

# Process for applying for additional subject approval on the basis of teaching experience

## Step 1

Teacher completes the [Self assessment for approval to teach in a new subject on the basis of teaching experience](#) to determine the likelihood of success of the application. Teachers need to hold approval to teach and are required to have achieved Proficient Teacher accreditation at with the NSW Education Standards Authority (NESA) in their initial teaching area before applying for recognition for approval to teach in another subject/teaching area.

## Step 2

Teacher reviews amount and nature of teaching experience. A minimum of two years full-time relevant experience or equivalent part-time or casual experience in NSW public schools is necessary within the last five years.

To gain **primary teaching approval**, experience in teaching English and mathematics and at least one other primary key learning area (KLA) is required. Experience in teaching across more than one stage is required. Experience must include at least one full term on a primary class.

To gain approval for a **Year 7-10 subject**, experience in teaching at least one full year course for Years 7 or 8, and one full year course for Years 9 or 10 is required.

To gain approval for a **Year 11-12 subject**, experience in teaching at least one full Year 11 preliminary course and one full Year 12 HSC course is required.

To gain approval for a **Year 7-12 subject**, experience in teaching at least one full Year 11 preliminary course and one full Year 12 HSC course is required. Experience teaching Year 7-10 classes is desirable.

## Step 3

Teacher has a conversation with their supervisor and principal(s) to discuss their intent to proceed with seeking approval for recognition of prior experience using completed self-assessment.

## Step 4

Teacher collects supporting documentation to demonstrate their teaching experience using the NESA syllabus documents as a guide. There are four focus areas against which to gather evidence: teaching new subject content; planning; assessment and reporting; and engaging in professional learning. The Australian Professional Standards for Teachers can also be used as a guide, in particular Standards 2, 3, 5 and 6. Use the [Self assessment for approval to teach in a new subject on the basis of teaching experience](#) when considering the focus of the documentation to present.

## Step 5

The teacher's supporting documentation is validated by the signature of their supervisor. If a casual or temporary teacher uses supporting documentation from more than one school, they need to seek validation of those documents from the supervisor at each school.

## Step 6

The teacher completes the application form and submits it to the principal with the supporting documentation. If a casual or temporary teacher is using experience from more than one school, the principal of an additional school must confirm that experience.

## Step 7

The principal reviews the entire application with the supporting documentation and makes a decision to confirm or suggest further experience is necessary.

If the principal confirms the application, the principal then completes the report by making a recommendation for approval in the additional subject.

If the principal does not confirm the application, feedback is given to the teacher for future re-submission.

If proceeding, the principal completes the form and keeps a copy of the teaching documentation.

## Step 8

The teacher keeps a copy and submits the confirmed application to [additional.approval@det.nsw.edu.au](mailto:additional.approval@det.nsw.edu.au).

## Step 9

The Teacher Approvals team will review the application and the teacher's experience and determines eligibility to be granted approval in the teaching subject(s) requested. Consultation with the principal(s) if required.

## Step 10

The teacher is informed of the outcome of their application by Teacher Approvals, and the appropriate code is added to the teacher's personnel records.