

# Pathway for Validation Process



**VETASSESS/validator actions**

**Employer actions**

**Teacher actions**

Teacher Actions/Responses	Validator and Employer Actions/Responses
<p>No more than 6 months prior to incremental anniversary date (IAD)</p> <ul style="list-style-type: none"> <li>Teacher gathers information about validation process</li> <li>Teacher determines eligibility for validation and classification</li> </ul>	
<p>No more than 6 months prior to IAD</p> <ul style="list-style-type: none"> <li>Teacher completes <b>Notice of Intention to Apply for Validation</b> form and submits to employer and VETASSESS</li> </ul>	<ul style="list-style-type: none"> <li>Employer signs notification confirming teacher meets the eligibility criteria to proceed with the validation</li> <li>VETASSESS provides acknowledgement of receipt of notification</li> </ul>
<p>No less than 3 months prior to IAD</p> <ul style="list-style-type: none"> <li>Teacher completes <b>Application for Validation</b> form (online or print-based) and submits evidence</li> </ul>	<ul style="list-style-type: none"> <li>VETASSESS provides acknowledgement of application within 5 days</li> <li>VETASSESS appoints validator and validator undertakes desktop review</li> </ul> <p>3 possible outcomes:</p> <ol style="list-style-type: none"> <li>Teacher meets validation requirements</li> <li>Teacher does not meet requirements (extra time granted)</li> <li>Teacher does not meet requirements</li> </ol>
	<p>If outcome a) Teacher meets validation requirements:</p> <ul style="list-style-type: none"> <li>Validator processes application and forwards recommendation to employer</li> <li>Employer completes employer section and returns to VETASSESS within 21 days</li> </ul>
	<p>If outcome b) Teacher does not meet requirements but extra time granted:</p> <ul style="list-style-type: none"> <li>Validator advises teacher and employer of extension of time (up to 28 days) for submission of supplementary evidence</li> </ul>
<p>If outcome b) Teacher does not meet requirements but extra time granted:</p> <ul style="list-style-type: none"> <li>Teacher submits supplementary evidence within period of extension of time</li> </ul>	<ul style="list-style-type: none"> <li>Validator undertakes review of supplementary evidence</li> <li>Validator processes application and forwards recommendation to employer</li> <li>Employer completes employer section and returns to VETASSESS</li> </ul>

	<p>If outcome c) Teacher does not meet requirements:</p> <ul style="list-style-type: none"> <li>Validator processes application and forwards recommendation to employer within 21 days</li> <li>Employer completes employer section and returns to VETASSESS</li> </ul>
	<p>Where outcome a) or b) applied:</p> <ul style="list-style-type: none"> <li>VETASSESS notifies teacher and employer if unanimous recommendation by validator and employer to reclassify</li> <li>Employer adjusts salary from IAD</li> </ul>
<p>If unanimous recommendation by validator and employer to reclassify:</p> <ul style="list-style-type: none"> <li>Teacher takes no further action</li> </ul>	
	<p>Where outcome b) or c) applied:</p> <ul style="list-style-type: none"> <li>VETASSESS notifies teacher and employer if unanimous recommendation by validator and employer not to reclassify</li> </ul>
<p>If unanimous recommendation by validator and employer <u>not</u> to reclassify:</p> <ul style="list-style-type: none"> <li>Teacher may make a new application no sooner than 6 months from receiving advice of outcome of this application</li> </ul>	
	<p>Where outcome a), b) or c) applied:</p> <ul style="list-style-type: none"> <li>VETASSESS appoints second validator to undertake site visit if non-unanimous recommendation by validator and employer</li> <li>Validator contacts teacher to arrange site visit</li> </ul>
<ul style="list-style-type: none"> <li>Teacher arranges time with validator for site visit and informs employer of agreed date</li> </ul>	<ul style="list-style-type: none"> <li>Validator undertakes site visit within 21 days</li> </ul> <p>2 possible outcomes:</p> <p>d) Teacher meets validation requirements e) Teacher does not meet requirements</p>
	<p>If outcome d) Teacher meets validation requirements:</p> <ul style="list-style-type: none"> <li>Validator processes application and forwards recommendation to employer</li> <li>Employer completes employer section and returns to VETASSESS within 21 days</li> </ul> <p>2 possible outcomes:</p> <p>f) Employer endorses recommendation g) Employer does not endorse recommendation</p>

<p>If outcome e) Teacher does not meet requirements:</p> <ul style="list-style-type: none"> <li>Teacher may make a new application no sooner than 6 months from receiving advice of outcome of this application</li> </ul>	
	<p>If outcome f) Employer endorses recommendation (i.e. unanimous recommendation by validator and employer to reclassify):</p> <ul style="list-style-type: none"> <li>VETASSESS notifies teacher and employer</li> <li>Employer adjusts salary from IAD</li> </ul>
<p>If outcome f) Employer endorses recommendation:</p> <ul style="list-style-type: none"> <li>Teacher takes no further action</li> </ul>	
	<p>If outcome g) Employer does not endorse recommendation (i.e. non-unanimous decision):</p> <ul style="list-style-type: none"> <li>VETASSESS refers the matter to the Tripartite Reference Group for consideration by Agreement Implementation Committee (AIC) and notifies teacher and employer</li> </ul>
<p>If outcome g) Employer does not endorse recommendation:</p> <ul style="list-style-type: none"> <li>Teacher provides relevant information as required by the AIC</li> </ul>	
	<p>AIC determines the matter</p> <p>2 possible outcomes:</p> <p>h) AIC endorses reclassification</p> <p>i) AIC does not endorse reclassification</p>
	<p>If outcome h) AIC endorses reclassification:</p> <ul style="list-style-type: none"> <li>VETASSESS notifies teacher and employer</li> <li>Employer adjusts salary from IAD</li> </ul>
<p>If outcome h) AIC endorses reclassification:</p> <ul style="list-style-type: none"> <li>Teacher takes no further action</li> </ul>	
	<p>If outcome i) AIC does not endorse reclassification:</p> <ul style="list-style-type: none"> <li>VETASSESS notifies teacher and employer</li> </ul>
<p>If outcome i) AIC does not recommend reclassification:</p> <ul style="list-style-type: none"> <li>Teacher may make a new application no sooner than 6 months from receiving advice of outcome of this application</li> </ul>	

