NSW PUBLIC SCHOOL LEADERSHIP AND MANAGEMENT CREDENTIAL GUIDELINES

Implementation document for the Professional Learning Policy for Schools

Document history

Version	Date	Description	Approved by
1.0.0	5 May 2017	First publication	Executive Director, Leadership and High Performance
1.1.0	March 2018	Amendments in line with credential restructure	R/Executive Director, Leadership and High
1.2.0	7 September 2020	Amendments in line with credential restructure and changes to modules	Director, School Leadership Institute
1.3.0	26 March 2021	Amendments in line with credential restructure and changes to modules	Director, School Leadership Institute

Contents

1   Introduction

The Leadership and Management Credential is an important element of the School Leadership Strategy. It recognises that newly appointed, first-time principals will benefit from developing consistent skills, knowledge and understanding to help them effectively lead and manage their school. The credential assists leaders to competently and confidently meet their accountabilities with regard to departmental policies, processes and procedures.

1.1   Who needs to complete the credential?

Applicants for a principal position are required to complete the Leadership and Management Credential before lodging their application. Applicants are required to upload their credential certificate on TALEO as part of their application.

Applicants who have been a substantive principal in a NSW public school within the five years up to 2017 do not need to upload a credential certificate.

1.2   Credential overview

The credential comprises 19 online modules, each containing at least three components:

- pre-reading
- e-learning
- assessment
- recommended further reading (optional).

Appendix 1 provides a list of available modules and course information.

2   Completing modules

Each module takes up to two hours to complete, after doing any pre-reading.

Candidates who complete all 19 modules receive a credential certificate. The credential remains valid for five years from when the first module is completed.

Major updates to policies may result in changes to credential modules.

- Candidates who have completed the credential and who hold a substantive principal position will NOT be required to complete the updated module.
- Candidates who are not appointed principals, that is, they are acting, relieving or aspiring, will be required to complete the updated module again.

3   Credential assessment

Once candidates have completed all pre-reading and e-learning content for a module, they will be able to attempt the assessment. To be awarded the credential, candidates must achieve 100% in the assessment for every module. The assessment is open-book and the candidates may refer to the pre-reading and module content.

The candidate has three attempts to correctly answer the assessment question and on the third attempt the correct answer is displayed. The number of assessment questions in each module vary.

Once candidates have successfully completed the modules and their assessment, they can print their numbered credential certificate. When the certificate is completed, a green 'Certificate is available' symbol will appear at the top of the MyPL page.

4   Data security

The credential is managed through an established learning management system. Information about the credential candidates is stored in the department's secure state data centre.

Candidates can only access the credential through the department's staff portal, which is controlled by a unique username and password.

On finishing the credential, candidates also receive a numbered certificate of completion. When applying for a principal position, applicants are required to upload a scanned copy of the certificate into TALEO. When reviewing principal applicants, the Director, Educational Leadership can then request a list of the candidates who have completed the credential by emailing slicorrespondence@det.nsw.edu.au.

5   How to access the credential modules

5.1   Department employees

Candidates from within the department can access the credential through the School Leadership Institute website and will log in to the intranet through the staff portal or via their secure login. Staff can also access the credential through the My Professional Learning (MyPL) website.

Candidates can complete the course in one session or over a period of time. The learning management system will store the attempts, which candidates can retrieve as required.

5.2   Candidates from outside the department

External applicants for principal positions need to contact slicorrespondence@det.nsw.edu.au to request access to the course. They will be required to confirm their identity, teaching qualifications and NESA accreditation, with documents signed by a Justice of the Peace. Following this, they may be provided with timed access to the course.

Candidates who require more time may request an extension of their access through slicorrespondence@det.nsw.edu.au.

6   Downloadable credential resources

The School Leadership Institute website will host a printable copy of each credential module. The institute will update these at-a-glance credential resources in tandem with any changes to the credential module. They are provided as a resource for professional learning and are not a substitute for completing the credential modules.

7   Roles and responsibilities

7.1   School Leadership Institute

The School Leadership Institute oversees the overall evaluation of the credential and updates regarding content and candidate progress toward completion.

The Director, School Leadership Institute is responsible for ensuring that:

- the module content is regularly reviewed, evaluated and updated as required
- the revision of credential modules includes consultation with key stakeholders and evaluations of previous candidates.
- candidates evaluate modules and this feedback is analysed to facilitate system improvement
- other interested officers and credential candidates receive advice concerning the credential
- facilitating the conversion of new content into e-learning materials for the modules.

To assist the alignment between policy updates and the modules, a date will be placed on each module.

7.2   Leadership and Management Strategic Coordination Group

The Leadership and Management Credential Strategic Coordination Group is responsible for overseeing the credential and ensuring the quality, currency and functionality of all module content including updating the downloadable resources.

7.3   Directors, Educational Leadership

The Director, Educational Leadership is responsible for:

- (as convener of a panel for principalship) requesting the applicant upload their credential to the employment site (TALEO) if the applicant did not supply this information with their application. Human Resources will inform the director if this is the case
- reviewing and validating the Leadership and Management Credential certificates uploaded to TALEO against a centrally available file
- creating local leadership development groups to support aspiring principals who are completing the credential, where appropriate. This may include discussing pre-reading and reviewing module content before candidates complete the assessment individually.

7.4   Executive Directors

State office Executive Directors are responsible for ensuring that the Director, School Leadership Institute is informed of any policy changes that impact on credential modules.

Appendix 1: NSW Public School Leadership and Management Credential – Ready to lead, supported to succeed

Table 1 Modules for the School Leadership and Management Credential

Module title	Description
Asset Management	Candidates will become familiar with the available resources and required procedures to effectively manage school assets.
Core Legal Issues	Candidates will learn about common legal issues schools and principals encounter.
Developing Self and Others	Candidates will learn about building a collaborative professional learning community focused on the continuous improvement of teaching and learning. This is underpinned by the Australian Professional Standards for Teachers. The content of this module is drawn from 'Developing Self and Others', which is a professional practice of the Australian Professional Standard for Principals and the Leadership Profiles (2015).
Engaging and Working with the Community	Candidates will develop a deeper understanding of the clear communication strategies that lead to improved parental and community engagement, enhanced staff morale and positive consultative decision-making.
Ethical Decision Making	Candidates will develop an understanding of ethical leadership and management practice.
Industrial Relations	Candidates will develop an understanding of managing and responding to workplace issues, within an industrial context.
Leading Aboriginal Education	Candidates will engage with key learnings and reflect on how to lead to deliver excellence in Aboriginal education. By engaging with the key learnings aspiring principals will build their capabilities to lead staff in implementing the department's Aboriginal Education Policy and to ensure quality outcomes for Aboriginal people.
Leading Teaching and Learning	Candidates will develop an understanding of how to lead evidence-based teaching and learning. They will see how this is located within the School Excellence Framework and research literature. They will also be able to learn from a high-value-add (HVA, CESE 2015) school case study.
Managing Complaints	Candidates will develop their knowledge and understanding of what constitutes a complaint, as well as how to manage a complaint effectively.
Performance and Development	Candidates will understand how to promote and lead a collaborative and supportive workplace culture, meet the requirements of the department's Performance and Development Framework and ensure access to quality professional learning for all teachers.
Performance Improvement	Candidates will understand performance management, procedures for implementing improvement programs and the leadership skills required to do so effectively.
Policy Implementation and Monitoring	Candidates will develop a clearer understanding of how principals align management procedures, processes and policy implementation.

Module title	Description
Procurement	Candidates will learn how to procure goods and services on behalf of the school, in compliance with the NSW Government and the department's Procurement policy.
School Excellence	Candidates will develop their understanding of leading school planning and annual reporting. They will understand school self-assessment, external validation, the School Excellence policy and school development reviews.
Staffing in NSW Public Schools	Candidates will better understand the fundamentals of workforce planning, including their legal and ethical responsibilities in managing staffing entitlement. This includes enrolment practices for staffing and recruiting permanent, temporary and casual staff.
Strategic School Resourcing and Financial Management	Candidates will become familiar with the principal's responsibilities and some of the resources available to support school financial management practices.
Wellbeing for Learning	Candidates will build their knowledge of the department's Wellbeing Framework for Schools and be provided with information and advice about key related policies and good practice to support the wellbeing needs of all students in their school.
(Work) Health and Safety	Candidates will develop their knowledge and understanding of the WHS Management Program in schools and key practical information to support employees return to work following a work-related or non-work-related injury or illness.
Leading for Teacher Quality	Candidates will develop their knowledge of the Australian Professional Standards for Teachers so that they recognise expert teachers. They will understand how to connect with quality professional learning practices and resources, as well as in-school action to support expert teachers' development and growth.

Appendix 2: Frequently asked questions

Do I need to complete the NSW Public School Leadership and Management Credential?

The department requires applicants for a principal position to have completed the NSW Public School Leadership and Management Credential before lodging an application. However, applicants who have held a substantive principal position in the five years prior to 2017 do not need to have completed the credential.

How long will it take to complete each module?

Each module will take up to two hours to complete after finishing the pre-reading.

How do I register the professional hours for this course?

On completing the credential, you may record the hours undertaken as teacher-identified professional learning hours.

How long do I have to complete the course?

There is no time limit to complete the credential. External candidates may request for an extension of their time-limited guest access to the intranet through slicorrespondence@det.nsw.edu.au if required. However, the credential only remains valid for five years from the first module's date of completion.

How long does the credential remain valid?

The credential remains valid for five years from the date of completion of the first module. Candidates may be required to complete updates resulting from policy changes.

Do I have to complete new modules due to policy updates after I have completed the credential?

If you hold a substantive principal position you will not be required to complete the new modules. Candidates who are not appointed principals, that is, acting, relieving or aspiring, will be required to do any new modules, even if they have completed the older version.

As a candidate external to the department, do I have to complete the credential before applying for a principal position?

Yes.