



## How do I become accredited at Professional Competence?

### *A summary of the accreditation process for New Scheme Teachers*

1. Read (and keep handy) the following documents available on our website:
  - [The Professional Teaching Standards](#), specifically those at Professional Competence
  - [Information for New Scheme Teachers](#), which explains the accreditation process in more detail
  - [The Evidence Guide](#), which gives multiple examples of teachers' practice that would demonstrate achievement of each Standard
  - [Advice for Casual, Temporary and Part-time Teachers](#) if this is how you are employed
  - The [Teacher's Evidence Diary](#) (if applicable), which is the evidence guide in a hands-on form for casual, temporary and part-time teachers
  - Your employer's accreditation policy/procedures (e.g. the DET policy is available on [their website](#))
2. Collect documentary evidence of your teaching practice. These documents should be those you have used in your teaching, not created specifically for accreditation purposes. See page 6 of the [Information for New Scheme Teachers](#) booklet for the sort of evidence you could collect.
3. You will need to demonstrate that you meet **all the Standards** at Professional Competence. An experienced member of staff will support you through this process. The Institute uses the term "supervising teacher" for this person. They might be your Head of Department, an Assistant Principal, a senior teacher – it is up to the school to allocate someone who will gain a good knowledge of your practice. They should observe your lessons, give you feedback and support, examine documentation you collect/prepare, etc.
4. Select a sample of your documentary evidence to submit with the report – you might do this together with your supervising teacher. You should decide which Standard/s each document shows you have achieved and annotate the document to show how it meets the Standard/s you claim. More advice on selecting Standards and evidence can be found on pages 10/11 of the [Information for New Scheme Teachers](#) booklet, and you should also consult the [Evidence Guide](#).
5. The supervising teacher (or someone else at the school designated by the principal) will write your [Accreditation Report](#), commenting on your practice and achievement of the Standards in each element. DO NOT write this report yourself, though you should sign it once it is written.
6. Your sample should address **at least one Standard per element**. To make it more straightforward for the person making your accreditation decision, you might address 1-3 Standards per element, but not too many. The report and evidence must still fit inside an A4 plastic sleeve.
7. Double-check your employer's accreditation policy and ensure you have followed any specific requirements they may have. Not following your employer's policy is one of the main reasons for them returning your report/evidence package to the school.
8. Make at least **two (2)** copies of your report/evidence package. Keep one yourself, and ask the school to file the other.
9. It is then time for the package to be sent to the school's Teacher Accreditation Authority (TAA) – this is the person who will make the formal accreditation decision. **Do not send it directly to the Institute**. Your school should know where it needs to be sent and should send it for you.
  - If you work in an independent school, the TAA will most likely be an authorised person at the school.
  - If you work in a Catholic systemic or Government school, find out from your Principal where the package is being sent.
10. The Institute will inform you via email when we receive the report/evidence package from your TAA, and at various other stages of processing, so please ensure we have your correct email address. Go to our website, click **My Account** and either enter your login details or create an account if you haven't already. Once logged in, click **Personal Details** on the left of the screen and update your information if necessary. You can also update your **Employment** details and check your **Financial** status with the Institute.