

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

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

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