**M5 Maintenance of accreditation at Proficient Teacher**

**M5.1 Introduction**
On January 1, 2014, the functions of the NSW Institute of Teachers and the NSW Board of Studies merged to form the Board of Studies, Teaching and Educational Standards (BOSTES). BOSTES incorporates many areas of work in NSW schools, including curriculum, teaching, assessment, registration, and policy.

This leaflet provides advice to early career teachers and other teachers seeking to maintain accreditation as Proficient Teacher from BOSTES.

**M5.2 Who is responsible for managing accreditation at the Proficient Teacher level?**
BOSTES and a teacher accreditation authority (TAA) are the organisations responsible for managing accreditation at the Proficient Teacher level.

**M5.3 What does BOSTES do regarding accreditation?**
BOSTES oversees the accreditation process for all teachers in NSW working in both government and non-government schools. It was established under the NSW Board of Studies, Teaching and Educational Standards Act 2013 and comes under the portfolio of the Minister of Education and Communities.

One of BOSTES’s roles is to oversee and monitor the accreditation decisions of teacher accreditation authorities. The Board is neither an industrial organisation like the NSW Teachers Federation nor an employer of school teachers like the Department of Education and Communities (DEC). While it does not have the power to overturn a TAA’s decision, it does have the power to remove a TAA’s accreditation authority should there be grounds to do so.

**M5.4 What is the role of a teacher accreditation authority?**
A teacher accreditation authority (TAA) is the body that accredits a teacher at different levels of accreditation. In government schools, the responsibility is currently delegated by the DEC’s Secretary to the Directors, Public Schools. The relevant Director signs the accreditation reports, determining that a teacher is meeting the accreditation requirements. The Director, acting as the TAA, informs the BOSTES of such determinations. The TAA administers and oversees most of the teacher processes for maintaining teacher accreditation.

**M5.5 What is maintenance of accreditation at Proficient Teacher level?**
Once you have been accredited at Proficient Teacher level, you are required to maintain your accreditation. You do this by demonstrating ongoing competent teaching practice and undertaking structured professional development. You must also pay your annual accreditation fee to BOSTES.

**M5.6 How long is the maintenance of accreditation at Proficient Teacher level?**
The maintenance period is five years for full time teachers, and seven years for casual and part time teachers.

**M5.7 What is the professional development requirement for maintenance of accreditation?**
The minimum requirement of professional development is 100 hours. If you complete the 100 hours required before the end of the five or seven year period, the maintenance term will continue until that date.

If you begin your maintenance of accreditation period as a casual, temporary part time or permanent part time teacher but are appointed to a permanent full time position within the seven year maintenance of accreditation period, the seven year timeframe is retained.

If at any time in your five year maintenance period you move from full time to part time or casual employment, you are entitled to an additional two years (seven years in total) to complete your professional development hours and maintenance report.

Professional development undertaken by teachers accredited at Proficient Teacher must, as a minimum, address each standard contained in Standard 6 of the Australian Professional Teaching Standards; and at least one standard in each of the remaining standards in the Professional Teaching Standards.

**M5.8 What type of professional development am I required to undertake?**
The usual professional development requirement is 50 hours of Teacher Identified plus 50 hours of Registered professional development. Registered professional development is provided by endorsed providers, who are listed on the Board’s website.

Federation is an endorsed provider of registered professional development.

The nature of the professional development depends...
on the teacher’s accreditation date. The table below illustrates the amount of professional development hours you need to undertake.

<table>
<thead>
<tr>
<th>Teacher’s Professional Competence Accreditation Date</th>
<th>Teacher Identified professional development</th>
<th>Institute Registered professional development</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2005–December 31, 2005</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>January 1, 2006–December 31, 2006</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>January 1, 2007–December 31, 2007</td>
<td>70</td>
<td>30</td>
</tr>
</tbody>
</table>

Teachers accredited at Professional Competence prior to May 2008 are eligible for the interim arrangements outlined in the table above where the 50/50 option cannot be met. These arrangements were put in place due to a limited number of Registered professional development providers and courses prior to 2008. Once these teachers have met the requirements for their first period of maintenance of accreditation, the requirement reverts to 50 hours of each.

**M5.9 What happens once my maintenance of accreditation at Proficient Teacher finishes?**

Towards the end of the five or seven year period teachers are required to complete the Maintenance of Accreditation Report for Proficient Teacher (which addresses the seven standards of the Professional Teaching Standards).

The principal verifies the report and submits the completed report to the Director.

The Department requires that reports on the maintenance of accreditation are submitted three months before the end of the maintenance period. The Department also requires teachers to print out their Professional Development Progress Report (via their log-in account on the Institute’s website), and attach it to the report to show they have completed their continuing professional development hours.

Teachers should expect a confirmation email from BOSTES once the Director has sent a copy of the teacher’s report to BOSTES.

If there are any irregularities with the report BOSTES will notify the teacher again by email. (Examples of irregularities include: every standard from Standard 6 has not been addressed; accreditation fees have not been paid; your report has not been signed; the requisite professional development hours have not been met.)

A final email will be sent to confirm that your maintenance of accreditation period has been recorded as completed and that a new maintenance of accreditation period has begun for you. BOSTES will then send you a letter to confirm the new period of maintenance.

**M5.10 What is Teacher Identified professional development?**

Teacher Identified professional development is professional development that has not been registered with BOSTES. This type of professional development will not be found on BOSTES’s website. It may include conferences, workshops, courses, forums, research, school based professional development meetings, collegial lesson observations, reading an article in a professional teaching journal and delivery of professional development.

**M5.11 What is Registered professional development?**

Registered professional development is the undertaking of courses and programs that are only provided by BOSTES-endorsed professional development providers. Most Federation Trade Union Training core courses are registered. Refer to M5.16.

All of Federation’s Centre for Professional Learning courses are fully accredited with the Institute of Teachers. For details visit [www.cpl.asn.au](http://www.cpl.asn.au).

**M5.12 How do I log my professional development hours?**

You log your professional development hours on the Board’s website. Instructions on how to set up an account for the first time can be found on the Board’s website. Once you have your account set up, you are able to record both Registered and Teacher Identified professional development on the website.

For Registered professional development, you are required to evaluate the courses. The evaluations are a quality control measure for BOSTES, to determine if courses are relevant and of appropriate quality for teachers. They remain anonymous. You are encouraged to provide honest feedback.

Your attendance at the course will be entered by the course provider.

For Teacher Identified professional development, you need to record the activity you have undertaken and write an explanation as to how that activity addresses the standard or standards you have indicated. Your entry will be verified by your principal or the TAA’s delegate.

**M5.13 Why do I have to log my professional development hours on my account with BOSTES as well as the Department’s My PL?**

Teachers should note that logging their professional development hours on the BOSTES website is mandatory.
M5.14 Who validates my Teacher Identified hours of professional development?
This is the responsibility of the TAA or its delegate. The task will usually be delegated to your school principal. A school principal may delegate this to your supervisor. Officially, the responsibility lies with the TAA.

Casual and temporary teachers should consult with the principal and their supervisor at the school where they do most of their teaching in regard to having the principal validate their Teacher Identified hours of professional development.

M5.15 What if I undertake postgraduate study?
Teachers can apply to have their postgraduate study, and in some circumstances, additional undergraduate study, recognised as meeting the professional development requirements for the maintenance of accreditation as Proficient Teacher. Please see the BOSTES website for an application form.

M5.16 How can I access the required hours of professional development when my school is not giving me any opportunities to attend professional development?
It is important that your workplace provides you with opportunities to attend Registered professional development. Every school is provided with funding for professional development and all teachers should be given equitable access to professional development. All Centre for Professional Learning courses are fully accredited with BOSTES. Visit www.cpl.asn.au. If you have been unsuccessful in accessing Registered professional development at your school or schools, contact Federation for advice.

Also, many Federation courses will provide you with some Registered professional development. See Federation’s Trade Union Training webpages via www.nswtf.org.au. Phone 1300 654 369 or email tut@nswtf.org.au.

M5.17 I am a casual teacher and have to fund my own professional development and often miss a day’s work to attend a course.
The Department has created the Classroom Teacher program which can be completed online and provides participants with registered hours of professional development. This program can be accessed through the Department’s intranet.

Federation’s Centre for Professional Learning (www.cpl.asn.au) provides high quality professional development courses for members of the union.

As an endorsed provider of professional development Federation has courses that provide Registered professional development.

When Federation achieved a 50 per cent increase in professional learning funds provided by the Department in the recent salaries round, Federation requested that those funds be made available for permanent, temporary and casual teachers. The Department agreed to inform schools of this development.

M5.18 I need to take some leave from teaching. How will this affect my period of maintenance of accreditation at Proficient Teacher?
If you are taking extended leave from your teaching job in NSW, it is important that you consider applying for a Leave of Absence from BOSTES, as well as from the Department. A leave of absence may be granted by BOSTES for periods away from teaching of six months to five years in certain circumstances. Your maintenance of accreditation period will recommence when you return to teaching.

M5.19 What if I undertake professional development while I am on leave, for example university study or working as a teacher overseas or interstate?
You can apply to the BOSTES to have this professional development and teaching practice recognised. The application for Recognition of Teaching Practice and Professional Development undertaken during leave of absence for the Maintenance of Accreditation is available on the Board’s website. Professional development studies should have relevance to BOSTES’s Professional Teaching Standards.

M5.20 How much do I have to write to justify my Teacher Identified professional development?
Federation’s view is that you only need to write a few sentences for each Teacher Identified activity, as long as your explanation addresses the relevant Professional Teaching Standards and supports your professional development.

M5.21 What happens if the TAA decides that my accreditation has not been maintained?
A teacher can make a request for an internal review of the decision which must be: based on issues of procedure; made in writing supported by documentary evidence;
made within 28 days of being informed of the decision.

If the decision regarding not maintaining accreditation is upheld after the internal review, the teacher may apply to the NSW Civil and Administrative Tribunal. In this circumstance the teacher should seek advice from Federation when informed of the TAA’s original decision.

**M5.22 I have a question but I am finding it difficult to contact BOSTES to receive advice. Why won’t they answer my call/email?**

If you continue to experience problems contacting BOSTES, document details of your attempts and then contact Federation.

**M5.23 What happens if I do not pay my BOSTES fee?**

The Teacher Accreditation Act 2004 requires all new scheme teachers to pay the annual fee. If you do not pay the fee, your accreditation to teach may be revoked and you will not be able to teach in any school in NSW; government or non-government.

Federation, however, opposes in principle the requirement for individual teachers to pay such a fee. The union will continue to advocate that the employer should pay the mandatory fee.

Your accreditation fee is tax deductible.

To assist new scheme teachers, as they become new members of the union, Federation has, upon application by the new scheme teacher, paid their first year BOSTES fee where the union membership fee was paid by direct debit or as an upfront cash payment for 12 months.

**M5.24 What is Federation’s view of the requirements around accreditation?**

Federation campaigns strongly to achieve and maintain the appointment of appropriately trained and qualified teachers to NSW government schools. BOSTES ensures qualification standards are maintained. In this context Federation supports accreditation.

On occasions the procedures required to be undertaken by a new scheme teacher to achieve and maintain accreditation break down. However, frequently the cause of the problem is located within the Department, not BOSTES.

Where problems cannot be overcome a teacher should contact Federation for advice and assistance.