



Procedure



Standards Based Teacher Salary Procedure

Approved by: *Executive Director, Human Resources*

Approval date: *22 May 2017*

Brief Description:

This procedure outlines the principles, methods and processes to be applied when determining or assessing classroom teacher salaries from 1 January 2016, in line with the Standards Based Remuneration under the Crown Employees (Teachers in Schools and Related Employees) Salaries and Conditions Award 2017. The procedure applies to classroom teachers (excluding school counsellors, education paraprofessionals, executives, principals and non-school based teaching staff) and to Shared Services HR and Recruitment & Employment staff for the purposes of establishing commencing salary, eligibility for the submission of salary determination applications, and applicable salary rates.

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1. Introduction

The Standards Based Teacher Salary Procedure describes the principles, methods and processes for determining the commencing salary for classroom teachers within the new Standards Based Remuneration structure under the *Crown Employees (Teachers in Schools and Related Employees) Salaries and Conditions Award 2017* (the Award).

Research undertaken to develop the 'Local Schools, Local Decisions' and 'Great Teaching, Inspired Learning' reforms indicated that the profession needed a revised pay scale for teachers that would recognise and reward teachers who achieve higher levels of professional accreditation with higher remuneration. As a result, a new salary structure commenced from 1 January 2016. The transition of teachers to the new structure will occur over a number of years, according to the transition provisions. Under the new structure teachers who achieve higher levels of professional accreditation will have faster access to higher levels of remuneration.

2. Audience and Application

This procedure outlines the principles, methods and processes to be applied when determining or assessing commencing classroom teacher salaries in line with the new Standards Based Remuneration structure from 1 January 2016. The procedure applies to classroom teachers (excluding education paraprofessionals, executives, principals and non-school based teaching staff) and to Shared Services HR and Recruitment & Employment staff for the purposes of establishing commencing salary, eligibility for the submission of salary determination applications, and applicable salary rates.

This procedure applies from 1 January 2016 and rescinds and replaces the former applicable procedure, *Interim Teacher Salary Procedure* approved 11 May 2016 and *Assessment of Prior Service* approved March 2016, from its implementation date. Any salary adjustments to be made following a salary determination will apply from the first pay period commencing on or after the date that the salary determination application was received by the NSW Department of Education (the department).

3. Responsibilities and Delegations

The department will maintain the procedure and oversee ongoing compliance.

Classroom teachers will apply this procedure when requesting a determination of their teacher salary and in determining their eligibility to submit a salary determination application.

Recruitment & Employment and Shared Services HR centres in the department will comply with this procedure when determining salary levels, responding to enquiries for salary determination, and when assessing and processing salary determination requests.

Procedure: *Standards Based Teacher Salary Procedure*
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Disclaimer: *Printed copies are uncontrolled documents*

4. Standards Based Teacher Salary Procedure

4.1 Principles

This procedure has been developed in accordance with the following principles:

- Attract and retain quality teachers to and within the department, including new and experienced teachers being engaged by the department for the first time, and re-employment of returning teachers to the department
- Apply Standards Based Remuneration that rewards teachers when they achieve higher levels of professional accreditation, based on the Australian Professional Standards for Teachers
- Recognise relevant teaching experience to ensure that teachers are remunerated commensurately when they join the department from another teaching system (intrastate, interstate or from overseas), or when re-joining the department.

4.2 Appointment types

This procedure applies to permanent, temporary and casual teachers, and three (3) teacher appointment types:

1. **Intrastate appointments:** those teachers currently accredited by the NSW Education Standards Authority (NESA), including those who have been or are currently employed as a teacher in a Government or non-Government school in NSW (as defined by the Education Act NSW 1990), or are beginning teachers in NSW.
2. **Interstate appointments:** those teachers who are currently registered to teach in other states and territories within Australia (other than NSW), and have received accreditation from NESA to teach in NSW.
3. **International appointments:** those teachers who are/have been registered to teach overseas, and have received accreditation from NESA to teach in NSW.

In order to teach within a NSW public school, teachers must be recorded on the department's approved to teach list.

4.2.1 Intrastate appointments

The following method applies to those teachers currently accredited by NESA, including those who have been or are currently delivering courses of study that are designed to implement the school curriculum under the Education Act 1990 (NSW), or are beginning teachers in NSW. They fall into two categories; existing teachers with the department or new teachers or returning teachers to the department.

4.2.1.1 Existing teachers with the department

Existing teachers with the department are defined as department approved teachers who meet two (2) eligibility criteria:

- a. have been employed as a teacher with the department before 1 January 2016, *and*
- b. had a break of employment as a teacher with the department of no more than 5 years

Teachers who meet the eligibility criteria for an existing teacher with the department are subject to the transitional provisions of the Award¹ to the new Standards Based Remuneration salary scale (3.17 and 3.18 of the Award). These teachers will only be able to progress to a higher salary scale once they satisfy both the teaching service and accreditation requirements to progress to the next salary band or scale (refer Appendix 4).

Existing teachers who are returning to the department following employment as a teacher in another jurisdiction, will be considered for salary determination based on salary matching (refer 4.4) or teaching experience (refer 4.3), whichever is the greater. These teachers will transition to standards based remuneration at the relevant steps with salary progression applied.

4.2.1.2 Teachers new or returning to the department

Under the Award teachers employed or re-employed from 1 January 2016 (and who do not meet the definition of an existing teacher as defined in 4.2.1.1) will have their salary determined based on their level of professional accreditation determined by the NSW Education Standards Authority (NESA) under the Teacher Accreditation Act 2004.

Teachers approved to teach in NSW public schools will be assigned a salary outcome based on their NESA accreditation:

- | | |
|--|--------|
| 1. Conditional or Provisional Accreditation | Band 1 |
| 2. Proficient, Highly Accomplished or Lead Accreditation | Band 2 |

Conditional and Provisional Accreditation

For those teachers with Conditional Accreditation, or those with Provisional Accreditation who are not eligible to attain *Proficient (Pending)* status, they will commence at Band 1.0 as per the new Standards Based Remuneration salary structure for provisional accreditation.

Proficient (Pending) status

If a teacher gains Provisional Accreditation through NESA they may be entitled to attain *Proficient (Pending)* status with the Department. *Proficient (Pending)* status is intended to recognise returning experienced teachers for their relevant teaching experience (see section 4.5).

A teacher is eligible for *Proficient (Pending)* status if they meet either of the following requirements:

- They have previously attained Proficient accreditation with NESA, or
- They were employed as a teacher in NSW before October 2004 and have a minimum of 406 days of service (casual, temporary or permanent).

If a teacher meets either of these requirements, they will be paid within Band 2 of the new Standards Based Remuneration salary structure at the appropriate increment based on salary matching (refer to 4.4) or relevant teaching experience (refer to 4.3) (whichever is greater) for a maximum of 203 days of service (one year full-time equivalent). During this 203 day period, the teacher will be required to attain Proficient accreditation with NESA.

¹ For more information on the transitional provisions, please refer to <https://www.det.nsw.edu.au/media/downloads/about-us/news-at-det/announcements/russell-lea-consultation/19602AwardsMaterialSalaryScaleNovember2015.pdf>

Following the maximum 203 days of service:

- a. If they have attained Proficient accreditation, they will continue to be paid at the relevant increment at Band 2 as confirmed.
- b. If they have not attained Proficient accreditation, the employee will be paid at Band 1.0 (for Provisional accreditation), until such a time that Proficient accreditation is attained.

Proficient, Highly Accomplished or Lead Accreditation

If a teacher has Proficient, Highly Accomplished or Lead Accreditation, they will be paid within Band 2 at the appropriate increment based on salary matching (refer to 4.4) or relevant teaching experience (refer to 4.3), whichever is greater.

Should the teacher have Highly Accomplished or Lead accreditation, they will only be eligible to move to Band 3.0 in the new Standards Based Remuneration salary structure subject to gaining accreditation at that level, after one year of teaching service equivalent to Band 2.3.

4.2.2 Interstate appointments

The following method applies to those teachers who have received teacher accreditation from NESA and have registration in another state or territory in Australia (interstate) other than NSW.

If a teacher holds current registration from another Australian teacher registration body, registration may be recognised by NESA, and Conditional or Provisional Accreditation attained. Mutual recognition can then be sought from NESA to attain Proficient accreditation.

Under the Award teachers employed or re-employed from 1 January 2016 (and who do not meet the definition of an existing teacher as defined in 4.1.1.1) will have their salary determined based on their level of professional accreditation determined by the NSW Education Standards Authority (NESA) under the Teacher Accreditation Act 2004.

Teachers approved to teach in NSW public schools will be assigned a salary outcome based on their NESA accreditation:

- | | |
|---|--------|
| 1. Conditional or Provisional Accreditation | Band 1 |
| 2. Proficient Accreditation ² | Band 2 |

Conditional or Provisional Accreditation

For those teachers with Conditional Accreditation, or those with Provisional Accreditation who are not eligible to attain *Proficient (Pending)* status, they will commence at Band 1.0 as per the new Standards Based Remuneration salary structure for provisional accreditation.

Proficient (Pending) status

If a teacher gains Provisional Accreditation through NESA they may be entitled to attain *Proficient (Pending)* status with the department (see section 4.5).

A teacher is eligible for *Proficient (Pending)* status if they meet the following requirement:

² Interstate teachers are only eligible for Conditional, Provisional or Proficient Accreditation by NESA, not Highly Accomplished or Lead accreditation

- a. They have attained full registration with a relevant interstate teacher registration authority and are eligible for mutual recognition of Proficient accreditation. Eligibility is based on evidence that they held full teacher registration in another Australian state or territory.

If a teacher meets this requirement they will be paid within Band 2 at the appropriate increment based on salary matching (refer 4.4) or relevant teaching experience (refer 4.3), whichever is greater for a maximum of 50 days of service (three months full-time equivalent)³. During this period, the teacher will have an opportunity to attain mutual recognition of Proficient accreditation with NESA.

Following the maximum 50 days of service:

- a. If they have attained Proficient accreditation, pay at the relevant increment at Band 2 is confirmed
- b. If they have not attained Proficient accreditation, pay the employee at Band 1.0 (for Provisional accreditations), until such a time that Proficient accreditation is attained.

4.2.2.2 Proficient Accreditation

If a teacher has already attained Proficient Accreditation through mutual recognition via NESA prior to commencing employment with the department, they will be paid within Band 2 at the appropriate increment based on salary matching (refer 4.4) or relevant teaching experience (refer 4.3), whichever is greater.

4.2.3 International appointments

The following method applies to those teachers who have received teacher accreditation from NESA and have relevant experience overseas. NESA grants Provisional Accreditation to teachers from overseas who hold recognised qualifications and have passed an English language proficiency test (if required). They must also complete at least 10 hours of Refresher Courses in their first year of provisional accreditation.

Under the Award, teachers employed or re-employed from 1 January 2016 (and who do not meet the definition of an existing teacher as defined in 4.1.1.1) will have their salary determined based on their level of professional accreditation determined by the NSW Education Standards Authority (NESA) under the Teacher Accreditation Act 2004.

Teachers approved to teach in NSW public schools will be assigned a salary outcome based on their NESA accreditation:

- | | |
|---|--------|
| 1. Conditional or Provisional Accreditation | Band 1 |
| 2. Proficient Accreditation ⁴ | Band 2 |

Conditional and Provisional Accreditation

For those teachers with Conditional Accreditation, or those with Provisional Accreditation who are not eligible to attain *Proficient (Pending)* status, they will commence at Band 1.0 as per the new Standards Based Remuneration salary structure for provisional accreditation.

³ 50 days is three-months of full time service, 25-percent of 203 days (full-time teaching equivalent)

⁴ Overseas teachers are only eligible for Provisional accreditation initially by NESA

Proficient (Pending) status

If a teacher gains Provisional Accreditation through NESA they may be entitled to attain *Proficient (Pending)* status with the Department (see section 4.5).

A teacher is eligible for *Proficient (Pending)* status if they meet the following requirement:

- a. Minimum of 406 days of relevant overseas teaching experience (refer 4.3).

Eligible teachers will be paid within Band 2 at the appropriate increment based on relevant teaching experience (refer 4.3), for a maximum of 203 days of service (one year full-time equivalent). During this period, the teacher will have an opportunity to attain Proficient Accreditation with NESA.

Following the maximum 203 days of service:

- a. If they have attained Proficient Accreditation, pay at the relevant increment at Band 2 is confirmed
- b. If they have not attained Proficient Accreditation, pay the employee at Band 1.0 (for Provisional status), until such a time that Proficient Accreditation is attained.

Proficient Accreditation

If a teacher has already attained Proficient Accreditation via NESA prior to commencing employment with the department, they will be paid within Band 2 at the appropriate increment based on relevant teaching experience (refer 4.3).

4.3 Relevant teaching experience

Relevant teaching experience informs the increment at which teachers are paid within Band 2 and also counts toward years of experience within Band 1.0. Relevant teaching experience is defined as the cumulative experience in full year/s across interstate, intrastate and international settings as defined below:

Teacher segment	Definition of relevant teaching experience
Intrastate appointments	All cumulative casual, temporary, and permanent employment whilst delivering courses of study that are designed to implement the school curriculum under the Education Act 1990 (NSW).
Interstate appointments	All cumulative casual, temporary and permanent employment whilst delivering courses recognised by the teacher registration authority in another Australian state or territory.
International appointments	All cumulative casual, temporary and permanent qualified teaching employment in a recognised primary or high school (have taught students aged 5 to 18 years).

The department will only consider periods of teaching experience in complete years (assessed as 203 days or one year full time equivalent teaching experience) and any residual periods will not be considered in any future salary determination applications.

The department reserves the right to offer a higher salary based on relevant non-school teaching experience where appropriate, determined as part of the recruitment process.

4.4 Salary matching

Salary matching informs the increment at which teachers are paid within Band 2. Salary matching applies to both intrastate and interstate teachers and is considered to be a suitable proxy for experience, and efficient method of recognising experience.

The department will, where possible, match the salary actually paid to the teacher by their former employing authority for accredited (proficient) school teaching service within the last five years, to a corresponding step on the department's salary under the Award. Salary matching will be at the base annual salary paid by that employing authority, excluding any allowances and/or loading paid (e.g. loadings in respect of leave or other incidents of employment paid to casual employees).

If the salary paid by the former employing authority does not match a step on the department's Proficient level salary Band 2 (i.e. Band 2.0, 2.1, 2.2 or 2.3), the teacher will be eligible for appointment at the next higher increment on the department's Proficient level salary band, up to a maximum of Band 2.3 salary.

A teacher must be accredited by NESA at the Highly Accomplished or Lead level to be eligible for appointment at Band 3.0 salary.

Teachers must provide either a PAYG summary statement indicating salary or a letter from the employer stating their salary with their application.

Base salary, excluding allowance and loadings, must be readily identifiable on the evidence provided. The request will not be accepted where it is necessary for the department to go beyond the evidence provided to determine a base salary amount paid by the former employing authority.

4.5 Proficient (Pending) status

Proficient (Pending) status is intended to ensure that teachers joining or re-joining the department are paid commensurate to their relevant teaching experience. It provides experienced intrastate, interstate and international teachers with an initial recognition of their experience and relevant pay, whilst they seek formal Proficient accreditation from NESA.

There are a number of conditions that apply to *Proficient (Pending)* status, including:

- a. If a teacher fails to attain Proficient accreditation following approval for *Proficient (Pending)* status, during their employment as a teacher with the department, they will not be eligible for any future approval for *Proficient (Pending)* status, other than in cases of exceptional and compelling circumstances, including carer's responsibilities which will be assessed on a case-by-case basis.
- b. If a teacher attains Proficient accreditation following *Proficient (Pending)* status, and subsequently reverts to Provisional accreditation due to a leave of absence, they may be eligible for Proficient (Pending) status in the future upon return to the department as a teacher.
- c. If a teacher fails to maintain Proficient accreditation during their employment as a teacher with the NSW Department of Education, their approval to teach will be withdrawn and upon gaining provisional accreditation with NESA, will be considered for *Proficient (Pending)* status.

4.6 Recognition for in-service leave

Teachers have access to various forms of paid and unpaid leave whilst employed with the department (in-service leave).

The department recognises service toward incremental progression for all paid in-service leave (including parental and military leave).

In addition, approved unpaid parental leave (maternity, paternity, and adoption) for departmental teachers is recognised as service for incremental progression.

4.7 Recognition for pre-service caring for a child

A teacher whose entry or re-entry into the teaching profession is delayed as a result of caring for a child who is under school age may receive credit for salary progression purposes.

The following conditions must be met for consideration for eligibility:

- The care period immediately precedes employment as a teacher, being the period between completing a teacher qualification and commencing employment with the department or a period following previous employment as a teacher;
- The teacher has not engaged in any paid employment during the care period;
- The teacher has not been on any form of paid leave from an employer during the care period;
- The teacher has not been on any form of unpaid leave which has already been recognised for incremental progression as described at 4.6; and
- The entry on duty directly follows the care period.

The following rules apply to teachers eligible for other pre-service recognition:

- 203 days of teaching service are credited for 3 years full-time care period;
- The three years needed for minimum benefit do not have to be successive;
- A cap of 812 days of teaching service recognition (i.e. equivalent to 12 year carer period);
- Service recognition is only credited once Proficient accreditation status with NESAs is attained, to a maximum of Band 2.3.

4.8 Salary determination application process

There are three prescribed “salary determination points” at which a teacher may submit an application for a revised salary determination under this procedure. The determinations will consider relevant teaching experience and salary matching (where applicable) that falls into the relevant eligible service period. The prescribed salary determination points are captured below.

Salary determination point	Timeframe for application
In establishing salary as part of the approval to teach process to ensure all teaching candidates have a clear understanding of the salary that they will be paid, and the basis on which it was determined, on commencing employment with the department	Must be lodged within six months of approval to teach application <i>(Note: Requests or supporting documentation received outside of this timeframe will not be accepted)</i>
At permanent employment where the commencing salary rate will form part of the offer of appointment and permanent employment contract	Must be lodged within six months of accepting permanent employment <i>(Note: Requests or supporting documentation received outside of this timeframe will not be accepted)</i>
Where an in-service temporary or casual teacher has relevant experience equivalent to full year/s (comprised of continuous one school term blocks), which have been completed since approval to teach was granted or their last engagement with the department	Must be in-service <i>(Please note: Requests or supporting documentation received from teachers non in-service / employed with the department will not be accepted)</i>

An application for *Salary Determination* is available online and must be lodged, with supporting evidence, as an online application.

For internal staff, please click on this link: <https://education.nsw.gov.au/human-resources/media/documents/pay-leave-and-benefits/DOC17-514905-Salary-Determination-for-Classroom-Teachers-application-form.pdf>

For external applications, please click on this link: <http://www.teach.nsw.edu.au/documents/hr/salary/DOC17-514905-Salary-Determination-for-Classroom-Teachers-application-form.pdf>

Once complete, please send the form and any accompanying documentation to salarydetermination@det.nsw.edu.au

For all salary determination applications, it is the responsibility of the applicant to ensure accurate and full completion of the documentation required. Any incomplete documentation will not be accepted. Determination will be made on the information provided at the time of application. In the absence of a salary determination application, or in the case of an incomplete salary determination application, salary will be set to the default band/level determined by the department.

Any salary adjustments to be made following a salary determination (for all prescribed salary review points) will apply from the first pay period commencing on or after the date that the salary determination application was received by the NSW Department of Education (the department).

5. Monitoring, evaluation and reporting requirements

Recruitment & Employment Managers and Shared Services HR Senior Managers are responsible for monitoring, evaluation and reporting requirements.

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The Director, Talent Management, Human Resources is accountable for review and updating of the procedure for currency.

6. More information

For further information on this procedure, please contact EDConnect on 1300 32 32 32.

7. Document history

7.1 Document information

Procedure title	Standards Based Remuneration Teacher Salary Procedure
Current version	1.0
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Next scheduled review date	22 May 2018
Audience	Teachers (Internal and External)
Location in taxonomy	Procedure
Subject keywords	Standards Based Remuneration, Teacher, Salary, Procedure

7.2 Document accountability

Role	Name
Procedure Owner	Executive Director, Human Resources
Procedure Advisor	Director, Talent Management
Procedure Facilitator	Director, Recruitment & Employment Director, Shared Services HR
Procedure Contact	Recruitment & Employment (via EDConnect) Shared Services HR (via EDConnect)

7.3 Document version history

Version	Date	Author	Change description
1.0	22/05/2017	Trina Schmidt	New procedure

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7.4 Consulted stakeholders

Version	Date	Stakeholder	Change description
1.0	22/05/2017	Director, Talent Management Director, Industrial Relations Director, Shared Services HR Deputy Secretary, Corporate Services NSW Teachers Federation	New procedure

7.5 Document linkages

Legislation and regulation

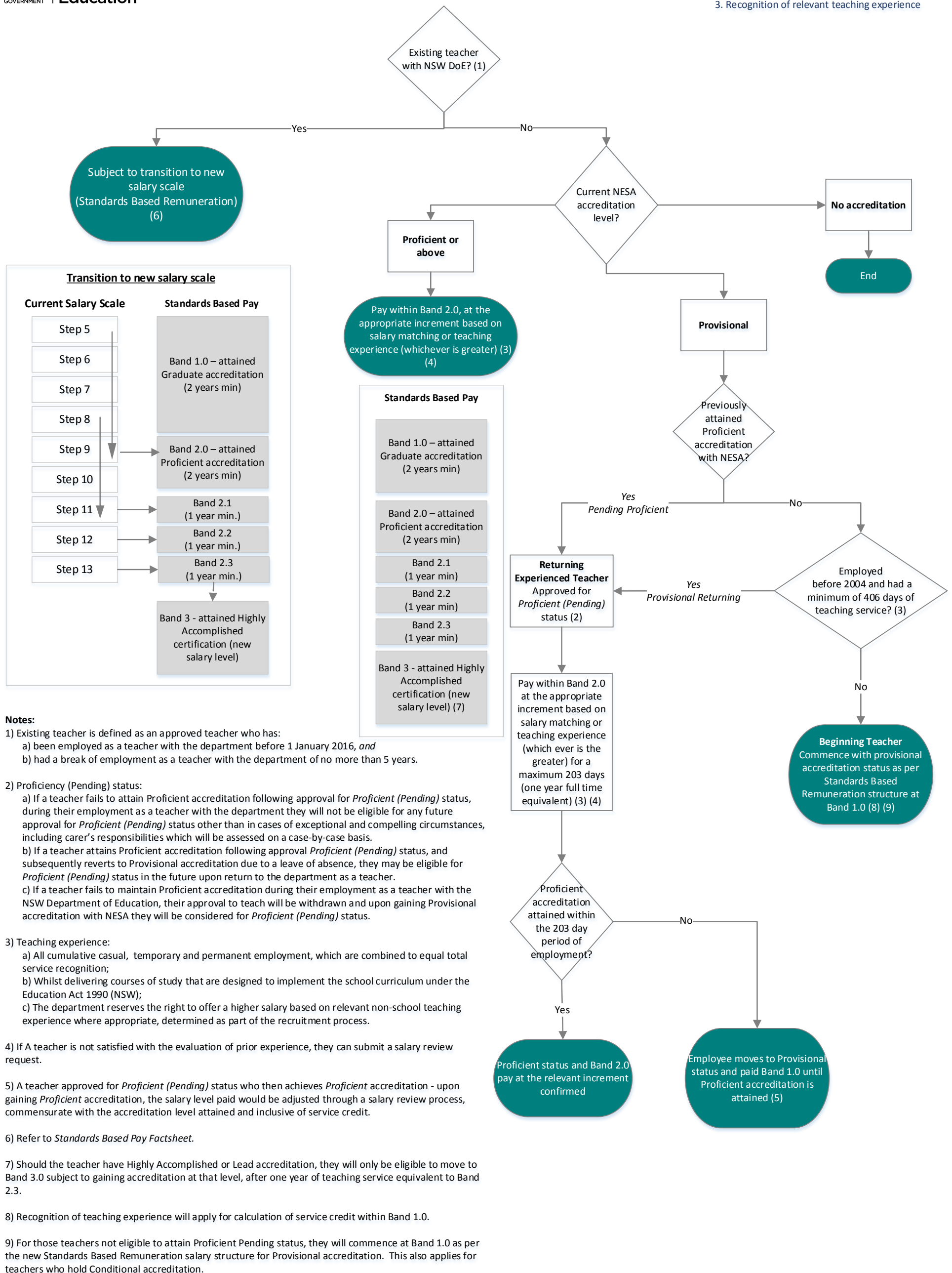
Key relevant legislation and regulation that determines influences or defines this procedure:

Year of enactment	Title of legislation
2014	Crown Employees (Teachers in Schools and Related Employees) Salaries and Conditions Award 2017
1990	Education Act (NSW)

8. Appendix

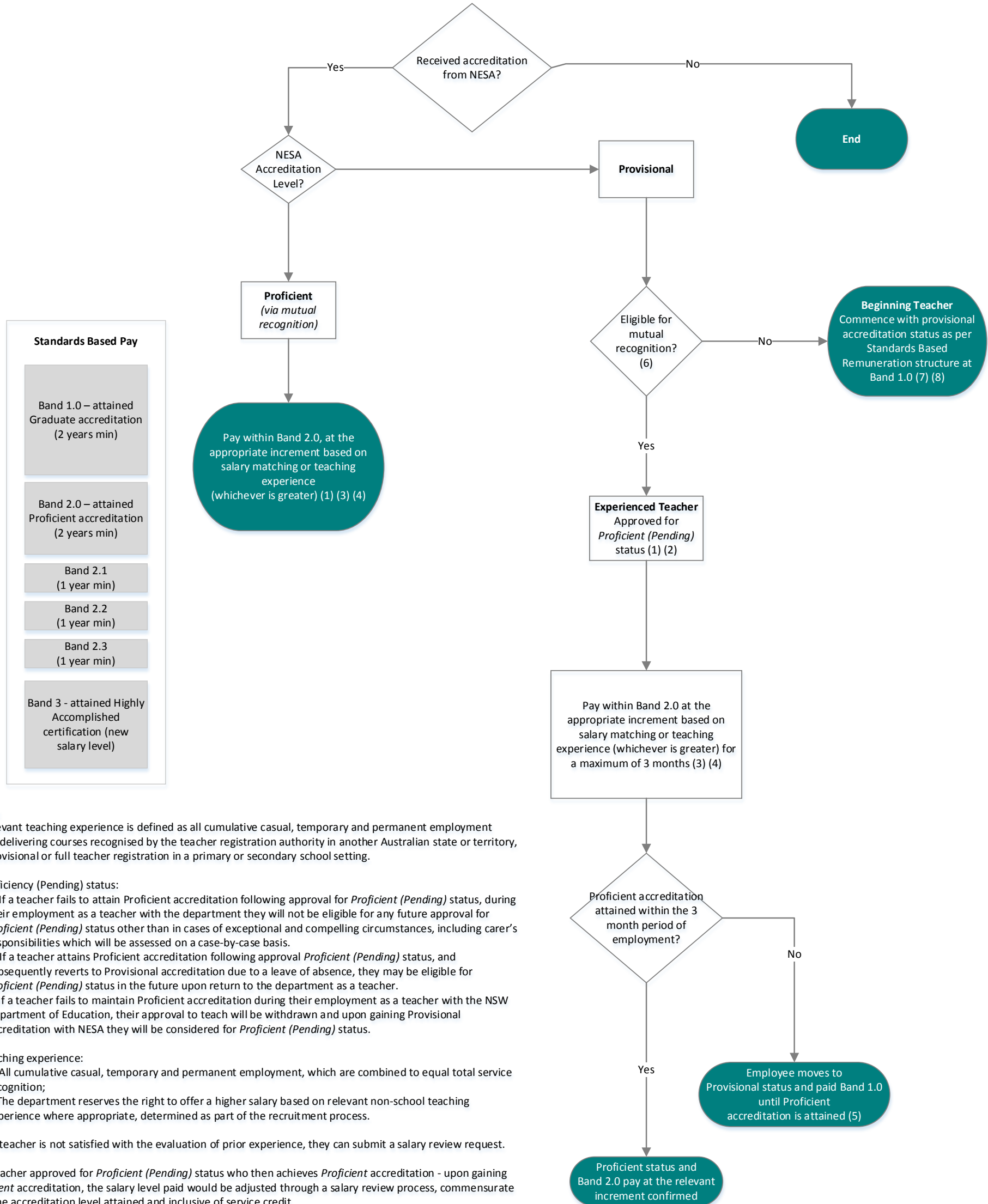
The following flowcharts show the decision process for salary determination under this procedure:

1. Page 14: Flowchart 1 – Standards Based Remuneration Decision Tree – Intrastate Appointments
2. Page 15: Flowchart 2 – Standards Based Remuneration Decision Tree – Interstate Appointments
3. Page 16: Flowchart 3 – Standards Based Remuneration Decision Tree – International Appointments
4. Page 17: Salary Conversion Diagram



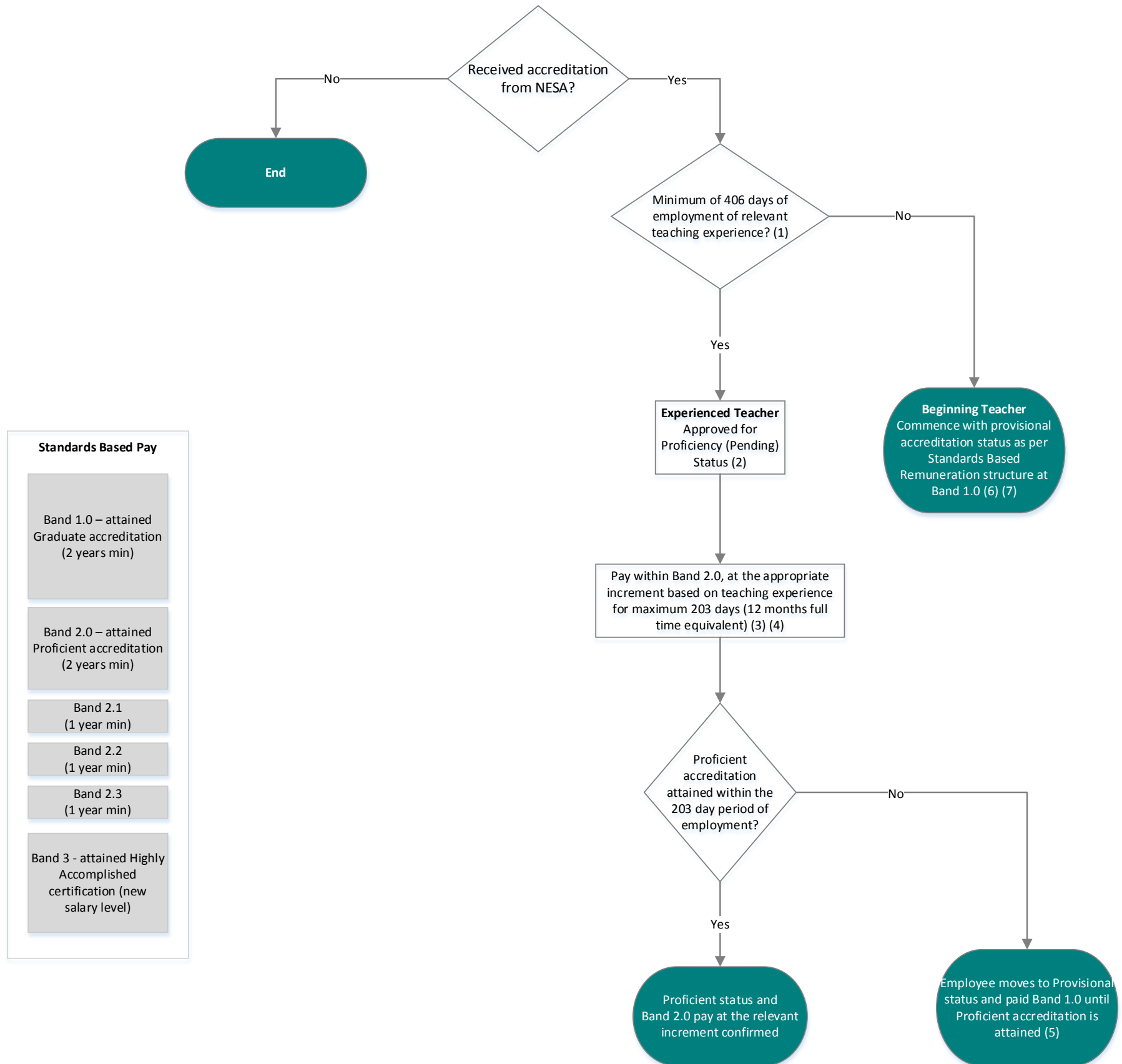
Notes:

- 1) Existing teacher is defined as an approved teacher who has:
 - a) been employed as a teacher with the department before 1 January 2016, and
 - b) had a break of employment as a teacher with the department of no more than 5 years.
- 2) Proficiency (Pending) status:
 - a) If a teacher fails to attain Proficient accreditation following approval for *Proficient (Pending)* status, during their employment as a teacher with the department they will not be eligible for any future approval for *Proficient (Pending)* status other than in cases of exceptional and compelling circumstances, including carer's responsibilities which will be assessed on a case-by-case basis.
 - b) If a teacher attains Proficient accreditation following approval *Proficient (Pending)* status, and subsequently reverts to Provisional accreditation due to a leave of absence, they may be eligible for *Proficient (Pending)* status in the future upon return to the department as a teacher.
 - c) If a teacher fails to maintain Proficient accreditation during their employment as a teacher with the NSW Department of Education, their approval to teach will be withdrawn and upon gaining Provisional accreditation with NESA they will be considered for *Proficient (Pending)* status.
- 3) Teaching experience:
 - a) All cumulative casual, temporary and permanent employment, which are combined to equal total service recognition;
 - b) Whilst delivering courses of study that are designed to implement the school curriculum under the Education Act 1990 (NSW);
 - c) The department reserves the right to offer a higher salary based on relevant non-school teaching experience where appropriate, determined as part of the recruitment process.
- 4) If a teacher is not satisfied with the evaluation of prior experience, they can submit a salary review request.
- 5) A teacher approved for *Proficient (Pending)* status who then achieves *Proficient* accreditation - upon gaining *Proficient* accreditation, the salary level paid would be adjusted through a salary review process, commensurate with the accreditation level attained and inclusive of service credit.
- 6) Refer to *Standards Based Pay Factsheet*.
- 7) Should the teacher have Highly Accomplished or Lead accreditation, they will only be eligible to move to Band 3.0 subject to gaining accreditation at that level, after one year of teaching service equivalent to Band 2.3.
- 8) Recognition of teaching experience will apply for calculation of service credit within Band 1.0.
- 9) For those teachers not eligible to attain *Proficient Pending* status, they will commence at Band 1.0 as per the new Standards Based Remuneration salary structure for Provisional accreditation. This also applies for teachers who hold Conditional accreditation.



Notes:

- 1) Relevant teaching experience is defined as all cumulative casual, temporary and permanent employment whilst delivering courses recognised by the teacher registration authority in another Australian state or territory, i.e. provisional or full teacher registration in a primary or secondary school setting.
- 2) Proficiency (Pending) status:
 - a) If a teacher fails to attain Proficient accreditation following approval for *Proficient (Pending)* status, during their employment as a teacher with the department they will not be eligible for any future approval for *Proficient (Pending)* status other than in cases of exceptional and compelling circumstances, including carer's responsibilities which will be assessed on a case-by-case basis.
 - b) If a teacher attains Proficient accreditation following approval *Proficient (Pending)* status, and subsequently reverts to Provisional accreditation due to a leave of absence, they may be eligible for *Proficient (Pending)* status in the future upon return to the department as a teacher.
 - c) If a teacher fails to maintain Proficient accreditation during their employment as a teacher with the NSW Department of Education, their approval to teach will be withdrawn and upon gaining Provisional accreditation with NESA they will be considered for *Proficient (Pending)* status.
- 3) Teaching experience:
 - a) All cumulative casual, temporary and permanent employment, which are combined to equal total service recognition;
 - b) The department reserves the right to offer a higher salary based on relevant non-school teaching experience where appropriate, determined as part of the recruitment process.
- 4) If a teacher is not satisfied with the evaluation of prior experience, they can submit a salary review request.
- 5) A teacher approved for *Proficient (Pending)* status who then achieves *Proficient* accreditation - upon gaining *Proficient* accreditation, the salary level paid would be adjusted through a salary review process, commensurate with the accreditation level attained and inclusive of service credit.
- 6) Mutual recognition is based on having held full registration as a teacher in another Australian state or territory.
- 7) Recognition of teaching experience will apply for calculation of service credit within Band 1.0.
- 8) For those teachers not eligible to attain *Proficient Pending* status, they will commence at Band 1.0 as per the new Standards Based Remuneration salary structure for Provisional accreditation. This also applies for teachers who hold Conditional accreditation.



Notes:

- 1) Relevant teaching experience - an overseas trained teacher would be eligible for *Proficient (Pending)* status if:
 - a) they hold Provisional accreditation with NESAs, and
 - b) they provide a Statement of Service proving they have taught a minimum of 2 years FTE in a primary or high school in their originating country (or have taught students aged 5 to 18 years), and
 - c) they declare in regard to *all* of the following that they have never:
 - had their registration, licensing classification as a teacher cancelled or suspended;
 - been dismissed or asked to resign;
 - been subject to disciplinary proceedings in relation to their employment;
 - been convicted of an offence carrying a penalty and imprisonment.
 They are required to meet the Standards at Proficient Teacher in 12 months (203 days).
- 2) Proficiency (*Pending*) status:
 - a) If a teacher fails to attain Proficient accreditation following approval for *Proficient (Pending)* status, during their employment as a teacher with the department they will not be eligible for any future approval for *Proficient (Pending)* status other than in cases of exceptional and compelling circumstances, including carer's responsibilities which will be assessed on a case-by-case basis.
 - b) If a teacher attains Proficient accreditation following approval *Proficient (Pending)* status, and subsequently reverts to Provisional accreditation due to a leave of absence, they may be eligible for *Proficient (Pending)* status in the future upon return to the department as a teacher.
 - c) If a teacher fails to maintain Proficient accreditation during their employment as a teacher with the NSW Department of Education, their approval to teach will be withdrawn and upon gaining Provisional accreditation with NESAs they will be considered for *Proficient (Pending)* status.
- 3) Teaching experience:
 - a) All cumulative casual, temporary and permanent employment, which are combined to equal total service recognition;
 - b) The department reserves the right to offer a higher salary based on relevant non-school teaching experience where appropriate, determined as part of the recruitment process.
- 4) If employee is not satisfied with evaluation of prior experience, they can submit a salary review request
- 5) A teacher approved for *Proficient (Pending)* status who then achieves *Proficient* accreditation - upon gaining *Proficient* accreditation, the salary level paid would be adjusted through a salary review process, commensurate with the accreditation level attained and inclusive of service credit.
- 6) Recognition of teaching experience will apply for calculation of service credit within Band 1.0.
- 7) For those teachers not eligible to attain Proficient Pending status, they will commence at Band 1.0 as per the new Standards Based Remuneration salary structure for Provisional or Conditional accreditation.

Flowchart 4 – Salary Conversion Diagram

