

Applying for Proficient Teacher Accreditation Procedure

Information for school and early childhood employers

October 2025

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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 accreditation. 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 of school and early childhood teachers supporting teachers working towards Proficient Teacher accreditation. More details on the responsibilities of employers can be found in the [NSW Teacher Accreditation Manual \(TA Manual\)](#).

Definition of early childhood employers

Early childhood employers are entities who employ and appoint teachers to the position of an early childhood teacher in an approved centre-based service. Employers may hold more than one Provider Approval ([Children \(Education and Care Services National Law Application\) Act 2010](#)).

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/early childhood service 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, their school or service, and the profession.

Provisionally and conditionally accredited teachers develop their practice throughout their daily work by participating in a range of professional activities. Teachers engage in professional activities across the 3 domains of teaching: Professional Knowledge, Professional Practice and Professional Engagement.

Early childhood teachers

Applicants awarded an ACECQA approved Birth–5 years qualification and/or qualifications package of less than 4 years in duration may be eligible for provisional accreditation, but may have a condition applied as being not eligible to teach in a school.

The employment of a conditionally accredited teacher in an early childhood service must meet the requirements of the [Children \(Education and Care Services National Law Application\) Act 2010](#).

Employers must have internal procedures for accreditation

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.

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

Principals and Teacher Accreditation Delegates (TA Delegates) are responsible for allocating Accreditation Supervisors to teachers and making recommendations to accredit teachers at Proficient Teacher level.

Principals and TA Delegates must follow the internal employer procedures in handling teacher accreditation matters.

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

Definition of Teacher Accreditation Delegate

A Teacher Accreditation Delegate ('TA Delegate) is a teacher assigned by an early childhood employer to perform teacher accreditation functions as set out in E2.3 of the TA Manual. They:

- must be accredited at Proficient Teacher or above
- have some seniority over the teachers for whom they make an accreditation recommendation or verification
- are not necessarily the 'Service Director' of an early childhood service
- can be working in the same service as the teacher(s) or working elsewhere for the same employer.

If there is no one to carry out the function of the TA Delegate role, the employer must contact NESAs at ECemployer@nesa.nsw.edu.au

Who is covered by the internal procedures?

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

- Principals/TA Delegates
- casual, part-time and full-time teachers
- non-school/service based teachers
- teachers regularly working in the school/service placed by a third party (e.g. employment agency).

What must the internal procedures cover?

The employer's internal procedures must include processes to ensure:

- any principal/TA Delegate making a recommendation about Proficient Teacher accreditation is accredited at Proficient Teacher or above.

Principal's delegation

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 Accreditation Supervisor and are adequately supervised throughout their accreditation period. NESAs recommends that principals/TA Delegates 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.

Early childhood sector

It is an early childhood employer's responsibility to appoint a TA Delegate(s) to allocate Accreditation Supervisors to support their teachers working towards Proficient Teacher.

A teacher can act as both the TA Delegate and Accreditation Supervisor.

Where there is no Proficient Teacher eligible to carry out the function of a TA Delegate role or to become the Accreditation Supervisor for the teachers in your service(s), you must contact NESA at ECemployer@nesa.nsw.edu.au for advice.

NESA may:

- allocate an Accreditation Supervisor to support your teacher working towards Proficient Teacher
 - assign a NESA officer to make a recommendation about your teacher's Proficient Teacher accreditation.
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- 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 a teacher's 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/TA Delegate 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.

NSW Education Standards Authority

NSW Education Standards Authority
GPO Box 5300
Sydney NSW 2001
Australia

Teacher Accreditation
Phone: 1300 739 338
Email: contactus@nesa.nsw.edu.au
nsw.gov.au/NESA

@NewsAtNESA
