

Guidelines for Recognition of Previous Service for Teachers - Standards Classification

The Catholic Schools Office is committed to recognising previous service for teachers consistent with the *NSW & ACT Catholic Systemic Schools Enterprise Agreement 2017* and ensure that each teacher is paid at the salary level appropriate to the range of qualifications and experience that they bring to the role. This document outlines the type of service that may be recognised and the process for having such service recognised.

Recognition of Previous Service

The *NSW & ACT Catholic Systemic Schools Enterprise Agreement 2017* makes provision for the recognition of previous service as follows:

1. Previous Teaching Service in Australian Schools

All service as a qualified teacher undertaken in registered Australian schools is recognised as follows:

- Any employment as a full-time teacher will be counted as service;
- Part-time teaching service will be calculated in proportion to the full-time teaching load of a teacher in the diocese;
- Casual teaching service shall be credited on the basis of 203 days of casual service are equal to a year of service;
- from 1 January 2016 a year of full-time service will be deemed to mean 203 days of teaching service, including full-time, part-time and casual teaching service; and
- prior to 1 January 2016 a year of full-time service will be deemed to mean 204 days of teaching service, including full-time, part-time and casual teaching service.

2. Overseas Teaching Service

All qualified teaching employment overseas (including casual, temporary and permanent) in a recognised primary or high school (students aged 5 – 18 years) shall be counted as teaching service, provided that teaching service occurred in a country where the teacher education qualifications are recognised by NESAs as equivalent to qualifications from an Australian university. Overseas service shall be recognised in the same manner as service in registered Australian schools, except that incomplete years of service shall be disregarded from the cumulative total.

3. Child Rearing

A teacher who has been primarily engaged in child rearing, shall have such period recognised on the basis of one year of service for each *continuous* three years of child rearing, to a maximum of four years. Credit for child rearing will only be granted on the basis that:

- The period of child rearing occurs after the teacher has completed a teaching qualification;
- only one parent will receive the benefit for any particular period of child-rearing;
- full-time child rearing will be regarded as the time before the child attains six years of age or is enrolled in full-time schooling, whichever is the earlier;
- paid employment, except as a casual teacher in an ACT or NSW non-government school or in limited casual employment elsewhere, will be taken to break the continuity of full-time child rearing;

- recognition of child rearing service will not be granted until the teacher has attained Proficient Teacher accreditation with the relevant teacher accreditation authority; and
- a teacher may only have a period of child rearing service recognised once in accordance with either the incremental scale or the standards classification with any employer(s).

Process for Applying for Credit for Previous Service

An application by a teacher for recognition of previous teaching service (both in Australia and Overseas) **must** be supported by a Statement of Service (either an original or a certified copy) from the former employer.

A statement of service must be on the former employer's letterhead, and clearly state the following:

- the commencement date of employment,
- the conclusion date of employment,
- whether employment was full time, part time or casual in nature,
 - where employment was part time, hours worked per week must be provided.
 - where employment was casual, the details of the number of hours/days worked must be provided.
- whether or not any periods of unpaid leave were taken (if no unpaid leave was taken, this must be clearly stated)

and be signed by an authorised representative of the former employer.

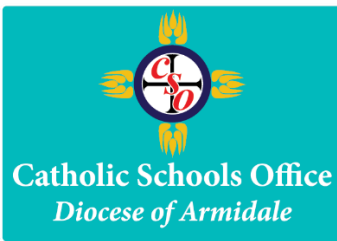
An application by a teacher for recognition of a period of child rearing service must be supported by a statutory declaration establishing the period of child rearing to be recognised and a certified copy of each child's birth certificate.

An application for recognition of previous teaching service, overseas experience and/or child rearing should be submitted on the attached application form and emailed (with appropriate supporting documentation) to payroll@arm.catholic.edu.au

Successful applications for recognition of previous service shall have the previous service recognised from the date of commencement of employment where the application (and all required/requested supporting documentation) is received within one school term from the commencement of employment. Where the teacher has difficulty in obtaining the required supporting documentation, the one school term timeframe may be extended at the Catholic Schools Office's discretion, but only where the applicant can demonstrate consistent and repeated efforts to obtain the required documentation within the first school term of employment.

Otherwise, applications received outside of the first school term of employment, where successful, will have the service recognised from the date the application is received by the Catholic Schools Office.

For further information please refer to clause 15 of the *NSW & ACT Catholic Systemic Schools Enterprise Agreement 2017*.



Application for Recognition of Previous Service – Standards Classification

2/131 Barney Street
PO Box 636
Armidale NSW 2350
Ph: 02 6772 7388
Fax: 02 6772 9285
Email: payroll@arm.catholic.edu.au

Applicant's Details– as currently shown on CSO records

PIN: _____ Surname: _____ Title: _____
 Given Names: _____
 Preferred Name/s _____ Date of Birth: _____
 School/Town: _____

Recognition of Previous Service

I request recognition of previous service as follows:

Previous Teaching Service in Registered Australian Schools

Statements of Service must be provided for all periods claimed

Date Commenced	Date Completed	FT / PT / Cas	Employer

Previous Overseas Qualified Teaching Service in Recognised Primary or High Schools

Statements of Service must be provided for all periods claimed

Date Commenced	Date Completed	FT / PT / Cas	Employer (please include country)

Child Rearing Experience

Period Claimed		Child's Name	Date of Birth	Reason Period Ended
From:	To:			

Statutory Declaration

"I, (Full Name) _____
of (Address) _____ Post Code: _____
(Occupation) _____

in the state of New South Wales, do solemnly and sincerely declare that the periods of time stated above which I claim for recognition of child rearing were periods of full time child rearing and that I did not engage in any form of paid employment (with the exception of casual teaching in NSW non-government schools or limited casual employment elsewhere). I undertook no full-time study throughout any part of the above claimed periods. I further declare that my spouse/partner has not made a similar claim for recognition of the above periods of child rearing.

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 _____, this _____ day of _____ 20____

Before me:

(Signature of JP)

Declarant (Signature)
(This must only be signed in the presence of the JP)

(Print full name of JP)

Penalties for False Statutory Declarations
The **Oaths Amendment Act 1996** provides that if a Statutory Declaration is made to gain material benefit and the offence is dealt with by indictment the penalty is up to 7 years imprisonment. If dealt with summarily then the penalty is up to 2 years imprisonment and/or a fine of 100 penalty units (\$11,000). If the offence is swearing a false declaration that does not involve material benefit, the penalty is up to 12 months imprisonment and/or a fine of 50 penalty units (\$5,500).

(NSW Registration Number)

Checklist

- I have read and understood the Guidelines for Recognition of Previous Service for Teachers – Standards Classification before completing this application.
- I have attached Statements of Service for all periods of previous service claimed on this application.
- I have completed the Statutory Declaration and attached certified copies of birth certificate(s) required for recognition of my child rearing (if applicable).

Applicant Declaration

I certify that the information on this form is complete and correct. I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application. I understand that should this application be accepted and the information provided on this later be proven to be incorrect, the Catholic Schools Office may undertake action to recover monies paid as a result of such inaccuracies.

Applicant's Signature

Date