

**Pre-Assessment: eligibility, self-assessment and professional discussion**

Current full registration with Queensland College of Teachers (QCT).

Australian or New Zealand citizen or permanent resident.

Employed by a Queensland Catholic School Authority (CSA).

At least 5 years teaching experience.

Satisfactory most recent annual performance assessments – 2 for HAT, 3 for LT.

Teaching requirements (in order to demonstrate achievement of all descriptors) – authentic teaching role.

Completion of AITSL self-assessment tool.

Professional discussion with the principal regarding readiness to apply.

Participate in a QCEC applicant information sessions and workshops.

Lodge notice of intention to submit with QCEC.

*Participation in QCEC applicant information sessions is a recommended step before preparing for Stage 1.*

**Assessment Stage 1: submission of evidence, decision-making and feedback; successful applicants progress to Stage 2**

Preparation of collection of evidence and portfolio to be completed.

Submission of portfolio – First fee instalment \$850 paid by applicant to QCT.

Each of the 7 Standards must be addressed by at least two pieces of evidence, and each of the Descriptors at the relevant career stage must be accounted for at least once.

Referee statements to be included in portfolio.

Two QCEC appointed Assessors assigned to conduct portfolio assessment individually then confer and reach consensus.

Assessors write Stage 1 assessment report and provide to Certifying Authority (CA).

CA makes a decision based on the evidence and the Assessors' report and communicates the decision.

CA provides written report and moderated heatmap.

Applicants notified by CA of outcome of Stage 1. For applicants successful at Stage 1, Second fee instalment \$650 paid to QCT to commence Stage 2.

**Assessment Stage 2: observation of practice and professional discussion; certification decision-making and recommendation**

Pre-observation discussion (phone/Zoom) with applicant by Assessor to discuss context of lessons.

Video observation of classroom practice of two 35-minute lessons.

Professional discussion (phone/Zoom) by Assessor with Principal/supervisor re applicant's practice. Discussions with other nominated colleagues as required.

Professional discussion (phone/Zoom) debrief and questions with applicant by Assessor.

Both Assessors make final judgement and recommendation to CA based on Stages 1 and 2 – write Stage 2 report.

Moderation as necessary by CA.

CA endorses or declines recommendation based on assessment meeting requirements of the certification process.

CA advises applicant of outcome of Stage 2.

CA advice to AITSL for National HALT recognition of successful applicants.

**Appeals**

Appeals related to certification and renewal will be in accordance with the requirements and operational procedures of the QCT.

**Renewal of certification**

Certification is valid for 5 years. Renewal allows certified teachers to demonstrate their practice at the career stage at which they are certified.

Renewal at 5 years involves submission of written statements, 1 x 35 minute video of classroom practice and referee reports.

Renewal fee \$100.