

Teacher Accreditation Fact Sheet for Early Childhood Employers

All teachers working in approved early childhood services must be accredited with the NSW Education Standards Authority (NESA). Teachers first apply for accreditation when they have completed their teaching qualification and are about to start teaching. Teachers and employers have roles to play in ensuring the teacher achieves and then maintains the mandatory level of Proficient Teacher within their accreditation timeframe.

What must the provisionally accredited teacher do?

The provisional teacher beginning their career in an early childhood service:

- takes a proactive approach to their teacher accreditation responsibilities
- completes the online [Proficient Teacher Orientation Course](#)
- is guided by the Australian Professional Standards for Teachers (the Standards) to build their professional knowledge, practice and engagement
- seeks and responds to feedback from teacher colleagues regarding demonstration of the Standards in their daily teaching
- engages in reflective practice regarding their teaching
- completes at least the equivalent of 160 days full-time teaching
- pays their annual teacher accreditation fee in line with NESA requirements
- approaches their service director or relevant employer representative for the allocation of an Accreditation Supervisor when they consider they are consistently demonstrating the Standards at Proficient Teacher level

- prepares their annotated documentary evidence and observation of teaching to finalise their Proficient Teacher application with the support of their Accreditation Supervisor
- submits their Proficient Teacher application online to NESA.

What type of support is required?

The provisional teacher will receive ongoing support and feedback from their teacher colleagues and Accreditation Supervisor about their practice in relation to the Standards at agreed intervals during their accreditation timeframe.

The Proficient Teacher application is completed by the teacher with the support of an Accreditation Supervisor.

The Accreditation Supervisor must:

- be a Proficient Teacher working in the same service or employer as the teacher
- complete free, online [Accreditation Supervisor](#) training through NESA
- review the annotated documentary evidence the teacher prepared for their Proficient Teacher application

- complete an observation of teaching report based on the teacher's demonstration of the Standards
- make an online declaration regarding the teacher's demonstration of the Standards when the teacher has finalised their Proficient Teacher application.

The Accreditation Supervisor cannot be:

- a teacher whose practice is overseen by the provisional teacher
- a family member.

What must a Proficient Teacher do to maintain their accreditation?

The Proficient Teacher in an early childhood service:

- continues to demonstrate they are working at Proficient Teacher level through their daily practice
- seeks and responds to feedback from their employer regarding their teaching practice
- completes 100 hours of PD during their maintenance period in line with NESA requirements
- pays their annual accreditation fee in line with NESA requirements
- submits their maintenance online to NESA within three months of their maintenance due date
- may be nominated to be an Accreditation Supervisor by the service director or relevant employer representative.

What must an employer do?

Employers (or their representative):

- ensure there are internal procedures and processes for services to support the implementation of NESA's requirements for teacher accreditation
- ensure teachers have access to all relevant procedures

- ensure teachers are accredited by asking for a copy of their Teacher Summary Report, downloadable from their NESA account (eTAMS) or check the [Public Register of Teachers](#)
- notify NESA of any teachers who are at risk of not meeting their accreditation requirements
- notify NESA of any information that may be grounds for NESA to revoke or suspend a teacher's accreditation, such as misconduct.

REFERENCES AND RESOURCES

- [Proficient Teacher Accreditation Policy](#)
- [Maintenance of Teacher Accreditation Policy](#)
- [NSW Teacher Accreditation Manual](#)
- [The Standards](#)
- [Supporting a teacher](#)

Further enquiries contact:

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