

# Procedures in Applying for Early Childhood Teacher Validation



## INTRODUCTION

The validation process for Early Childhood Teachers supports the implementation of the Early Childhood Teacher Local Government Early Childhood Education Employees' Agreement (LGECEEA) or the Victorian Early Childhood Teachers and Assistants' Agreement (VECTAA). The new classification structure is comprised of three classifications Graduate, Accomplished, Exemplary.

Once an individual is at the top of the range of a classification for a minimum of twelve months, and have satisfactorily completed their Professional Development and Enhancement Program (PDEP) requirements, they can apply for the next classification by applying for Early Childhood Teacher Validation. Validation will involve an independent validation of evidence provided by the teacher against a set of professional standards grouped into three domains: professional knowledge, professional practice and professional engagement and commitment. Teachers will be able to apply for validation over the World Wide Web or by completing a print based application form.

The validation process involves the following three stages Application to Undertake Validation, Validation, Reclassification or Reapplication. The following steps need to be followed to undertake validation:

## STAGE 1: APPLICATION TO UNDERTAKE VALIDATION

### Step 1: Confirm eligibility to apply for validation

- Before undertaking the validation process, the teacher needs to determine that he/she is eligible to undertake validation. To be eligible, the teacher must be at the top level of the graduate or accomplished classification and have satisfactorily completed their PDEP requirements. This must be formally confirmed by the employer. The classification level is not necessarily the teacher's salary rate.
- The teacher should hold a four year early childhood teaching degree (or its equivalent<sup>\*</sup>), or graduate diploma, for progression to exemplary level. However, teachers who hold as a minimum a three year early childhood teaching degree or diploma (\*or its equivalent) and were employed as an early childhood teacher on 17 February 2006 may progress to exemplary level (\*as approved by the Victorian Branch of Early Childhood Australia).
- An early childhood teacher employed after 17 February 2006 holding a 3 year early childhood teaching degree or diploma shall not be eligible to move to exemplary level unless an approved further early childhood teaching qualification is successfully completed.
- An early childhood teacher holding a three or four year Primary teaching degree or diploma employed as an early childhood teacher on, or after, 17 February 2006, may proceed to accomplished level 2.2 but not to exemplary level unless an approved early childhood teaching qualification is successfully completed.

### Step 2: Submission of Notice of Intention to Apply for Validation

- No more than six months prior to the teacher's incremental anniversary date (IAD) and being eligible for reclassification, the teacher completes the "Notice of Intention to Apply for Validation" form. This form is available over the World Wide Web or in print-based format from VETASSESS.
- The employer completes the Employer Declaration and returns the form to the teacher.
- The teacher submits the Notice of Intention form, including the Employer Declaration to VETASSESS and provides a copy to their employer.

### Step 3: Submission of Application to Apply for Validation and Collection of Evidence

- At least, three months prior to their incremental anniversary date, the teacher completes and submits the "**Application for Validation**" form to VETASSESS, either via the website or the print-based form via mail or fax available from VETASSESS. A copy should be retained by the teacher.
- In addition, the teacher must prepare a collection of evidence related to the relevant standards set out for *Early Childhood Teacher Standards*. The teacher is required to collect and to organise their evidence based on the classification level for which they are seeking reclassification and explain how each item of evidence demonstrates they meet the requirements of each of the relevant standards. If appropriate, one item of evidence may be used in relation to two or more standards. This

<sup>\*</sup> As approved by the Victorian Branch of Early Childhood Australia

material, documentation and rationale on how the standards have been met are completed in the application form. Teachers should consult the relevant standards for their proposed classification and the “Self assessment checklist” in preparing and providing material with their application.

- The teacher will need to certify that the application and accompanying evidence is their own work. If the teacher has lodged the application on-line, the signed certification and supporting evidence must be forwarded to VETASSESS within five working days of lodgement of the on-line application. VETASSESS forwards an acknowledgement of the application via e-mail, SMS or letter to the teacher within five working days.

## **STAGE 2: THE VALIDATION PROCESS**

Refer to the document **Pathway for Validation Process (Early Childhood Teachers)**.

## **STAGE 3: RECLASSIFICATION OR REAPPLICATION FOR THE VALIDATION PROCESS**

Refer to the document **Pathway for Validation Process (Early Childhood Teachers)**.