
Course Application for NESA Accredited PD

Application support resources to have a course accredited by NESA can be found on the NESA website.

## Section 1

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| Provider details  |
| **Organisation name:** |  |
| **Australian Business Number (ABN):** |  |
| **Entity name (legal or holder name for ABN:** |  |
| **Name under which the organisation will offer PD:** |  |

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| Application Author  |
| Contact details of application author |
| **Name:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **NESA number (if applicable):** |  |

## Section 2

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| Course overview |
| **Course name** |  |
| **Has this course been previously accredited under the current Policy?** | [ ] ​ ​Yes  | If yes, you may be eligible to apply using the course ***renewal form***. |
| [ ] ​ ​No |  |
| **List 5 search terms**for the course (separate with commas) |  |
| **Total course duration**Only include time spent on learning.. | Choose an itemClick or tap here to enter text |
| **Mode of delivery**If you wish to change the mode of delivery, you will need to submit a new course application. | Choose an item |

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| NESA defines the following modes of delivery:* In person or live virtual only – all components of the course delivered in person or live virtual methods only.
* On-demand only – all components of the course delivered in an on-demand format only.
* Blended: On-demand and in person or live virtual – some components of the course delivered in an on-demand format and some components of the course are delivered in person or via live virtual formats.
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## Section 3

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| Course requirements |
| **Career Stage** | Choose an item |
| **Priority Area** | Choose an item |
| A course must address at least one aspect of the NESA [content criteria](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/priority-areas) for the nominated priority area and career stage. A course may address more than one aspect from the priority area. NESA recommends selecting **1-2** of the most relevant aspects only.For each nominated aspect, the course content must:meet all mandatory features aligned to the focus of the nominated aspect(s). The mandatory feature(s) can be found on the NESA content criteriaenable teachers to meet, in their practice either during or after the course, at least one of the Standard Descriptors within the group of related Standard Descriptors for that aspect. |
| **Nominated aspect(s)** | Click or tap here to enter text |
| **Mandatory Feature(s)** Select all Mandatory Feature(s) for your nominated aspect(s). Leave any additional rows blank | Choose an item |
| Briefly describe how the course meets the mandatory featureClick or tap here to enter text |
| Choose an item |
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| **Related Standard Descriptor(s)** | Click or tap here to enter text |
| **Does the course relate to NSW Syllabus(es)/EYLF?** | Choose an item |
| **List the NSW Syllabus(es) related to the course if applicable** | The NESA website lists all current [NSW Syllabuses](https://curriculum.nsw.edu.au/). If the course does not relate to a NSW Syllabus, enter N/A. Or enter EYLF if your course relates to this framework.Click or tap here to enter text |
| **Target Stages**Course content and examples must be relevant to the target Stage(s) selected | [ ] Early Childhood[ ] Early Stage 1 (K) | [ ] Stage 1 (1-2)[ ] Stage 2 (3-4)[ ] Stage 3 (5-6) | [ ] Stage 4 (7-8)[ ] Stage 5 (9-10)[ ] Stage 6 (11-12) |

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| Evidence base |
| The evidence base describes the research that underpins the key concepts and design of the course. The evidence base must support improved student outcomes in a school or early childhood learning context.List the pedagogical practices or models that appear in the course and provide an overview the references that inform these pedagogical practices or models.  |
| List the pedagogical practices or models that participants will learn about in the course. |
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| List the main references that provide the evidence base for the course, including recent references (eg within the last 5 years). |
| ReferenceAuthor, year, title, weblink, DOI, publication as applicable | Summary of referenceBriefly summarise the reference, outlining its connection to the pedagogical practices or models in the course content.  |
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| Course learning goals |
| Outline the learning goals of the course. Learning goals are statements outlining what participants will achieve through completing the course (maximum 100 words in dot points). Learning goals should align to the evidence base and course content. This means the concepts, pedagogical practices or models outlined in the learning goals will be reflected in the evidence base and course content. Learning goals must start with ‘participants will’ as shown below. |
| **Participants will:** |

## Section 4

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| Course description |
| Describe your course in chronological order. The description needs to be sufficiently detailed to enable assessors to make professional judgements as to whether the nominated aspect, mandatory features and Standard Descriptors of the priority area are addressed; all 8 principles of effective professional learning are met; and the specified duration is appropriate for the learning activities.  |
| **Part name and duration**Nominate the duration of the part | **Mode of delivery**If your course is delivered in the blended mode of delivery, you will need to identify the mode of delivery for each part of your course. | **Delivery and engagement**Select how participants are engaging with the content. If ‘other’ describe it in the text box provided.Copy and paste the provided dropdown as many times as you need. | **Course content**Describe:* content that is delivered by the presenter
* teaching strategies and/or practices demonstrated or explained by the presenter
* tasks or activities that participants complete
* video details including duration, ownership and overview.
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| **Part:****Duration:**Click or tap here to enter text. | **Mode of Delivery:**Choose the mode of delivery for this section | Choose an item.Click or tap here to enter text.Copy and paste the dropdown selection each time participants engage with the content in a different way |  |
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*Add additional rows by pressing the* $$ *button on the right of the table.*

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| Principles of effective professional learning |
| Check the box/es in each Principle that your application meets |
| [ ]  Principle 1 **a** *or/and* **b** [ ]  Principle 2 **a** *or/and* **b**  [ ]  Principle 3 **a** *or/and* **b** [ ]  Principle 4 **a** *or/and* **b**[ ]  Principle 5 **a** *or/and* **b** [ ]  Principle 6 **a** *or/and* **b** [ ]  Principle 7 **a** *or/and* **b** [ ]  Principle 8 **a** *or/and* **b** |

## Section 5

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| Declaration |
| Providers must comply with the requirements of the Policy and be able to provide evidence of such compliance at any time during the application process, or during the period for which their course is accredited.  |
| As the HRO and nominated account owner for the organisation, we declare that if the course is accredited, then for the period for which the course is accredited: |

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| 1. The organisation will notify NESA of any change to the HRO or nominated account owner within 48 hours of change.
 | [ ]  yes |  |
| 1. The organisation will notify NESA of any significant change to the legal entity or status of the organisation within 48 hours of change.
 | [ ]  yes |  |
| 1. The organisation will maintain current insurance cover to conduct PD activities, including but not limited to Public Liability Insurance.
 | [ ]  yes |  |
| 1. The course content and delivery:
* complies with all relevant legislative and regulatory requirements
* is consistent with relevant government policies
* is consistent with relevant sector policies
* meets the statutory requirements that affect the provision of PD in line with the [Work Health and Safety Act 2011](https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010), the [Privacy and Personal Information Protection Act 1998](https://www.legislation.nsw.gov.au/#/view/act/1998/133) and the [Anti-Discrimination Act 1977](https://legislation.nsw.gov.au/view/html/inforce/current/act-1977-048).
 | [ ]  yes |  |
| 1. The course will be delivered as described in this application.
 | [ ]  yes |  |
| 1. The organisation will monitor attendance and participation each time the course is delivered.

For episodes delivered in-person:* sign-in and sign-out attendance sheet or electronic monitoring (for example, bar code or QR code)

For episodes delivered live virtual:* participant is active via online chat responses or in a breakout room AND
* participant is logged into the webinar for the duration of course as recorded by the software/platform

For episodes delivered self-paced online-on-demand:* participation is monitored by response to content/questions/quizzes AND
* participation activity and duration are tracked in the online platform AND
* videos or content cannot be skipped, skimmed or played at faster speed than recorded.
 | [ ]  yes |  |
| 1. The organisation will retain attendance and participation records securely for the period for which the course is accredited.
 | [ ]  yes |  |
| 1. The course designers and presenters hold appropriate qualifications or have appropriate experience.
 | [ ]  yes |  |
| 1. The organisation holds a record of the qualifications of the course designer and presenter that can be produced on request.
 | [ ]  yes |  |
| 1. The organisation holds a record of the materials used in the delivery of the course that can be produced on request.
 | [ ]  yes |  |
| 1. The organisation owns or has permission to use the intellectual property of the course.
 | [ ]  yes |  |
| 1. The details of each cohort (session) of the course will be uploaded to eTAMS at least 7 days before the cohort start date.
 | [ ]  yes |  |
| 1. Teacher participation data will be uploaded to eTAMS within 30 days of participants completing the course.
 | [ ]  yes |  |
| 1. The organisation will allow NESA officers to attend/participate in the course during the period of accreditation for auditing purposes.
 | [ ]  yes |  |
| 1. The organisation will adhere to NESA’s guidelines for the promotion of NESA Accredited PD.
 | [ ]  yes |  |
| 1. If the organisation has entered a partnership with a third party to design or deliver this course, there is a partnership agreement in place that will be included with this application.The partnership agreement must:
* be signed by all parties
* detail ownership of the Intellectual Property
* detail which parties are responsible for the development and delivery of the course, and for uploading participation into eTAMS.
 | [ ]  yes, there is a partnership in place and the agreement is attached.[ ]  N/A, there is no partnership in place. |

We acknowledge that, if the course is accredited, and the organisation fails to comply with any of the above requirements, then the accreditation of the course may be cancelled at any time.

### Declaration made for:

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| Organisation name |

### Declaration made by:

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|  |  |  |
| Account owner name |  | HRO name |
|  |  |  |
| Account owner role title |  | HRO role title |
|  |  |  |
| Account owner signature |  | HRO signature |
|  |  |  |
| Date |  | Date |

**\* Completed forms are to be submitted for approval to** **ptcpdapp@ptc.nsw.edu.au**

**A receipt of your submitted application will follow.**