ASSESSMENT OF PRIOR SERVICE

WHAT IS AN ASSESSMENT OF PRIOR SERVICE?

An assessment of prior service is undertaken so that each teacher may be paid at the salary level appropriate to the range of qualifications and experience that they bring to the role.

Consideration is given to:

- previous teaching service;
- periods of child rearing;
- academic qualifications; and
- service with the Australian Defence Forces during hostilities or peace keeping.


WHEN SHOULD I APPLY FOR AN ASSESSMENT?

Applications for assessment of prior service should be submitted to the Assessment of Prior Service Team (HR Shared Service Centre, Blacktown) when confirmation of a permanent teaching appointment is received or upon the commencement of casual or temporary teaching service with the NSW Department of Education and Communities.

Note: There is no need to apply for an assessment of prior service upon permanent appointment to a school teaching position for the purpose of incremental credit due to casual or temporary school teaching with the Department. The Assessment of Prior Service Team undertakes such assessments as part of the appointment process.

Any teachers separating from the Department may also apply for an assessment to ensure that their entitlements are paid out at the correct rate, unless already on the maximum level.

Persons participating in the Department’s sponsored teacher training programs will be contacted by the Assessment of Prior Service Team prior to the completion of their training.

WHAT DO I NEED TO PROVIDE?

Teaching service

All periods of non-departmental school teaching service, teaching service with NSW TAFE and the Adult Migrant English Service (AMES) or service with an affinity to teaching must be verified.

Statements of service should be on letterhead and contain the following information:

- start and finish dates
- whether employment was full or part time (if part time, provide details of hours worked each week)
- details of whether any leave without pay was taken or breaks in service.

Where any of the above details are not available from your previous employers, an explanation is required and the statutory declaration must be completed.
Service with the Australian Defence Forces

Periods of service with the Australian Defence Forces where the person has participated in an active capacity in a combat zone or has been deployed to undertake peace keeping activities must be verified.

Statements of service should be on letterhead and contain the following information:

- start and finish dates
- whether employment was full or part time (if part time, provide details of hours worked each week)
- evidence of service in an active capacity in a combat zone or deployment to undertake peace keeping activities
- details of whether any leave without pay was taken or breaks in service.

Child rearing

Certified photocopies of birth certificates or extracts, or certified photocopies from registers of birth as issued by the Registrar-General or other constituted authority must accompany the application for each child for whom accreditation for child rearing is being claimed.

Academic qualifications

Teachers currently employed and completing additional study which increases their status to four years trained may also apply for an assessment on successful completion of the course.

To update academic qualifications a certified copy of the final transcript, showing that the course has been successfully completed and at what date, is required.

Note: Official translations are required of documents which are in a language other than English. Documents will not be returned to applicants.

WHAT DOES THIS KIT CONTAIN?

This kit contains information and forms for you to make an application for an assessment of your prior service. Please read all pages carefully.

Attached are:

- Assessment of Prior Service – Explanatory Notes
- Application for Assessment of Prior Service
- Statutory Declaration

Please ensure that documentary evidence is provided where applicable.
WHERE DO I SEND MY APPLICATION?

All applications for assessments of prior service should be forwarded to:

Assessment of Prior Service Team
HR Shared Service Centre
Locked Bag 3010
BLACKTOWN NSW 2148

or

Email to APS@det.nsw.edu.au

WHAT IF I HAVE ANY QUERIES?

Any questions regarding the processing of assessments of prior service can be directed to the Assessment of Prior Service Team by telephone on toll free 1300 300 498 or by email to APS@det.nsw.edu.au.
ASSESSMENT OF PRIOR SERVICE

EXPLANATORY NOTES

FULL TIME TEACHING SERVICE

The NSW Department of Education and Communities recognises qualified full time teaching service on the basis of one increment for each completed year of employment as a teacher.

Credit on the basis of one increment for each completed two years of service can be granted to untrained teachers employed in recognised schools prior to obtaining appropriate teaching qualifications.

Full credit may be granted for:

- full time service in a professional capacity with an affinity to teaching e.g. lecturer, tutor, demonstrator at a university or higher education institution;
- service as an education officer with the armed forces providing the person holds appropriate teaching qualifications at the time. Refer to Teachers Handbook 1.3.1.2 (a) & (b).

CASUAL AND TEMPORARY TEACHING SERVICE

A) The NSW Department of Education and Communities recognises casual and temporary teaching service in NSW government schools, NSW TAFE and AMES. One incremental credit is granted on completion of 203 casual days. Refer to Teachers Handbook Section 1.3.1.2(a)(iv).

Upon permanent appointment, casual and temporary teaching service less than or in excess of 203 days in NSW government schools, NSW TAFE and AMES will be converted to the full time equivalent and used to advance the next increment.

Note: There is no need to apply for an assessment of prior service upon permanent appointment to a school teaching position for the purpose of incremental credit due to casual or temporary school teaching with the Department. The Assessment of Prior Service Team undertakes such assessments as part of the appointment process.

B) Casual and temporary teaching in other recognised schools can also be considered for incremental credit, provided the teaching was full time or in a continuous pattern of at least one day per week for a complete year. Incremental credit will be granted on a proportionate basis (i.e. the number of teaching days will be converted to a full time equivalent). Casual and temporary teaching in other recognised schools completed in less than a full school year, or amounting to less than the equivalent of one full school year, is not recognised.
PERMANENT PART TIME TEACHING SERVICE

Completed permanent part time teaching with recognised schools in a continuous pattern of at least one day per week can be considered for incremental credit. Credit will be granted on a proportionate basis (i.e. the number of teaching days will be converted to a full time equivalent). Permanent part time service in recognised schools (other than NSW government schools, NSW TAFE and AMES) of less than a full school year, or amounting to less than the equivalent of one full school year, is not recognised.

CHILD REARING

The NSW Department of Education and Communities recognises child rearing on the basis of one increment for every three completed full time years. The period considered commences, in usual circumstances, from the date of birth of the oldest child and continues until the youngest child commences school or reaches six years of age (whichever is the earlier).

Only completed years (not necessarily calendar years) are considered and excess months cannot be added to gain further credit. The three years needed for minimum benefit do not have to be successive.

Consideration is given to:

A  Those periods when you were: not employed by any employer (except for temporary or casual service in NSW government schools, NSW TAFE or AMES); or not undertaking full time study; and

B  Periods of leave without pay (not being maternity leave) taken specifically for the purpose of full time child rearing.

A maximum of four increments may be granted for child rearing. Refer to Teachers Handbook Section 1.3.1.2 (c).
APPLICATION FOR ASSESSMENT OF PRIOR SERVICE

Please complete and forward this page with your application.

Note: There is no need to apply for an assessment of prior service upon permanent appointment to a school teaching position for the purpose of incremental credit due to casual or temporary school teaching with the Department. The Assessment of Prior Service Team undertakes such assessments as part of the appointment process.

Family name: ___________________________ Given name(s): ___________________________

Employee ID No: ________________ Email: ___________________________

Postal Address: ____________________________________________________________

Contact telephone numbers:

Work: ____________ Home: ____________ Mobile: ____________

An assessment of your prior service for salary purposes will be undertaken once you complete your application and return it with all required documentation to:

Assessment of Prior Service Team
HR Shared Service Centre
Locked Bag 3010
BLACKTOWN NSW 2148

or scan and email your application and documents to APS@det.nsw.edu.au.

I seek an assessment of my prior service based on:

☐ Permanent teaching service in a recognised school, NSW TAFE or AMES

☐ Casual or temporary teaching service in a recognised school, NSW TAFE or AMES

☐ Child rearing

☐ Academic qualifications

☐ Service with the Australian Defence Forces during hostilities or peace keeping

IMPORTANT

You will need to provide detailed and relevant documentation to support your application. Please see the section WHAT DO I NEED TO PROVIDE? on page 1-2 of this kit.
**TEACHING SERVICE**

Please provide relevant supporting documentation (see WHAT DO I NEED TO PROVIDE? on page 1-2 of this kit).

**PERMANENT TEACHING SERVICE** – Credit may be granted for completed years of permanent teaching in any recognised school, NSW TAFE and AMES. Permanent part time teaching is creditable on completion of the equivalent of one full time year.

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<th>Date completed</th>
<th>Name of employer</th>
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**CASUAL AND TEMPORARY TEACHING SERVICE** – Credit can be granted for casual and temporary teaching in NSW government schools (application for assessment not required), NSW TAFE and AMES, as well as continuous patterns of casual or temporary teaching in other recognised schools.

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<th>Year of work</th>
<th>School/TAFE Institute/AMES (indicate various, if appropriate)</th>
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**CHILD REARING**

Information regarding child(ren) (enclose a certified copy of birth registration card or birth certificate for each child)

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<tr>
<th>Child(ren)'s (name(s))</th>
<th>Date of Birth</th>
<th>Date claim begins</th>
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Period of child rearing claimed: ____________ years

I certify that the periods of time for which I claim accreditation were periods of full time child rearing and that I did not engage in any form of paid employment (with the exception of casual or temporary teaching in NSW government schools, NSW TAFE and AMES). I undertook no full time study throughout any part of those periods. I further certify that my partner has not made a similar claim for recognition.

Signature ___________________________________________ Date _____________
STATUTORY DECLARATION
OATHS ACT, 1900, NINTH SCHEDULE

I, the undersigned

of

in the State of New South Wales, hereby solemnly and sincerely declare and affirm that I have been employed as set out hereunder:

**Teaching Experience**

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<th>Commencing Date (MM/YYYY)</th>
<th>Leaving Date (MM/YYYY)</th>
<th>Leave Without Pay or Breaks In Service (NIL if None)</th>
<th>No. of Days per Week</th>
<th>Hours Per Day</th>
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And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at: ........................................................................................................................................

[place] ........................................................................[date]

Signature of Applicant: ....................................................................Employee No: ....................

in the presence of an authorised witness, who states:

I, ...........................................................................................................

[name of authorised witness] ....................................................................

[qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it: [*please cross out any text that does not apply]*

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

2. *I have known the person for at least 12 months OR *I have not known the person for at least 12 months, but I have confirmed the person’s identity using an identification document and the document I relied on was .......................................................... ..........................................................

[describe identification document relied on]

[signature of authorised witness] ................................................................. [date]