

**The Professional Teachers Council NSW Accreditation Notification Form – \*Conference**

**Contents**

[Conference Accreditation 3](#_TOC_250014)

Eligibility \*appendix 3

Application Form 4

Part 1 About your association ABN details 4

[Organisation contact details 4](#_TOC_250013)

[Contact details for the Highest Responsible Officer (HRO) 4](#_TOC_250012)

[Contact details for the Conference Organiser ( if *not* the HRO listed above). 4](#_TOC_250011)

[Part 2 Conference format and background information 5](#_TOC_250010)

[Basic conference information 5](#_TOC_250009)

[Intended audience 6](#_TOC_250008)

[Learning goals of the conference 7](#_TOC_250007)

Episodes within the conference\* appendix 8

[Conference mode of delivery 9](#_TOC_250006)

[Part 3 Monitoring attendance 10](#_TOC_250005)

[Part 4 Conference structure and program 11](#_TOC_250004)

[Part 5 Mapping to the NESA content criteria\*appendix 11](#_TOC_250003)

[Part 6 Meeting the principles of effective professional learning 14](#_TOC_250002)

[Part 7 Policy requirements 15](#_TOC_250001)

[APPENDIX **17**](#_TOC_250000)

*The Professional Council NSW Application to deliver a NESA Accredited PD conference: Form C*, updated March 2023

Page **1** of **19**

# Conference Accreditation

**Eligibility \*appendix**

PTC NSW has developed a streamlined conference accreditation process to support member associations develop, accredit and deliver NESA Accredited PD across all sectors and systems in NSW.

Only PTC NSW members can use this form, when applying for accreditation via PTC NSW directly.

PTC NSW is approved to upload a conference directly to [eTAMS](https://etams.nesa.nsw.edu.au/SignIn?ReturnUrl=%2f) as NESA Accredited PD that we attest the conference satisfies the following NESA requirements:

* it directly addresses one or more aspects of a content criteria for the applicable priority area
* it addresses the principles of effective professional learning
* it includes content and activities that directly align with relevant Standard Descriptors at the Proficient, Highly Accomplished or Lead Teacher level of the Standards.

**Part 1 About your association**

##### ABN details

|  |  |
| --- | --- |
| Australian Business Number (ABN) | Click or tap here to enter text. |
| Association Name (Legal or Holder name for ABN) | Click or tap here to enter text. |

#### Organisation contact details

Provide the contact details for the applying association.

|  |  |
| --- | --- |
| Association street address | Click or tap here to enter text. |
| **Association** postal address | Click or tap here to enter text. |
| **Association** phone number | Click or tap here to enter text. |
| **Association** email address | Click or tap here to enter text. |
| **Association** website | Click or tap here to enter text. |

#### Contact details for the Highest Responsible Officer (HRO)

Provide the contact details for the Highest Responsible Officer (HRO) of the association.

|  |  |
| --- | --- |
| Highest Responsible Officer (HRO) name | Click or tap here to enter text. |
| HRO role title | Click or tap here to enter text. |
| HRO phone number | Click or tap here to enter text. |
| HRO email address | Click or tap here to enter text. |

#### Contact details for the Conference Organiser (if *not* the HRO listed above).

The nominated Conference Organiser is the person PTC NSW contacts if clarification is required regarding the structure of the conference program and content of the workshops.

|  |  |
| --- | --- |
| Conference Organiser name | Click or tap here to enter text. |
| Conference Organiser role title | Click or tap here to enter text. |
| Conference Organiser phone number | Click or tap here to enter text. |
| Conference Organiser email address | Click or tap here to enter text. |

## Part 2 Conference format and background information

#### Basic conference information

|  |  |
| --- | --- |
| Conference name & year of  delivery  . | Click or tap here to enter text. |

Note: A conference can be accredited at one Career Stage only.

|  |  |
| --- | --- |
| Career Stage | Choose an item. |

Note: A conference can be accredited for one Priority Area only.

|  |  |
| --- | --- |
| Nominated Priority Area | Choose an item. |
| How does your conference content relate to NSW Syllabuses/EYLF? | Choose an item. |

If you answered ‘Content is specific to one or more syllabuses’ above, then please complete the following two questions.

|  |  |
| --- | --- |
| List the syllabuses addressed  in the conference | Refer to the [eTAMS list of NSW Syllabuses](https://educationstandards.nsw.edu.au/wps/wcm/connect/220ec2e9-5d70-4fd5-aa41-137bb0fd68e8/nesa-accredited-pd-syllabus-list.pdf?MOD=AJPERES&ContentCache=NONE&CACHE=NONE&CVID) and provide the exact name of each syllabus addressed. If your conference does not address a specific syllabus, enter ‘N/A’.  Click or tap here to enter text. |
| Syllabus Stages  (Check all that apply) | * Early Childhood ☐ Stage 1 ☐ Stage 4 * Early-Stage 1 ☐ Stage 2 ☐ Stage 5   + Stage 3 ☐ Stage 6 |

List up to 5 search terms/phrases/words that teachers may use to find your conference. This will be used to assist teachers to find your conference with the course search tool. Separate search terms using commas.

|  |  |
| --- | --- |
| Search terms/words/  phrases (separate terms using commas, maximum of 500 characters  including spaces) | Click or tap here to enter text. |

#### Intended audience

Tell us about the intended audience.

|  |  |
| --- | --- |
| Target teacher  sector  (check all that apply) | * Dept of Education schools/services * Catholic systemic schools/services * Independent schools/services * Cross sectoral |
| Target teacher setting | * Early childhood teachers |
| (check all that apply) | * Kindergarten – Year 2 |
|  | * Years 3–6 |
|  | * Years 7–10 |
|  | * Years 11–12 |
| Target teacher group  (check all that apply) | * School executive/centre directors * Team leaders, e.g., stage leaders, subject leaders * Classroom teachers * Special education specialists |
| Participant skill level | * Novice |
| (check all that apply) | * Intermediate |
|  | * Advanced |
|  | Note: If you select more than one skill level, you will need to describe how your |
|  | conference meets the needs of each of the different levels. |
| Teachers enrol and participate in the conference as:  (check all that apply) | * Individuals * A team of colleagues from one school * Whole school |

#### Learning goals of the conference

What are the expected learning outcomes for participants? Using dot points and 100 words or less (maximum 500 characters including spaces), outline the learning goals of the conference. This will be visible to teachers searching for courses/conferences to attend.

Learning goals (maximum 100 words in dot points)

Participants will:

* Click or tap here to enter text.

**Episodes within the conference\* appendix**

An ‘episode’ is defined as a logical component of a conference that starts and finishes on the same day. Provide an overview of the episode structure of the conference.

|  |  |
| --- | --- |
| Number of episodes | Choose an item. |
| Over what period do you expect a participant to complete all episodes? | Choose an item. |
| Start date of conference | Click or tap to enter a date. |
| End date of conference | Click or tap to enter a date. |

Describe how participants will attend the conference: single days or a multiday pass for all days the conference is delivered

|  |  |
| --- | --- |
| Attendance tickets  (check all that apply) | * single day (available for each day the conference runs) * entire conference |

|  |  |
| --- | --- |
| Episode/day | Duration of episode/day |
| Episode 1/day 1 | Choose an item. |
| Episode 2/day 2 | Choose an item. |

|  |  |
| --- | --- |
| Episode/day | Duration of episode/day |
| Episode 3/day 3 | Choose an item. |

*Add more rows to accommodate additional episodes/days if necessary.*

#### Conference mode of delivery

Select the mode of delivery of the conference.

|  |  |
| --- | --- |
| Mode of delivery | Choose an item. |

## Part 3 Monitoring attendance

Association must attest that they will ensure that for each episode of the course, teacher attendance and participation will be monitored according to NESA’s requirements.

As the nominated Account Owner, I attest that the school will abide by the requirements listed above in relation to monitoring the attendance and participation of NSW accredited teachers

Tick to confirm. 

## Part 4 Conference Structure and Program

Indicate the documents you are supplying with this application.

|  |  |
| --- | --- |
| Conference program is  attached to the application | * yes |
| List the names of any supplementary documents | Click or tap here to enter text. |

## Part 5 Mapping to the NESA content criteria\*appendix

Please note: the conference program or supplementary materials will need to provide enough detail to enable assessment of the chosen aspects and related Standard Descriptors

Mapping to the content criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **Episode 1/day 1** | | | |
| **Nominated aspect**  List the code only, e.g., C-PT-1a.  One aspect per row only. | **List the name and scheduled time of at least 3 workshops/keynote presentations in which the aspect is addressed.** | **Nominated Standard**  **Descriptor(s)**  List the 3-digit code(s) only,  e.g.. 3.2.2 | **Mandatory Feature attestation.**  I attest that the nominated workshops/keynote presentations meet the mandatory features associated with the aspect. |
|  |  |  | Yes |

*If the episode/day addresses more than one aspect, add an additional row for each nominated aspect.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Episode 2/day 2** | | | |
| **Nominated aspect**  List the code only, e.g., C-PT-1a.  One aspect per row only. | **List the name and scheduled time of at least 3 workshops/keynote presentations in which the aspect is addressed.** | **Nominated Standard**  **Descriptor(s)**  List the 3-digit code(s) only,  e.g. 3.2.2 | **Mandatory Feature attestation.**  I attest that the nominated workshops/keynote presentations meet the mandatory features associated with the aspect. |
|  |  |  | Yes |

*If the episode/day addresses more than one aspect, add an additional row for each nominated aspect.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Episode 3/day 3** | | | |
| **Nominated aspect**  List the code only, e.g., C-PT-1a.  One aspect per row only. | **List the name and scheduled time of at least 3 workshops/keynote presentations in which the aspect is addressed.** | **Nominated Standard**  **Descriptor(s)**  List the 3-digit code(s) only,  e.g. 3.2.2 | **Mandatory Feature attestation.**  I attest that the nominated workshops/keynote presentations meet the mandatory features associated with the aspect. |
|  |  |  | Yes |

*If the episode/day addresses more than one aspect, add an additional row for each nominated aspect.*

*If the conference has additional episodes/days, copy the entire table above and complete it for each additional episode/day.*

## Part 6 Meeting the principles of effective professional learning

A conference must meet the 8 [principles of effective professional learning](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/professional-learning-principles/). Each principle has a number of criteria. For some principles, all of its criteria must be met. For other principles, only one of its criteria must be met.

|  |  |
| --- | --- |
| Principle | Criteria |
| 1. The conference is content focused | Yes |
| 2. The conference demonstrates coherence. | Yes |
| 3. The conference meets NESA’s duration requirements. | Yes |
| 4. The conference recognises the experience and prior knowledge of learners. | Yes |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 5. The workshops/keynote presentations are job-embedded and/or provide opportunities for  transference of learning. | **Yes** | Your course must meet at least one of the criteria for this principle:   * Principle 5 Criterion A   AND/OR   * Principle 5 Criterion B |

|  |  |  |
| --- | --- | --- |
|  | | |
| 6. The workshops/keynote presentations include models of/modelling effective teaching practice. | Yes . | Your course must meet at least one of the criteria for this principle:   * Principle 6 Criterion A AND/OR * Principle 6 Criterion B |
| 7. The workshops/keynote presentations support active collaboration. | Yes | Your course must meet at least one of the criteria for this principle:   * Principle 7 Criterion A AND/OR * Principle 7 Criterion B |
| 8. The workshops/keynote presentations support opportunities for feedback and reflection. | Yes | Your course must meet at least one of the criteria for this principle:   * Principle 8 Criterion A AND/OR * Principle 8 Criterion B |

## Part 7 Policy requirements

If this is your first application to have a conference accredited as NESA Accredited PD, you need to complete Part 7A and 7B.

**Part 7a Policy requirements relating to the conference**

**Policy requirements declaration**

As the nominated Account Owner for the association, I declare that:

1. The conference details are accurate. ☐ yes ☐ no

And, if the conference is accredited, then for the calendar year in which the

conference is accredited;

|  |  |  |
| --- | --- | --- |
| 2. The association will notify PTC NSW of any change to the Highest Responsible  Officer or nominated Account Owner within 2 business days of change. | * yes | * no |
| 3. The association will notify PTC NSW & NESA of any significant change to the legal entity or status of the association within 2 business days of change. | * yes | * no |
| 4. The association will maintain current insurance cover to conduct PD activities, including but not limited to Public Liability Insurance. | * yes | * no |
| 5. The conference content and delivery: | * yes | * no |
| * 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://www.legislation.nsw.gov.au/%23/view/act/2011/10), the [Privacy and Personal Information](https://www.legislation.nsw.gov.au/%23/view/act/1998/133) [Protection Act 1998](https://www.legislation.nsw.gov.au/%23/view/act/1998/133) and the [Anti-Discrimination Act 1977](https://www.legislation.nsw.gov.au/%23/view/act/1977/48). |  |  |
| 6. The conference will be delivered as described in this application. | * yes | * no |
| 7. The conference designers and presenters hold appropriate qualifications or have appropriate experience. | * yes | * no |
| 8. The association holds a record of the qualifications of the conference designer(s) and presenter(s) that can be produced on request. | * yes | * no |

|  |  |  |
| --- | --- | --- |
| 9. The association holds a record of the materials used in the delivery of the  conference that can be produced on request. | * yes | * no |
| 10. The association owns or has permission to use the intellectual property of the conference. | * yes | * no |
| 11. The conference start and end dates will be uploaded to eTAMS at least 7 days before the conference commences. | * yes | * no |
| 12. Teacher participation data will be uploaded to eTAMS within 30 days of participants completing the conference. | * yes | * no |
| 13. The association will allow NESA officers to attend/participate in the conference during the period of accreditation for auditing purposes. | * yes | * no |
| 14. The association will adhere to NESA’s guidelines for the promotion of NESA Accredited PD. | * yes | * no |

1. If the organisation has entered a partnership with a third party to design and/or deliver this conference, 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 conference, 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.

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

I attest that,

* all workshop developers and keynote presenters have been briefed on the requirement that each of their sessions must meet the requirements of the principles of effective professional learning.
* all workshops and keynote presentations meet the requirements of the principles of effective professional learning.

I understand that, should the workshops/keynote presentations not meet the requirements, the association may not be able to apply for accreditation of conferences in the future.

Declaration made by

|  |  |
| --- | --- |
| Account Owner name |  |
| Account Owner role title |  |
| On behalf of (association name) |  |
| Signature |  |
| Date |  |

### APPENDIX

**Eligible associations**

To utilise this professional learning accreditation notification form eligible associations must meet the requirements of [Section 4.1 of the Policy](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/resources/policies-procedures/accreditation-of-professional-development-courses-policy/#accreditation). Eligible associations include professional associations for teachers as members of PTC NSW

**Eligible conferences**

Eligible conferences are those that:

* are specifically designed for an audience of teachers from schools and/or early childhood services
* address the [principles of effective professional learning](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/professional-learning-principles/)
* deliver content that directly addresses one or more aspects within one priority area
* meet the [subject/content specific criteria](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/apply/#content-criteria) for the applicable priority area
* include content and activities that directly align with relevant Standard Descriptors from one of the career stages of the Australian Professional Standards for Teachers (either Proficient, Highly Accomplished or Lead Teacher).

**Ineligible conferences**

Conferences relating to the following content are ineligible:

* responding to and/or administering first aid for physical injuries
* responding to acute medical conditions such as anaphylaxis and asthma
* co-curricular activities such as sport or debating coaching
* school/service/sector governance, risk, and compliance
* school/service/sector administrative systems and policies
* the induction of new staff to a school/service/sector
* teacher wellbeing
* learning about or implementing a paid product, publication or ‘software as a service’ online learning program.

Conferences presented in the following formats are ineligible:

* events where learning activities and/or content are not identified before the event
* study tours involving travel to multiple sites
* excursions or events involving school students or children where the focus is on student/child learning and the teacher’s participation is providing duty of care.

Note: Ineligible conference content and formats will be reviewed regularly and updated when necessary.

**Before you apply**

Applying to deliver a conference as NESA Accredited Professional Development (NESA Accredited PD) represents a significant commitment to support the professional learning and development of NSW teachers.

**Step 1: Familiarise yourself with the Policy**

Familiarise yourself with the [*Accreditation of Professional Development Courses Policy*](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/resources/policies-procedures/accreditation-of-professional-development-courses-policy)(the ‘Policy’).

You should pay particular attention to Sections 4.1 and 9.1 of the Policy to ensure you:

* can meet the application requirements (Section 4.1)
* understand your ongoing responsibilities if your conference is accredited (Section 9.1).

**Step 2: Familiarise yourself with the content criteria, principles of effective professional learning and the Standards**

Check your conference:

* meets at least one of the aspects of one priority area at a particular career stage ([see](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/apply/nesa-accredited-pd/#content-criteria) [content criteria](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/apply/nesa-accredited-pd/#content-criteria))
* meets all 8 [principles of effective professional learning](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/professional-learning-principles/)
* includes content and activities that directly align with relevant Standard Descriptors at either the Proficient, Highly Accomplished or Lead Teacher career stage of the [Australian Professional Standards for Teachers](https://www.educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/meeting-requirements/the-standards) (the ‘Standards’).

**Step 3: Read the application support materials**

The following support materials should be used to assist you when completing this application form:

* [NESA Accredited PD 1 – Introduction](https://educationstandards.nsw.edu.au/wps/wcm/connect/16c2a87a-71a2-4617-87b2-0337f7f50a53/nesa-accredited-pd-1-introduction.pdf?MOD=AJPERES&CVID)
* [NESA Accredited PD 2 – The priority areas, content criteria and the principles](https://educationstandards.nsw.edu.au/wps/wcm/connect/53418c26-ea1e-4245-a176-8cab88fdc989/nesa-accredited-pd-2-priority-areas-content-criteria-principles.pdf?MOD=AJPERES&CVID)
* [NESA Accredited PD 3 – Completing and submitting an application](https://educationstandards.nsw.edu.au/wps/wcm/connect/2f06bf30-2f49-42e5-8c02-13a35c37e35a/nesa-accredited-pd-3-completing-submitting-application.pdf?MOD=AJPERES&CVID). Examples of conference episodes:

###### If a conference consists of one ‘in person’ or ‘live virtual’ event completed in one day, then the conference consists of 1 episode’.

###### If a conference is delivered ‘in person’ or ‘live virtual’ over two days back-to-back, then the conference consists of 2 episodes’, one for each day.

Duration of each episode/day

Conference participants will be awarded accredited hours for each episode/day they attend. Therefore, the duration of each episode/day must be identified.

Each episode/day duration:

* must be a whole or half-hour amount
* must be at least 1 hour but no more than 6 hours
* only includes the time spent on learning and does not include time spent on meal breaks, networking, socialising, browsing stalls
* please note while each episode/day can have a minimum duration of 1 hour, the total conference duration must be a minimum of 3 hours.

A conference may be delivered via ‘in person’ or ‘live virtual’ modes of delivery. Once you have nominated the mode of delivery, you cannot change it. If you change the mode of delivery, you will need to submit a new conference application.

NESA defines the following modes of delivery:

* In person episodes only – All aspects of the conference delivered ‘in person’ only.
* Live virtual episodes only – All aspects of the conference delivered via ‘live virtual’ methods only.
* Flexible: In person or live virtual episodes as required – The flexibility to deliver all aspects of the conference via either ‘in person’ or ‘live virtual’ formats as required. If you choose this option, you must describe how each episode is delivered in an ‘in person’ format and also in a ‘live virtual’ format.

##### Part 4 Conference structure and program

Information about the conference structure and program is essential for PTC NSW to assess your application. We require information about each of the following:

1. the structure of the conference, including information about any particular ‘streams’ and/or different ticket types
2. the timings of all keynote presentations, workshops and breaks on each episode/day
3. the title of each keynote presentation/workshop and a brief description of the content and key learning being addressed
4. the name, role and employing association of the presenter of each workshop.

You must provide a pdf copy of your conference program. You do not need to supply the conference program using a particular template, simply submit the conference program in the format that you intend to give to participants.

If the conference program does not clearly show the four elements detailed above, you can attach other supplementary documents to provide this information.

**Part 5 Mapping to the NESA content criteria**

Conferences will have a common theme as outlined through the mapping and conference program. Where there are multiple workshops or keynote presentations being delivered concurrently with participants choosing different paths, it may not be possible to map each workshop and session individually.

Each episode/day of the conference must address between one and three of the aspects of the [content](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/apply/#content-criteria) [criteria](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/apply/#content-criteria) for your nominated priority area and career stage. An episode/day may address aspects from more than one focus area within the priority area.

For each nominated aspect, the workshops/keynote presentations must enable teachers to meet, in their practice either during or after the conference, at least one of the Standard Descriptors within the group of related Standard Descriptors for the aspect.

An episode/day can address no more than one related Standard Descriptor per hour of episode/day duration.

**Examples: Relationship between aspects and Standard Descriptors**

* An episode/day of 3 hours duration addresses one aspect only: C-PT-3b Using evidence-based strategies to teach content and/or skills of identified syllabus/approved learning framework and enables teachers to meet three of the related Standard Descriptors: 1.5.2, 3.3.2 and 3.4.2.
* An episode/day of 5 hours duration addresses two aspects: C-PT-3d Applying evidence-based strategies to teach students/children with English as an additional language and/or dialect and C-PT-3g Using evidence-based strategies to embed the teaching and learning of literacy and/or numeracy and enables teachers to meet one of the related Standard Descriptors: 2.5.2.

Identify the common aspects that all participants will meet by attending each episode/day. Record these aspects, one per row, in the table below.

For each aspect identified:

* list the name and scheduled time of at least 3 workshops/keynote presentations in which the aspect is addressed
* list the related Standard Descriptors that the workshops/keynote presentations meet in the same corresponding aspect row
* consider the mandatory feature associated with the aspect and make the mandatory feature attestation noting if the mandatory feature(s) are not met, the aspect cannot be identified with the conference.