Certification applicant checklist

Pre-assessment
- Attend (or watch online) a HAT and LT information session in your Pilot region.
- Complete a self-assessment using the Reflection on Practice Tool on the AITSL website.
- Have a professional discussion with your Principal, about your readiness to apply for certification and the level at which you would apply.
- Check your eligibility against the AITSL and DET pilot requirements below.

AITSL National Guide to Certification eligibility requirements:
- be an Australian or New Zealand citizen OR have an Australian Permanent Residency Visa
- have current and full registration (not provisional) with the QCT
- have completed their most recent annual performance reviews or equivalent over the following periods: for Highly Accomplished certification – 2 years; for Lead certification – 3 years
- have a teaching load to enable them to demonstrate achievement of the complete range of Standards and Descriptors. The requirement for a teaching load is best explained by the AITSL Guide to Certification on page 9.

DET Pilot eligibility requirements:
- be a permanent or temporary employee, with a minimum of one year appointment in a state school within the Pilot regions of North Coast or Far North Queensland in 2017
- applicants will need to have 5 years or more recognised teaching experience by the Pilot application closing date of the of 10 February 2017
- be committed to undertaking certification at the Highly Accomplished or Lead teacher level (as nominated in application), including preparing a portfolio for submission by the end of Term 2 of 2017.

Pilot application
- Complete the on-line Pilot application via SmartJobs.

Assessment Stage 1
- Prepare your portfolio of evidence (including a completed evidence map and checklist for submission of evidence).
  - collection of evidence in your portfolio must include:
    1. direct evidence – annotated evidence of teacher practice and classroom observation reports (included in the collection of annotated evidence)
    2. teacher reflection on the direct evidence – a written statement addressing the Standards and a written description of a Lead initiative (at the Lead career stage only)
    3. contact details of referees to provide commentary on your practice against the Standards.

Assessment Stage 2
- Liaise with the assessor and the Principal to plan the Stage 2 site visit to address the required focus areas.
  - The site visit comprises:
    1. observation of practice
    2. professional discussions with applicant
    3. referee discussions with Principal/supervisor, and with other colleagues as required and nominated by the applicant.

For further information, please refer to the AITSL Guide to Certification.
This material has been adapted from Teacher Quality Institute – ACT
Certificate process pilot purpose and timeline:

- The Australian Institute for Teaching and School Leadership (AITSL) has developed a national certification process for the Highly Accomplished Teacher (HAT) and Lead Teacher (LT) career stages of the Australian Professional Standards for Teachers (APST).
- The Department of Education and Training (DET) is introducing two new teacher classifications which reflect the HAT and LT career stages.
- The Queensland College of Teachers (QCT) has worked closely with DET, the Queensland Teachers’ Union (QTU) and other key stakeholders to establish the certification process below for Queensland state schools that aligns with the AITSL Guide to Certification.
- The certification process for HAT and LT will be piloted in two DET regions – Far North Queensland and North Coast, commencing in Term 1, 2017.
- The QCT is the Certifying Authority for the Pilot.
- The Pilot will conduct and assess the HAT and LT certification process with teachers from a diverse range of schools and teaching contexts.
- Assessment will be performed by DET teachers and school leaders who have undertaken the National Certification Assessor Training Program.
- Successfully certified teachers in the Pilot will achieve national recognition as a HAT or LT.

Certificate process overview

**Pre-assessment**
Prior to commencing a Pilot application, you will need to determine your eligibility and readiness to apply by undertaking the following activities:

- attend (or watch online) a HAT and LT information session
- undertake self-assessment using the Reflection on Practice Tool available on AITSL’s website
- conduct a professional discussion with your Principal regarding your readiness to apply and the level at which you should apply (HAT or LT)
- check your eligibility against the AITSL and DET Pilot requirements listed on page 3.

**Pilot application**
- applications to participate in the Pilot will be open to Pilot region applicants on the SmartJobs website on 16 January 2017. You will need to undertake the pre-assessment activities listed above and submit an application by 10 February 2017. Successful applicants will be notified on 17 February 2017.

**Assessment stage 1**
- a portfolio of evidence will need to be developed for submission by 23 June 2017. This includes a lead initiative for Lead Teacher applications. Professional development sessions will be conducted to assist you in developing your portfolio
- you will be required to submit your portfolio by 23 June 2017
- submissions will be assessed by two assessors against the seven Standards at the relevant level of the APST commencing in Term 3, 2017
- QCT will inform you of the outcome of the Stage 1 assessment and provide you with a written report
- applicants who have demonstrated achievement of all seven Standards, at the relevant career stage, will progress to Assessment stage 2. Unsuccessful applicants will receive feedback in relation to their strengths and areas for improvement and are welcome to apply again in the future.

**Assessment stage 2**
- an assessor will contact you in Term 3, 2017 to arrange a site visit to your school and to negotiate priority areas within the Standards to focus on during the site visit. The site visit will consist of observation of your practice; a professional discussion with you; and a referee discussion with your Principal and other colleagues as required
- following the site visit, the assessors will compile a final report and recommendation based on the evidence provided in your portfolio in Stage 1 and the evidence from the Stage 2 site visit
- only applicants who have provided sufficient evidence of meeting each of the Standards, at the relevant career stage, will be recommended for certification.

**Moderation and certification**
- QCT will endorse/decline the recommendation of the assessors based on whether due process was followed and sufficient evidence provided against the standards. QCT will also provide you with a written report notifying you of the final decision
- successful applicants will be formally recognised with Highly Accomplished Teacher or Lead Teacher Certification. Unsuccessful applicants will receive feedback in relation to their strengths and areas for improvement and are welcome to apply again in the future.