisor has been allocated, you will be notified and will be able to see this in your NESA online account (eTAMS).

Large employers operating ten or more services will allocate Accreditation Supervisors to their teachers working towards Proficient Teacher and advise NESA of the allocation.

NESA will allocate Accreditation Supervisors to teachers working in employers operating fewer than ten services.

## Read the Standards

Read and understand [the Australian Professional Standards for Teachers](#) at the Proficient Teacher career stage.

## 2. Develop your practice

### Engage in professional activities across the three domains of teaching

Develop your teaching practice through engaging in a range of professional activities across the three domains of teaching, including teaching experience, reflection and seeking guidance and feedback from colleagues.

#### Collect documentary evidence of your practice

Collect documentary evidence of your teaching practice as outlined in the [Proficient Teacher Evidence Guide](#).

The documentary evidence should be produced over time as a natural outcome of teaching and not be created for the specific purpose of accreditation.

#### Tips for documentary evidence

Your documentary evidence does not need to demonstrate all 37 Standard Descriptors, but it must collectively address at least one Standard Descriptor from each of the seven Proficient Teacher Standards.

If you are teaching across multiple services (or schools) you can have your evidence authenticated by a Proficient Teacher or above in their NESA online account (eTAMS).

Engage in ongoing discussions with your Accreditation Supervisor as you collect documentary evidence, engage in professional activities and reflect on your practice to:

#### Select 5-8 items of evidence from your collection

Each item of documentary evidence must address 2–4 Standard Descriptors for submission in your NESA online account (eTAMS).

#### Annotate your 5-8 items of evidence

Write the [annotations](#) for the selected items of documentary evidence in your NESA online account (eTAMS).

#### Complete an observation of your practice

Organise an observation of your teaching practice with your Accreditation Supervisor. The [observation](#) needs to include the three phases of the observation: the planning, observing and reflecting. Where it is not possible for your Accreditation Supervisor to conduct the observation in-person you may arrange a recorded observation.

Upload your completed [observation report](#) to your NESA online account (eTAMS).

Act on any feedback from your Accreditation Supervisor.

## 3. Finalise your application

### Submit your application in eTAMS

When you and your Accreditation Supervisor agree that your application is ready, submit it in your NESA online account (eTAMS).

In determining your readiness, the Accreditation Supervisor makes a holistic judgement that your practice aligns to all 37 Standard Descriptors at the Proficient Teacher level, based on:

- their knowledge of your practice
- professional conversations with you throughout the accreditation period
- your representative selection of 5-8 items of annotated documentary evidence of practice demonstrating your practice at the level of the Proficient Teacher Standards.

### Accreditation Supervisor makes a declaration

Your Accreditation Supervisor will review your evidence in relation to the Standards and may send it back to you for revisions if needed.

When your Accreditation Supervisor makes a holistic judgement that your practice meets the Standards for Proficient Teacher, they will make and send a declaration to NESA within 28 days of the date you submitted your application, and you will be notified of this by email.

### NESA officer makes an accreditation recommendation

A NESA officer will review your application and make a recommendation about your accreditation within 28 days of the declaration.

The NESA officer may also send you a request for revisions to your documentary evidence.

You will get an email when the accreditation recommendation has been made.

## 4. NESA makes the accreditation decision

### NESA makes an accreditation decision

The final part of the process is the accreditation decision, which is made by NESA within 28 days of the recommendation. You will be notified of the accreditation decision by email.

### Your first maintenance of accreditation begins

If NESA accredits you at Proficient Teacher, you will start your first maintenance period on the day the accreditation decision is made, and NESA will issue you a certificate.

# 'What if' scenarios for teachers

## What if I cannot find a service to support me to work towards Proficient Teacher accreditation?

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If you are a casual teacher working across more than one employer, and the employer you approached is not able to support you, reach out to another employer who you have established a relationship with to support you in your accreditation. A block of teaching of several weeks or more with one employer may assist casual teachers to seek the support of an employer.

If you are unsure how to be supported while working towards Proficient Teacher, contact NESA at [ECTaccreditation@nesa.nsw.edu.au](mailto:ECTaccreditation@nesa.nsw.edu.au)

## What if my Accreditation Supervisor tells me there is an issue(s) with my practice aligned to the Proficient Teacher Standards?

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Act on all feedback from your Accreditation Supervisor to address the issue(s).

If your Accreditation Supervisor thinks that the issue(s) may impact the accreditation recommendation, they will notify a NESA officer within 28 days of becoming aware of the issue(s) and NESA will request that your Accreditation Supervisor advise you of the issue(s) in writing. NESA will also notify your service director within 28 days of becoming aware of the issue(s) where applicable.

Read the written notice from the Accreditation Supervisor and talk to them about the Standard Descriptor(s) you have not yet met, and how to further develop your practice to meet those Standard Descriptors.

## What if my Accreditation Supervisor has made a declaration that my practice does not meet the Proficient Teacher Standards?

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Your Accreditation Supervisor has to give reasons for this kind of declaration. You should read their evaluative comments in your NESA online account (eTAMS).

A NESA officer will review your whole application, including the declaration, and can:

- ask you to make revisions to your application
- make a recommendation to accredit you, or
- make a recommendation to not accredit you.

If the NESA officer asks for revisions, discuss them with your Accreditation Supervisor. Review which Standard Descriptors you have not met and what you need to do to fully demonstrate them. Reach an agreement with your Accreditation Supervisor when you are ready to resubmit.

## What if I move to another employer before a recommendation is made?

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NESA will continue to make a recommendation on your accreditation as long as the Accreditation Supervisor has made their declaration, regardless of where you are teaching.

## **What if the recommendation is to not accredit me at Proficient Teacher?**

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NESA officers are only able to make a recommendation to not accredit where:

- the teacher has completed at least 160 days of teaching
- the Accreditation Supervisor has fulfilled their responsibilities
- NESA has contacted the teacher's previous school/service, where relevant
- the teacher was given the opportunity to revise their evidence and meet the requirements for accreditation at Proficient Teacher and the teacher has failed to do so.

You and your employer will receive 28 days' written notice from NESA of an intention to recommend to not accredit you at Proficient Teacher and the reasons why. After reading the written notice you should respond to the reasons provided and any requests made.

If you respond to the written notice, the NESA officer will consider your response before making a recommendation.

If you do not respond, the NESA officer will make a recommendation within 28 days of the notice.

NESA will make a decision to accredit or not accredit you within 28 days of the recommendation and will notify you and your employer of the decision.

## **What if NESA has made the decision to not accredit me at Proficient Teacher?**

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Read the written notice from NESA outlining the reasons why the decision was made.

If you are still within your accreditation timeframe, you will stay accredited at Provisional or Conditional level and can continue to teach until the end of the timeframe. Your Proficient Teacher application will be closed. You will need to start a new application and can resubmit at a later date as long as you are within your timeframe.

You may have grounds to apply to NESA for an extension to your timeframe to achieve Proficient Teacher if you are running out of time. If you cannot achieve Proficient Teacher accreditation by the end of your maximum timeframe your accreditation may be ceased. You may apply for [re-accreditation after ceasing](#) to re-enter the teaching profession.

You can apply to NESA for an [internal review](#) of a decision to not accredit you.

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 to not accredit you.

## **Can my accreditation timeframe be extended?**

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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 am unable to achieve Proficient Teacher by the end of my timeframe?**

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If you do not gain Proficient Teacher accreditation by the end of your maximum accreditation timeframe (or extended timeframe, if applicable) your accreditation will cease.

A teacher whose accreditation ceases is no longer accredited and is not eligible for employment as a teacher in any NSW school/service. They may apply for [re-accreditation after ceasing](#) to re-enter the teaching profession.

# Information for Accreditation Supervisors

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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 achieving Proficient Teacher. The functions of NESA do not extend to industrial matters concerning teachers, such as the salaries or employment conditions of teachers.

This document outlines the procedure for Accreditation Supervisors of provisionally or conditionally accredited teachers applying for Proficient Teacher accreditation. Each of the steps is further described in the supporting resources which are linked to throughout this document. These procedures should be read in conjunction with your employer's internal procedures

## What is Proficient Teacher accreditation?

Teachers enter the profession provisionally or conditionally accredited and develop their teaching practice as they work towards achieving the mandatory accreditation level of Proficient Teacher.

Proficient Teacher accreditation is a school/service-based process that supports teachers to develop their practice aligned with the Standards. It is a structured school/service-based process where teachers are supported by their colleagues, schools/services and the profession.

Provisionally and conditionally accredited teachers develop their practice throughout their daily work in a school/service by participating in a range of professional activities. Teachers engage in professional activities across the three domains of teaching: Professional Knowledge, Professional Practice and Professional Engagement.

### Conditionally accredited teachers

An applicant undertaking an ACECQA approved early childhood qualification may be accredited at Conditional and eligible for employment in a NSW school. Teachers in these cases are not eligible for employment as a teacher in an early childhood service until they have completed their ACECQA approved early childhood qualification.

## Accreditation Supervisors help teachers achieve Proficient Teacher accreditation

Accreditation Supervisors play an important role in supporting provisionally or conditionally accredited teachers to develop their practice aligned with the Standards at Proficient Teacher and to guide them through the accreditation process.

Large employers operating ten or more services will allocate Accreditation Supervisors to their teachers working towards Proficient Teacher and advise NESA of the allocation.

NESA will allocate Accreditation Supervisors to teachers working in employers operating fewer than ten services.

# Overview of the Proficient Teacher accreditation process

## At a glance



## 1. Support teacher to begin their application

### Accreditation Supervisor requirements

An Accreditation Supervisor must be accredited at Proficient Teacher or above. An accredited teacher at Proficient Teacher or above who is on a Leave of Absence or accredited as a Non-practising teacher may be appointed as an Accreditation Supervisor if there is no one else available.

All Accreditation Supervisors supporting early childhood teachers must complete mandatory NESA training.

### Accept your role in eTAMS

You will see an ‘Accreditation Supervisor’ dashboard in your NESA online account (eTAMS) when you have accepted the allocation of a teacher. This will appear in your dashboard as a task.

When you accept the task in your NESA online account (eTAMS) the teacher will be notified.

### Work with your teacher

Encourage the teacher who you are supporting to attend a [NESA workshop](#).

Make sure the teacher has updated their employment details **and that you are allocated as their Accreditation Supervisor** in both your [NESA online account \(eTAMS\)](#) and theirs.

Discuss a plan to support the teacher to develop their practice to meet Proficient Teacher requirements.

If the teacher is collecting documentary evidence across multiple services and/or schools, you can ask the teacher to get this authenticated in their NESA online account (eTAMS).

### Help your teacher understand the Standards

Support the teacher to read and understand [the Standards](#) at the Proficient Teacher career stage.

You will need to conduct an observation of the teacher’s teaching practice. The [observation](#) needs to include the three phases of the observation: the planning, observing and reflecting. Where it is not possible to conduct the observation in-person you may arrange with the teacher to complete a recorded observation.

The teacher then needs to complete the reflection on the [observation report](#) you have written, and upload the report to their NESA online account (eTAMS).

## 2. Developing the teacher

Encourage the teacher you are allocated to read NESA's welcome pack and complete NESA's mandatory online Proficient Teacher Orientation Course. Teachers must complete the Orientation course before they can submit their application for Proficient teacher accreditation.

### Help your teacher gather evidence

You will support the teacher to:

- select 5–8 items of documentary evidence (each addressing 2–4 Standard Descriptors) for submission in their NESA online account (eTAMS). Review and give feedback
- write the annotations for the selected items of documentary evidence in their NESA online account (eTAMS).

### Encourage the teacher to reflect

Support the teacher to develop their teaching practice as they reflect upon their engagement in professional activities including teaching experience, professional reflection and seeking feedback from colleagues.

### Review your teacher's evidence and annotations

Review and give feedback to the teacher on their collection of documentary evidence and [annotations](#). You should use the Proficient Teacher Evidence Guide – Early Childhood Teachers available on NESA's website to guide your feedback. The documentary evidence should be produced over time as a natural outcome of teaching and not be created for the specific purpose of accreditation.

## 3. Support the teacher to finalise their application

When you and the teacher agree that their application is ready, ask the teacher to submit it in their NESA online account (eTAMS). You will receive notification when this arrives in your NESA online account (eTAMS) account.

### Making a holistic judgement that the teacher is ready to finalise their application

Your holistic judgement is based on:

- professional conversations with the teacher throughout their accreditation period
- your knowledge of their practice over time
- the 5-8 items of annotated documentary evidence selected to represent their practice
- any feedback and support provided to the teacher which may include an improvement plan or other intervention, and the outcome of such intervention, where applicable.

The teacher does not need to provide documentary evidence that demonstrates all 37 Standard Descriptors. However, their selected evidence must collectively address at least one Standard Descriptor from each of the seven Proficient Teacher Standards.

## **Review your teacher's application**

Review the application in your NESA online account (eTAMS) to make sure that the documentary evidence and annotations align to the nominated Standard Descriptors for Proficient Teacher. If any revisions are needed, you can return the application (more than once, if necessary) to the teacher in your NESA online account (eTAMS).

## **Complete your declaration**

When, in your holistic judgement, you are satisfied that the teacher's practice meets all 37 Standard Descriptors for Proficient Teacher, make a declaration in your NESA online account (eTAMS) to NESA, within 28 days of the date the teacher submitted their application.

The teacher will receive confirmation by email when you have made the declaration.

A NESA officer will be notified of your declaration and will make an accreditation recommendation to NESA within 28 days of your declaration.

The NESA officer may ask for revisions to the teacher's application and you should continue to support the teacher to meet the requirements of accreditation. If the NESA officer asks for revisions, you will need to make a new declaration once the teacher has completed the requested revisions.

## **4. NESA makes the accreditation decision**

### **NESA makes an accreditation decision**

The final part of the process is the accreditation decision, which is made by NESA within 28 days of the recommendation. The teacher will be notified of the accreditation decision by email.

### **The first maintenance of accreditation begins**

If NESA accredits the teacher at Proficient Teacher, they will start their first maintenance period on the day the accreditation decision is made, and NESA will issue them a certificate.

# 'What if' scenarios for Accreditation Supervisors

## What if I identify that the teacher has issues with their practice aligned to the Proficient Teacher Standards?

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As part of the ongoing discussions with the teacher, give feedback and develop a plan to specifically address the Standard(s) or specific Standard Descriptors they are yet to demonstrate in their practice and/or evidence.

If you think that the issue(s) may impact the accreditation recommendation, you should advise NESA at [ECTAccreditation@nesa.nsw.edu.au](mailto:ECTAccreditation@nesa.nsw.edu.au). NESA will advise you to provide written notice to the teacher within 28 days of becoming aware of the issue(s).

## What if my holistic judgement is that the teacher I am supervising is yet to meet the Proficient Teacher Standards and they have already submitted?

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Review the teacher's evidence in your NESA online account (eTAMS) and give specific feedback on Standard Descriptors that are not demonstrated in the documentary evidence. Return the application to the teacher for revision. Continue to support the teacher to strengthen the documentary evidence to demonstrate the nominated Standard Descriptors.

If necessary, contact NESA for advice and support.

If, after contacting NESA and providing support to the teacher, it is still your holistic judgement that the teacher's practice does not yet meet each of the Proficient Teacher Standards, you may make a declaration that the teacher has not demonstrated practice at the Proficient Teacher Standards. You must make the declaration within 28 days of the teacher submitting their application.

If you make a declaration that the teacher has not demonstrated the practice at the Proficient Teacher Standards, you must provide evaluative comments in your NESA online account (eTAMS) which outline:

- the issues
- the Standard Descriptors not yet demonstrated
- the feedback and support offered to the teacher
- the teacher's response to the feedback and support.

Discuss your intention to make this declaration with a NESA officer.

# Information for employers

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 achieving Proficient Teacher. The functions of NESA do not extend to industrial matters concerning teachers, such as the salaries or employment conditions of teachers.

This document outlines the procedures for employers supporting teachers working towards Proficient Teacher accreditation.

## What is Proficient Teacher accreditation?

Teachers enter the profession provisionally or conditionally accredited and develop their teaching practice as they work towards achieving the mandatory accreditation level of Proficient Teacher.

Proficient Teacher accreditation is a school/service-based process that supports teachers to develop their practice aligned with [the Standards](#). It is a structured school/service-based process where teachers are supported by their colleagues, schools/services and the profession.

Provisionally and conditionally accredited teachers develop their practice throughout their daily work in a school/service by participating in a range of professional activities. Teachers engage in professional activities across the three domains of teaching: Professional Knowledge, Professional Practice and Professional Engagement.

### Conditionally accredited teachers

An applicant undertaking an ACECQA approved early childhood qualification may be accredited at Conditional and eligible for employment in a NSW school. Teachers in these cases are not eligible for employment as a teacher in an early childhood service until they have completed their ACECQA approved early childhood qualification.

Employers play an important role in the accreditation process by providing support to teachers to develop their practice to meet the Standards for Proficient Teacher. Many employers support Proficient Teachers to be trained by NESA as Accreditation Supervisors who can guide teachers to meet NESA's requirements for Proficient Teacher accreditation.

### Definition of 'service director'

For the purposes of this procedure, 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. If there is no one to carry out the function of the service director role, the employer must contact NESA at [ECTAccreditation@nesa.nsw.edu.au](mailto:ECTAccreditation@nesa.nsw.edu.au).

## **Definition of early childhood teacher employers**

Employers in an early childhood context are entities who employ and appoint teachers to the position of an early childhood teacher in an approved service. Employers may hold more than one Provider Approval.

Employers are responsible for ensuring that any individual they employ as a teacher is actively accredited to teach in NSW.

## **Supporting Provisional or Conditional Teachers**

Employers are responsible for supporting Provisional or Conditional teachers to work towards Proficient Teacher accreditation. The following section provides information for employers about the process and how to support teachers.

# Overview of the Proficient Teacher accreditation process

## At a glance



## 1. Allocation of an Accreditation Supervisor

Teachers working for employers operating fewer than ten services will be allocated a NESA-trained Accreditation Supervisor by NESA.

Large employers operating ten or more services are required to advise NESA of the allocation of Accreditation Supervisors to their teachers working towards Proficient Teacher. You may have internal procedures that can guide you and the teachers on the allocation of Accreditation Supervisors.

An Accreditation Supervisor must:

- be accredited at Proficient Teacher or above
- have sound knowledge of the teacher's in-school/in-service daily practice in relation to the Standards, and
- provide ongoing support and feedback to the teacher on their practice throughout the accreditation period.

[Contact NESA](#) if you require further information regarding the allocation of Accreditation Supervisors to your teachers.

## 2. Support teachers to develop their practice

### Encourage completion of the online orientation course

Encourage Provisional or Conditional teachers who are new to your service(s) to read NESA's welcome pack, complete NESA's mandatory online Proficient Teacher Orientation Course and attend a [NESA workshop](#). This can be completed in conjunction with the induction program you provide for teachers employed at your service(s).

Your teachers should read and understand the [Australian Professional Standards for Teachers](#) at the Proficient Teacher career stage.

### Support your teachers to engage in professional activities across the three domains of teaching

Support your teacher to develop their practice through engaging in a range of professional activities across the three domains of teaching, including reflection and seeking guidance and feedback from colleagues.

Your teachers will be well supported where you offer avenues of ongoing guidance and feedback about their practice in relation to the Standards for Proficient Teacher.

## **Documentary evidence of teachers' practice**

Provisional and Conditional teachers are required to collect documentary evidence of their teaching practice as outlined in the [Proficient Teacher Evidence Guide](#).

The documentary evidence should be produced over time as a natural outcome of teaching and not be created for the specific purpose of accreditation.

Teachers should engage in ongoing discussions with their Accreditation Supervisor as they collect documentary evidence, engage in professional activities and reflect on their practice.

### **Tips for documentary evidence**

The teacher does not need to provide documentary evidence that demonstrates all 37 Standard Descriptors. However, their selected evidence must collectively address at least one Standard Descriptor from each of the seven Proficient Teacher Standards.

## **Teachers will need to collect documentary evidence**

The documentary evidence must include:

- 5-8 items across the seven Standards
- each item of documentary evidence must address 2–4 Standard Descriptors
- [annotations](#) for the selected items of documentary evidence.

## **Observation of practice**

An [observation](#) will be completed by the Accreditation Supervisor. It needs to include the three phases of the observation: the planning, observing and reflecting. The observation may be face to face or recorded.

The teacher submits their documentary evidence and observation in their NESA online account (eTAMS).

## **3. Finalising the application**

### **Accreditation Supervisor reviews the documentation**

The Accreditation Supervisor reviews a teacher's documentary evidence and provides feedback where required.

The Accreditation Supervisor will [contact NESA](#) at [ECTaccreditation@nesa.nsw.edu.au](mailto:ECTaccreditation@nesa.nsw.edu.au) if they have questions about the readiness of the teacher to submit their application, or about their declaration.

### **Accreditation Supervisor makes a declaration**

When the Accreditation Supervisor makes a holistic judgement as to whether the teacher's practice aligns to all 37 Standard Descriptors at the Proficient Teacher level, they will make a declaration in their NESA online account (eTAMS).

## The accreditation recommendation

A NESA officer will make an accreditation recommendation within 28 days of the Accreditation Supervisor's declaration, based on the:

- annotated documentary evidence
- observation report
- Accreditation Supervisor's declaration.

The NESA officer may ask for revisions (more than once, if necessary) to the application before making a recommendation. They will notify the Accreditation Supervisor who should continue to support the teacher to meet the requirements and address the NESA's requested revisions.

If revisions are requested, the Accreditation Supervisor will need to make a new declaration before a NESA officer can finalise an accreditation recommendation.

## 4. NESA makes the accreditation decision

### NESA makes an accreditation decision

The final part of the process is the accreditation decision, which is made by NESA within 28 days of the recommendation. The teacher will be notified of the accreditation decision by email.

### The first maintenance of accreditation begins

If NESA accredits the teacher at Proficient Teacher, they will start their first maintenance period on the day the accreditation decision is made, and NESA will issue them a certificate.

# 'What if' scenarios for employers

## What if the Accreditation Supervisor advises NESA of issues with the teacher's practice aligned to the Proficient Teacher Standards?

NESA will provide feedback and advice to Accreditation Supervisors and employers, if applicable.

If you are a large employer, you will need to support the Accreditation Supervisor to have ongoing discussions with the teacher to give feedback and develop a plan to specifically address the Standard Descriptors they are yet to demonstrate.

Smaller employers should review NESA's written feedback, and where possible arrange for a teacher accredited at Proficient or above to provide ongoing support and timely feedback to the teacher. The support and feedback should be in relation to the Standards for Proficient Teacher that they are at risk of not meeting.

## What if the Accreditation Supervisor has made a declaration that the teacher does not meet the Proficient Teacher Standards?

If the Accreditation Supervisor makes a declaration that the teacher has not demonstrated the practice at the Proficient Teacher Standards, they must provide evaluative comments in their NESA online account (eTAMS) which outline:

- the issues
- the Standard Descriptors not yet demonstrated
- the feedback and support offered to the teacher
- the teacher's response to the feedback and support.

A NESA officer will review the teacher's whole application, including the declaration, and can:

- ask the teacher to make revisions to their application
- make a recommendation to accredit the teacher, or
- make a recommendation to not accredit the teacher.

## What if the recommendation is to not accredit the teacher at Proficient Teacher?

A NESA officer will only be able to make a recommendation to not accredit if:

- the teacher has completed at least 160 days of teaching
- the Accreditation Supervisor has fulfilled their responsibilities
- NESA has contacted the teacher's previous school/service, where relevant
- the teacher was given the opportunity to revise their evidence and meet the requirements for accreditation at Proficient Teacher and the teacher has failed to do so.

You and the teacher will receive 28 days' written notice from NESA of an intention to recommend to not accredit at Proficient Teacher and the reasons why. The teacher should respond to the reasons provided and any requests made.

If the teacher responds to the written notice, the NESA officer will consider their response before making a recommendation.

If the teacher does not respond, the NESA officer must make a recommendation within 28 days of the notice.

NESA will then make a decision to accredit or not accredit the teacher within 28 days of receiving the recommendation and will notify you and the teacher of the decision.

## **What if NESA makes the decision to not accredit at Proficient Teacher?**

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You and the teacher will receive written notice from NESA outlining the reasons why the decision was made.

If the teacher is still within their accreditation timeframe, they will stay accredited at Provisional or Conditional level and can continue to teach until the end of their timeframe. The original Proficient Teacher application will be closed. The teacher will need to start a new application and can resubmit at a later date as long as they are within their timeframe.

The teacher may have grounds to apply to NESA for an extension to their timeframe to achieve Proficient Teacher if they are running out of time. If the teacher cannot achieve Proficient Teacher accreditation by the end of their maximum timeframe their accreditation may be ceased. They may apply for re-accreditation after ceasing to re-enter the teaching profession.

The teacher can apply to NESA for an internal review of a decision to not accredit.

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

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# NSW Education Standards Authority

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NSW Education Standards Authority  
GPO Box 5300  
Sydney NSW 2001  
Australia

Teacher Accreditation  
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