

# Applying for Proficient Teacher Accreditation Procedure

Information for K-12 employers

May 2024

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# Information for employers

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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.

## What is Proficient Teacher accreditation?

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

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

## Employers must have internal procedures for accreditation

Employers must have internal procedures for implementing NESA's requirements for Proficient Teacher accreditation in their schools and must provide all teachers with a copy/access to all relevant procedures.

## Who is covered by the internal procedures?

An employer's internal procedures for implementing NESA's requirements for teacher accreditation apply to Provisional and Conditional teachers. This includes:

- casual, part-time and full-time teachers
- teachers regularly working in the school placed by a third party (eg employment agency).

## What must the procedures cover?

These internal procedures must include processes to ensure:

- any principal making a recommendation about Proficient Teacher accreditation is accredited at Proficient Teacher or above. A principal who is not accredited at Proficient Teacher must nominate a delegate who is a Proficient Teacher or above and employed in the same school to carry out the duties related to making recommendations
- any teacher making a declaration in the role of Accreditation Supervisor is accredited at Proficient Teacher or above
- Provisional and Conditional teachers are allocated an appropriate Accreditation Supervisor and are adequately supervised throughout their accreditation period. NESA recommends that principals allocate an Accreditation Supervisor as soon as possible after the teacher is employed, regardless of whether the teacher is full time, part time or a regular casual
- all Provisional and Conditional teachers employed on a casual, part-time or full-time basis are provided with ongoing support and feedback about their practice in relation to the Standards for Proficient Teacher at intervals appropriate to the length of their employment
- timely feedback is provided to all teachers about their demonstration of practice in relation to the Standards, including where teachers are at risk of not meeting the requirements for accreditation by the end of the relevant timeframe

- issues related to a teacher's practice not meeting the applicable Standards are addressed as and when they arise
- any concerns relating to teachers' ongoing professional practice are addressed through appropriate support before, and as distinct from any teacher performance or disciplinary procedures
- teachers are notified of any issues with their practice and given 28 days to respond and address those issues before a principal recommends that a teacher's practice does not meet the relevant Standards
- conflicts of interest relating to teacher accreditation are managed
- complaints and grievances about achieving Proficient Teacher accreditation are managed
- records related to matters concerning teachers' accreditation are maintained.

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# NSW Education Standards Authority

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