



Use this form to apply for recognition of prior experience for approval to teach in primary schools. Use the documents [Process for applying for additional subject approval on the basis of teaching experience](#) and [Self assessment for approval to teach in a new subject on the basis of teaching experience](#) to help prepare this application.

Experienced teachers who have skills and experience in primary teaching not covered in their initial training may be eligible for approval to teach in primary schools. **A minimum of two years full-time relevant experience or equivalent part-time or casual experience in NSW public schools is necessary within the last five years.**

Experience in teaching English and mathematics and at least one other primary key learning area (KLA) is required. Experience in teaching across more than one Stage is required. Experience must include at least one continuous term on a primary class.

Applicants need to have taught a load sufficient for their principal to attest that they have gained the relevant experience for approval to teach primary classes in NSW public schools. Applicants are required to document accurately their teaching skills and experience across the relevant Board of Studies syllabus and the Australian Professional Standards for Teachers at Proficient level. Supporting documentation needs to demonstrate: teaching the new subject content (Standard 2); planning (Standard 3); assessment and reporting (Standard 5); and engaging in professional learning (Standard 6). Applicants present supporting documentation to demonstrate their teaching experience to the principal with this application. The principal will confirm the application and make a recommendation as to your suitability to be awarded the additional teaching code.

New scheme teachers are required to have achieved accreditation at Proficient Teacher with the Board of Studies, Teaching and Educational Standards NSW (BOSTES) before applying for approval to teach other subjects.

1. APPLICANT DETAILS ID Number _____ Permanent Casual/Temporary

Title: Mr Mrs Ms Miss Dr

First name Second name Family name

Are you a new scheme teacher? _____ Date achieved Proficient Teacher? _____

2. TEACHING CODE FOR WHICH APPROVAL IS SOUGHT

3. SCHOOL DETAILS

Name of school _____ School code _____

Name of Principal _____

Name of Supervisor _____

4. TEACHING SKILLS AND EXPERIENCE

Include detailed information about your previous teaching experience, including the calendar years when primary subjects have been taught, with detail about courses and topics for each class or year. The table should clearly demonstrate your experience across more than one Stage including English, mathematics and at least one other KLA. Provide information to demonstrate the nature of the teaching that you have done. Teaching experience within the last five years will be considered. Casual and temporary teachers also need to refer to Section 5 of this form. Where you have taught classes for part of a year, the following table may help quantify and describe teaching experience.

1 class for four terms	1.0
1 class for three terms	0.75
1 class for two terms	0.5
1 class for one term	0.25

If space provided is insufficient please attach a supplementary statement explaining your experience.

Calendar Year	BOS syllabus taught	Include details here about your teaching, class taught, courses and topics, name of school and name of supervisor

5. FOR CASUAL AND TEMPORARY TEACHERS

*It is expected that the majority of the teaching experience you describe will be based on teaching at the school whose principal signs the confirmation in Section 10 of this form. If the majority of teaching time is not in the one school, experience from one other school can be considered. You are required to provide an additional confirmation from another supporting principal who can attest to your experience. Ensure that the information in Section 4 clearly describes your experience in each school. The principal of the other school needs to review any supporting documentation relating to teaching at their school then sign this section of the form **before** it is submitted to the principal who provides the overall confirmation in Section 10.*

Confirmation from supporting principal

1. **I confirm that** (teacher's name) _____ has been teaching the subject for which additional approval is sought at my school as described in Section 4 of this form.

2. **I am satisfied that** the teaching documentation provided demonstrates the capacity to teach the Board of Studies syllabus in the new subject.

Principal's name _____ **Contact no:** _____
(please print)

Principal's signature _____ **School:** _____

6. TERTIARY QUALIFICATIONS AND TRAINING

List any qualifications/further training you have completed or partly completed that contain studies that relate to your new subject/teaching area. This training may include further university training, TAFE or other training relevant to teaching in the primary school.

Please attach a certified copy of transcripts and testamurs.

Qualification/Award and Institution/provider	Completed Yes/No	Year/s	Relevance of training Specify the units completed that are particularly relevant to this application

7. OTHER SKILLS AND EXPERIENCE RELEVANT TO TEACHING IN THIS SUBJECT

Relevant experience may include teaching at TAFE, university lecturing, tutoring school aged students or relevant work experience. Please attach a certified copy of statements of service from employers if applicable.

8. COLLECTION OF SUPPORTING DOCUMENTATION

You are required to submit five pieces of supporting documentation to demonstrate your teaching experience with your application. Please ensure that the supporting documentation –

- comes from primary teaching experience within the last five years**

- demonstrates capacity to meet the Australian Professional Standards for Teachers at Proficient level in: teaching the new subject content (Standard 2); planning (Standard 3); assessment and reporting (Standard 5); and engaging in professional learning (Standard 6), with a clear focus on the subject for which you are seeking approval** Use the Board of Studies syllabus documents to guide your decision about what to include. Use the [Self assessment for approval to teach in a new subject on the basis of teaching experience](#) document as a guide to assist your decisions about the supporting documentation you select.

- demonstrates experience across more than one Stage**

- is signed by the supervisor responsible for your work at that time**

- is provided to the principal in an A4 plastic sleeve or equivalent**
The principal will review this supporting documentation, take a copy and return it to you. Do not submit this documentation to Staffing Services.

9. DECLARATION BY APPLICANT

I certify that the information I have provided on this form is accurate and complete. In applying I affirm that my experience equips me to meet the full range of responsibilities of a primary teacher. I understand that my current and former principal/s may be contacted to furnish further details as required.

Applicant's signature

Date

10. PRINCIPAL'S CONFIRMATION OF TEACHER'S EXPERIENCE

Refer to the **Checklist for the principal** on page 7 before completing this section.

1 **I confirm that** (teacher's name) _____ has been teaching the subject for which additional approval is sought:

- for at least two years full time (or equivalent part time experience) out of the last five years in my school or in conjunction with the school identified in Section 5 of this form
- across Years 7-10, 11-12 or 7-12 as required.

2 **I confirm that**, in my professional judgement,

- the applicant demonstrates strategies for addressing student needs, has the capacity to communicate effectively with students, and is able to effectively apply classroom management skills;
- and
- the teaching documentation I have reviewed in support of this application demonstrates the capacity to teach the Board of Studies syllabus in the new subject.

Principal's recommendation on the effectiveness of the teacher in delivering the relevant Board of Studies syllabus –

Principal's name (please print)

Principal's signature

Date

CHECKLIST FOR APPLICANT

Please note that all required documentation must be submitted with your application. This checked and signed page should be attached and returned with your completed application.

In submitting your application, please ensure you:

- use the [Process for applying for additional subject approval on the basis of teaching experience](#) to understand the stages involved in applying
- use the [Self assessment for approval to teach in a new subject on the basis of teaching experience](#) to help prepare your application and as a basis for discussion with your principal and structuring the documentation you submit
- seek the support of your principal by discussing your intention to apply after you have completed the self assessment
- clearly and comprehensively describe your teaching experience, including names of your supervisors
- complete all sections of the application form including the date you achieved Proficient Teacher in your initial teaching area if you are a new scheme teacher
- obtain the support and signature of another principal if you are a casual or temporary teacher basing your application on teaching undertaken at two schools
- include five pieces of supporting documentation, signed by your supervisor, to submit to your principal for the teaching code for which you apply, demonstrating your experience in teaching the new subject, planning, assessment and reporting, and engaging in professional learning (refer to Australian Professional Standards for Teachers, Standards 2, 3, 5 and 6, Proficient level)
- include copies of any relevant academic transcripts or documents
Copies must be certified as exact copies of the original documents by a representative of the issuing institution, a Justice of the Peace or a NSW Department of Education and Communities authorised officer.
- include proof of change of name if any documentation is in a different name from the name on the application
- retain your supporting documentation when returned by your principal – do not submit it with this form
- make a copy of your completed application for your own records.

Applicant's
signature: _____

Date: _____

Please return this application to:

Additional Approval
HR Shared Service Centre, Blacktown
email Additional.Approval@det.nsw.edu.au

CHECKLIST FOR PRINCIPAL

Before confirming this application, please ensure that you:

- review the [Process for applying for additional subject approval on the basis of teaching experience](#) to ensure the applicant has completed the steps involved in applying
- review the applicant's description of teaching experience at your school against your records
- check that if the applicant is a new scheme teacher, they have achieved Proficient Teacher in their initial teaching area
- check that a minimum of two years full-time relevant experience or equivalent part-time or casual experience in NSW public schools within the last five years is documented
- check that the applicant has obtained the support and signature of another principal if the application is based on teaching undertaken at two schools

NOTE: For casual or temporary teachers, two years of teaching may be achieved through accumulated service in secondary schools. A signature from another supporting principal may be required in Section 5 of this form. Principals should only sign off on this application without an additional confirmation from another supporting principal if the applicant has undertaken the majority of the teaching in their school. The service of casual and temporary teachers, including the schools in which they have taught, will be verified by HR Shared Services.

- review five pieces of supporting documentation for the teaching code for which approval is sought

Principals make this judgement using their experience and syllabus knowledge as a guide and by referring to the Australian Professional Standards for Teachers (Standards 2, 3, 5 and 6, Proficient level). If the teacher's application and supporting documentation are considered to be not yet at the appropriate level provide feedback for future re-submission.
- take a copy of the documentation and return the original supporting documentation to the teacher after review
- complete the confirmation in Section 10 if recommending the teacher, or if not recommending, provide feedback
- advise the applicant to make a copy of their completed application and then to submit it to HR Shared Service Centre, Blacktown

HR Shared Service Centre, Blacktown will contact the teacher directly after processing the application.