## Evidence of achievement

Teachers achieve accreditation by:
- demonstrating they meet all Standards for Proficient Teacher (however, collecting/annotating evidence for all 37 Standard Descriptors is not required)
- annotating and submitting 5 - 8 items of documentary evidence that demonstrate they have reflected on their practice against the Standards (each item must address 2 - 4 Standard Descriptors and not exceed 10MB, with the total not exceeding 35 single-sided pages)
- submitting an observation report on their practice (by their supervisor)
- acknowledging they have read the Proficient Teacher Accreditation Report (by their supervisor) in their NESA online account.

Collectively, the above evidence must address at least one Proficient Teacher Standard Descriptor from each of the seven Standards.

NESA Proficient Teacher Accreditation Policy (2018), Sections 4.2.2 - 4.2.4, Pages 4-6.

## Evidence of achievement – Additional requirements

### Proficient

<table>
<thead>
<tr>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent full time department teachers at this mandatory stage have two years to gain accreditation.</td>
</tr>
<tr>
<td>Part time department teachers have the equivalent of two years full time service to gain accreditation.</td>
</tr>
<tr>
<td>Casual teachers have a maximum of five years to complete their accreditation at Proficient Teacher if provisionally accredited, and a maximum of six years if conditionally accredited.</td>
</tr>
<tr>
<td>Teachers are required to know the date that NESA has advised that their period of accreditation will end.</td>
</tr>
<tr>
<td>DoE Accreditation at Proficient Teacher Procedure (2018), Section 6, Pages 8-10</td>
</tr>
<tr>
<td>NESA Proficient Teacher Accreditation Policy (2018), Section 5, Pages 6-7</td>
</tr>
</tbody>
</table>

### Highly Accomplished

Teachers seeking accreditation at this voluntary stage have a maximum of three years to gain accreditation.

Before commencing accreditation at Highly Accomplished, teachers need to be assessed as satisfactory in their two most recent annual performance and development assessments.

NESA Policy for Accreditation at Highly Accomplished and Lead Teacher:
- Section 6.3, Page 5
- Section 7.1, Page 6

### Lead

Teachers seeking accreditation at this voluntary stage have a maximum of three years to gain accreditation.

Before commencing accreditation at Lead, teachers need to be assessed as satisfactory in their three most recent annual performance and development assessments.

NESA Policy for Accreditation at Highly Accomplished and Lead Teacher:
- Section 6.3, Page 5
- Section 7.1, Page 6

## Submission of evidence

When the teacher and supervisor agree that the teacher’s practice meets the Standards for Proficient Teacher, the teacher’s accreditation can be finalised.

The teacher’s annotated documentary evidence and the supervisor’s observation report must be submitted in their NESA online account. The supervisor then has 21 calendar days to write the teacher’s Proficient Teacher Accreditation Report. The teacher must acknowledge in their NESA online account that they have read this report.

NESA Proficient Teacher Accreditation Policy (2018), Section 4.2.2, Pages 3-6.

### Proficient

Teachers are responsible for deciding when to submit their evidence within the maximum timeframe.

Teachers submit their completed application online to the Teacher Accreditation Authority (A/L) through the NESA website.

The TAA (A/L) at the Highly Accomplished teacher stage is the Director, Public Schools NSW.

NESA Policy for Accreditation at Highly Accomplished and Lead Teacher Section 7.1, Page 6.

### Highly Accomplished

Teachers are responsible for deciding when to submit their evidence within the maximum timeframe.

Teachers submit their completed application online to the Teacher Accreditation Authority (A/L) through the NESA website.

The TAA (A/L) at the Lead teacher stage is the Director, Public Schools NSW.

NESA Policy for Accreditation at Highly Accomplished and Lead Teacher Section 7.1, Page 6.