NON SELF-ACCREDITING INSTITUTIONS AND INITIAL TEACHER EDUCATION

This advice is jointly provided by the NSW Department of Education and Training and the NSW Institute of Teachers.

Applications for initial teacher education awards must separately address the requirements of two acts: the Higher Education Act 2001 (administered by the Department of Education and Training) and the Institute of Teachers Act 2004 (administered by the NSW Institute of Teachers).

The Higher Education Act governs the accreditation of all higher education qualifications offered by non-university providers in New South Wales, while the Institute of Teachers Act sets specific standards for courses aimed at preparing students for employment as teachers in schools. To minimise overlap and duplication from an applicant’s perspective, both agencies have agreed to combine their assessment and accreditation processes as far as possible.

Responsibility for decisions

All applications for higher education awards – including teacher education qualifications – must meet standards in the areas of nomenclature and course requirements, course design and outcomes, and staffing and resources.

For initial teacher awards, the Institute of Teachers will be responsible for determining the appropriateness of proposed entry requirements as well as course design and outcomes, while the Department of Education and Training will be responsible for decisions about nomenclature and AQF requirements, as well as staffing and other resources proposed for the course/s.

Process

Applicants will need to provide two documents – the Department of Education and Training’s Application for Accreditation (available from the Department’s website, at https://www.det.nsw.edu.au/communityed/higheredu/registration/guidelines.htm), together with the Institute’s Document 9: Graduate Teacher Standards Sources of Evidence, available at http://www.nswteachers.nsw.edu.au/ITE_Application-for-Approval.html. These links also lead to detailed information about the Department’s and Institute’s requirements and criteria for course approvals.

Applicants will need to send separately to the Department and the Institute copies of both documents, as follows:

- Department of Education and Training - ONE unbound copy of the completed Application for Accreditation and the required attachments, including completed copies of the Institute’s Document 9. Note: If the institution is not already registered as a higher education institution, an Application for Registration will also be required – see the Department’s website for more information.

- Institute of Teachers - ONE unbound copy of the Application for Accreditation as submitted to the Department, with all required attachments, including Document 9. A declaration signed by the Institution’s authorised officer will also be required.

Following initial checking by the Department and the Institute, the application will be referred to a joint Higher Education–Institute of Teachers assessment panel. A site visit will also be undertaken. After the site visit, the Department of Education and Training and the Institute of Teachers will develop their own reports to their respective decision-makers, in line with the requirements of each act.

The Institute of Teachers will notify the Department of Education and Training of the outcome of its assessment of accreditation requirements 1 and 2. If requirements 1 and 2 have been met and the Department has determined that requirement 3 has been met, the Department of Education and

Revised November 2009
Training will accredit the course/s under the **Higher Education Act 2001**, subject to the Minister’s approval of the course content under the **Institute of Teachers Act 2004**.

Accreditation and approval will be effective from the date of the Minister’s decision.

**Steps in the Application Process**

**Department of Education and Training**

The Department of Education and Training processes are described in detail in the [Guidelines for the registration of non self-accrediting higher education institutions and the accreditation of their course/s (relating to National Protocols A and B)](http://www.deet.qld.gov.au/). This document is available on the Department of Education and Training’s ‘Higher Education’ webpage.

**Institute of Teachers**

The Institute of Teachers has developed the following information on its processes.

The assessment panel under steps i) and ii) will be established jointly by the Department and the Institute and will explore both Higher Education and Institute of Teachers act requirements.

### Table: Steps in the Application Process

<table>
<thead>
<tr>
<th>Policy step</th>
<th>Administrative process</th>
<th>Indicative Timeframe</th>
</tr>
</thead>
</table>
| i | Upon receipt of an application for approval with appropriate documentation the Initial Teacher Education Committee (ITEC) establishes a panel and nominates the Chair of the panel. <br>The panel considers the detail of the application. | • Teacher Education Institution (TEI) notified of receipt of documentation.  
• Program material checked.  
• Panel members identified.  
• Advice provided to ITEC panel composition approved.  
• Panel members briefed and meeting date set.  
• TEI notified of panel meeting date. TEI contact person to be available by phone on panel meeting date.  
• Multiple copies of program material obtained and forwarded to panel members for review and assessment.  
• Panel members provided with a 6 week review period. | 6 - 8 weeks |
| ii | The panel consults and negotiates with the TEI to ensure that the program accords with this policy. As part of this iterative process the panel may seek further evidence. | • Panel meeting held to discuss program and assess against Institute of Teachers requirements and identify detail of Panel Assessment Advice (PAA). Panel may seek clarification from TEI contact person by phone.  
• PAA prepared by Institute of Teachers staff.  
• TEI notified if finalisation of PAA delayed.  
• PAA signed off by Panel chair and sent to TEI. | 2-3 weeks |
| iii | The panel may undertake a site visit to the TEI, to consult with the program director, or nominee, for the purpose of viewing additional documentation if necessary, and meet with others where appropriate. | • Scope for site visit.  
• Additional documentation developed by the institution for Panel consideration, as requested in PAA.  
• Response from Institution assessed and signed off by Panel/Panel Chair. | 1 week to 6 months |
| iv | The panel prepares a report for the ITEC containing recommendations and any areas that require further consideration. A copy of the report is given to the TEI. | • ITEC informed of progress and issues in program assessment. | |
| v | The ITEC considers the report from the panel. Where the ITEC considers that further documentation or modification to the proposed program is necessary before approval could be granted, it will advise the TEI accordingly and afford an opportunity for the nominated issues to be addressed. | • Report on the program including PAA, institution’s response and final panel assessment/recommendation prepared by Institute of Teachers staff.  
• Report considered at ITEC meeting. | 2 - 4 weeks |
| vi | If the program is not recommended for approval the Manager, Initial Teacher Education will advise the TEI of the outcome, indicating any matters that require further consideration. | • See (ii) above. | |

Following a report to ITEC, the Institute of Teachers will advise the Applicant institution of ITEC’s initial recommendation and notify the Department of Education and Training of the outcome of the assessment of Accreditation Requirements 1 and 2. Final approval will be subject to the Department
of Education and Training’s Registration of the Applicant institution (if pending) and accreditation of the course under Requirement 3.

<table>
<thead>
<tr>
<th>Policy step</th>
<th>Administrative process</th>
<th>Indicative Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>vii</td>
<td>Upon completion of this process, the ITEC makes its recommendation to the Chair of the Institute who will recommend that the Minister approve the program.</td>
<td>4-6 weeks</td>
</tr>
<tr>
<td>viii</td>
<td>The approval or non-approval of the program will be advised to the TEI in writing.</td>
<td>1 week</td>
</tr>
<tr>
<td></td>
<td>• Advice to Chair of the Institute prepared by Institute of Teachers staff. Upon receipt of notification from the Department of Education and Training of successful accreditation, the Institute will recommend that the Minister formally approve the program for initial teacher education.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Advice to institution prepared by Institute of Teachers and dispatched to Department of Education and Training.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Institute of Teachers website updated.</td>
<td></td>
</tr>
</tbody>
</table>