Application to deliver a NESA Accredited PD conference

Form C: For organisations applying to have a conference with concurrent workshops accredited under the *Accreditation of Professional Development Courses Policy* implemented from 2021

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# Applying to deliver NESA Accredited PDconferences

## What is NESA Accredited PD?

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) implemented from 2021 describes the process for the accreditation of professional development (PD) courses in priority areas for NSW teachers. The requirements of the Policy aim to ensure that all teachers in NSW have access to quality PD in prescribed priority areas to complete to improve their practice and improve student learning outcomes and meet their ongoing teacher accreditation requirements.

This application process is for providers who are seeking accreditation of PD conferences for teachers in the identified priority areas of:

* delivery and assessment of NSW Curriculum/Early Years Learning Framework (as applicable)
* student/child mental health
* students/children with disability
* Aboriginal education and supporting Aboriginal students/children.

# Eligibility to deliver conferences as accredited PD

## Eligible organisations

Eligible organisations must provide at least one professional development course for teachers in schools and/or early childhood services. Eligible organisations include:

* independent schools developing and delivering PD to teachers outside their own school (Catholic schools seek accreditation of courses through their Diocese and government schools through the Department of Education. An independent school can apply through a streamlined process to have PD recognised as NESA Accredited PD where it is delivered solely to teachers at that school.)
* universities and other tertiary education organisations
* professional associations for teachers
* charities
* government departments
* commercial organisations or sole traders offering professional development for teachers.

Eligible organisations 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).

|  |
| --- |
| Please note:   1. Department of Education schools seek course accreditation through the team responsible for course accreditation at the Department of Education. 2. Catholic Schools seek course accreditation through their respective Diocese. 3. Universities may decide how they wish to manage accreditation. Some universities may wish one particular team to manage accreditation for all faculties at the university. Other universities may wish to delegate responsibility to each faculty to allow them to manage accreditation of their own courses. This can be accommodated through sub-accounts against the university account. At the time of the first application on behalf of a university, the Vice-Chancellor will have to specify which model will be used. |

## 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](file:///C:\Users\rosenberg\Desktop\Link%20to:%20https:\www.educationstandards.nsw.edu.au\wps\portal\nesa\teacher-accreditation\meeting-requirements\the-standards) (either Proficient, Highly Accomplished or Lead Teacher)
* are targeted to the context of teachers in schools and early childhood settings.

## 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
* school/service/sector governance, risk and compliance
* school/service/sector administrative systems and policies
* the induction of new staff to a school/service/sector
* 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
* courses made from a recording of a live webinar event without significant modification to create an online-on-demand conference.

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

# Application procedures

## Before you submit an application

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 Conferences 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 course:

* + - meets at least one of the aspects of one priority area at a particular career stage ([see 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 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 support materials should be used to assist you when completing this application form.

# Completing the application form

## Step 1: Select the appropriate application form

**Use Form A** if your organisation has not already had a conference approved as NESA Accredited PD under the Policy implemented in 2021.

**Use Form B** if your organisation has already had a conference approved as NESA Accredited PD under the Policy implemented in 2021.

**Use Form C** if you are applying to have a conference with concurrent workshops approved as NESA Accredited PD.

## Step 2: Complete the appropriate application form and the Fit and Proper Persons Declaration

**Submit only one conference per application form.**

If your organisation has not previously had a conference or course accredited under the new Policy requirements, your application to have a conference accredited as NESA Accredited PD, requires:

* + - a completed copy of Form C ensuring all relevant sections are signed by the organisation’s Highest Responsible Officer and the Account Owner
    - a completed copy of the [Fit and Proper Persons Requirements Declaration](https://educationstandards.nsw.edu.au/wps/wcm/connect/f13bcfeb-6666-4183-b5fd-6b80b2c569b2/fit-and-proper-persons-requirements-declaration.pdf?MOD=AJPERES&CVID=) signed by the organisation’s Highest Responsible Officer.

Note: if your Highest Responsible Officer has submitted a Fit and Proper Persons Requirements Declaration with a previous application and that person is still the Highest Responsible Officer, you do not need to resubmit the declaration.

If your organization has previously had a conference accredited and there hasn’t been a change in the details of the Highest Responsible Officer and the Account Owner, you only need identify your organization in Part 1 of this form.

#### Step 3: Submit your application via email

When the relevant material is ready to be submitted, email it to [pd@nesa.nsw.edu.au](mailto:pd@nesa.nsw.edu.au) with the subject line ‘Application to deliver a NESA Accredited PD conference’.

# NESA Application Assessment Procedures

You can only include one conference per application form.

Applications will be processed in order of receipt.

We will waiver the application fee until after the implementation review outcome later this year.

You will receive an email acknowledging receipt of your application. If you do not receive an email within 2 business days, please email [pd@nesa.nsw.edu.au](mailto:pd@nesa.nsw.edu.au).

Once you submit your first application, no further applications will be accepted until the application has been assessed and the assessment outcome has been returned to you by email. While it may be challenging to wait before you submit further conferences, this procedure is in place to ensure that organisations have a clear understanding of what is required for a conference to be approved before they spend time applying for further conferences.

You will receive an email advising you of the assessment outcome. If successful, the conference will be loaded into eTAMS ready for you to:

* schedule your conference by creating a session in eTAMS indicating start and end date and location of session at least 7 days prior to the session commencing
* upload teacher participation details within 30 days of the conference completing.

# Application Form

# Part 1 About your organisation

If this is your first application to have a conference/conference accredited as NESA Accredited PD, complete Part 1A – establish your bona fides. You will also need to complete Part 7A.

If you have previously had a conference/conference accredited as NESA Accredited PD, complete Part 1B – identify your organisation. You will also need to complete Part 7B.

## Part 1a Establish your bona fides

To apply to have a conference/conference accredited as NESA Accredited PD, the provider must be a bona fide organisation.

### ABN details

Please provide details of your ABN.

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

### Name under which the organisation will offer this conference

Providers must offer the conference under either the Legal/Entity name for the ABN provided or a Registered Business Name attached to the ABN.

|  |  |
| --- | --- |
| Will you use the Legal/Entity Name provided above or a Registered Business Name? | Choose an item. |

If you will offer the conference under a Registered Business Name, provide that name. Please note that Trading Names are not acceptable.

|  |  |
| --- | --- |
| Registered Business Name | Click or tap here to enter text. |

### Organisation contact details

Provide the contact details for the applying organisation.

|  |  |
| --- | --- |
| Organisation street address | Click or tap here to enter text. |
| Organisation postal address | Click or tap here to enter text. |
| Organisation phone number | Click or tap here to enter text. |
| Organisation email address  (eg education@xyzlearning.com.au) | Click or tap here to enter text. |
| Organisation website | Click or tap here to enter text. |

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

The Highest Responsible Officer (HRO) must declare that your organisation will abide by the [*Accreditation of Professional Development Conferences Policy*](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/resources/policies-procedures/accreditation-of-professional-development-courses-policy).

For not-for-profit organisations, the Highest Responsible Officer is the Chairperson/President of the Board/Committee.

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

|  |  |
| --- | --- |
| 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 Nominated Account Owner

The nominated Account Owner is responsible for managing your organisation’s provider account with NESA. The Account Owner is the person NESA contacts regarding:

* applications for conferences
* compliance with the policy, including fulfilling your responsibilities as a provider
* queries or concerns raised by schools/teachers
* updates to policy and other news.

The Account Owner must declare that they will ensure that all activity undertaken in relation to the provider’s account will abide by the [*Accreditation of Professional Development Conferences Policy*](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/resources/policies-procedures/accreditation-of-professional-development-courses-policy).

If your organisation has a conference approved, the Account Owner will be able to nominate an Administration Delegate who can assist with data entry into eTAMS.

Provide the contact details for the Account Owner.

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

### Contact details for the Conference Organiser

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

Provide the contact details for the Conference Organiser.

|  |  |
| --- | --- |
| 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 1b Identify your organisation and contacts

The details provided in this section **must match the organisation details** and the Account Owner details **in eTAMS** or the application will be **returned as an unsuccessful application.**

### ABN details

Please provide details of your ABN.

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

### Organisation’s account name with NESA

Provide your organisation’s account name with NESA. This is the name by which your organisation is known to NESA and to teachers.

|  |  |
| --- | --- |
| Organisation’s NESA account name | Click or tap here to enter text. |

### Contact details for the Account Owner

Provide the contact details for the Account Owner.

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

### Contact details for the Conference Organiser

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

Provide the contact details for the Conference Organiser.

|  |  |
| --- | --- |
| 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

State the conference name. The name must include the year in which it will be delivered. Conferences in future years will have different speakers and content. It is not possible to create a generic conference and re-use it each year.

| Conference name  The conference name MUST include the year in which it  will be delivered. | Click or tap here to enter text. |
| --- | --- |

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

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

Nominate the NESA Priority Area addressed by the conference. 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  Early Stage 1 | Stage 1  Stage 2  Stage 3 | Stage 4  Stage 5  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 conference 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 |
| --- | --- |
| Target teacher setting  (check all that apply) | Early childhood teachers  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, eg stage leaders, subject leaders  Classroom teachers  Special education specialists |
| Participant skill level  (check all that apply) | Novice  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 |
| Do participants pay a fee for the conference? | Choose an item. |

### 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 conferences/conferences to attend.

| **Learning goals (maximum 100 words in dot points)** |
| --- |
| Participants will:   * Click or tap here to enter text. |

### Episodes within the conference

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

|  |
| --- |
| **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. |

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 the all days the conference is delivered

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

Note: Your conference will be set up in eTAMs according to your attendance tickets.

If participants buy a ticket for the total duration of the conference only, 1 conference will be created in eTAMS.

If participants can buy single day conference tickets and your conference runs for multiple days, multiple conferences representing each specific single day will be created.

You will need to keep an attendance record for each and every day of the conference.

### 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. |

Suggest the duration of each episode/day based on the conference program and the expected average attendance pattern. Note that NESA reserves the right to alter the suggested episode/day duration based on their examination of the conference program.

| Episode/day | Duration of episode/day |
| --- | --- |
| Episode/day 1 | Choose an item. |
| Episode/day 2 | Choose an item. |
| Episode/day 3 | Choose an item. |

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

### Conference mode of delivery

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. |

Select the mode of delivery of the conference.

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

# Part 3 Monitoring attendance

The nominated Account Owner must attest that they will ensure that for each episode of the conference, teacher attendance and participation will be monitored according to NESA’s requirements.

#### Attendance and participation requirements declaration

1. The organisation will monitor attendance for each keynote presentation and workshop on the program.
2. The organisation will retain attendance and participation records securely for five years.
3. **For workshops/keynote presentations delivered via the in-person mode of delivery**, the organisation will ensure that teacher attendance and participation is monitored and recorded using one of the following methods:

* sign-on and sign-out attendance sheet

**OR**

* electronic monitoring (for example, bar code or QR code tracking).

1. **For workshops/keynote presentations delivered via the live virtual mode of delivery**, the organisation will have systems in place to record that participants are logged into workshops/keynote presentations for their duration.

As the nominated Account Owner, I attest that the applying organisation will abide by the requirements listed above in relation to monitoring the attendance of NSW accredited teachers at the conference.

### Declaration made by

|  |  |
| --- | --- |
| Account Owner name |  |
| On behalf of (Organisation name) |  |
| Signature |  |
| Date |  |

# Part 4 Conference structure and program

Information about the conference structure and program is essential for NESA 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 meal breaks on each episode/day
3. the title of each keynote presentation/workshop and a brief description of its content
4. the name, role and employing organisation 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 in a particular format, 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.

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

Conferences usually have a common theme. Where there are multiple workshops or keynote presentations being delivered concurrently with participants choosing different paths, it will not be possible to map each workshop and session individually. Conferences will be mapped against the aspects that are common to the majority of the day.

Each episode/day of the conference must have workshops/keynote presentations that address **between 1 and 3 of the aspects** of the [content 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 may address more than one nominated aspect but enable teachers to meet the same one related Standard Descriptor for each of those aspects. Likewise, an episode/day may address only one nominated aspect but enable teachers to meet more than one of the related Standard Descriptors for that aspect. However, 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. |

For each episode/day, consider the common aspects that are met by workshops/keynote presentations during the day.

Identify the common aspects that are met by 3 or more workshops/keynote presentations and 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 presentation in which the aspect is addressed
* list the 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.

Note: You must align at least one related Standard Descriptor to each nominated aspect, even if the same Standard Descriptor is aligned to each of those aspects.

#### Mapping to the content criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **Episode/day 1** | | | |
| **Nominated aspect**  List the code only, eg 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, eg 3.2.2 | **Mandatory Feature attestation.**  I attest that the nominated workshops/keynote presentations meet the mandatory features associated with the aspect. |
|  |  |  | Yes/No |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Episode/day 2** | | | |
| **Nominated aspect**  List the code only, eg 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, eg 3.2.2 | **Mandatory Feature attestation.**  I attest that the nominated workshops/keynote presentations meet the mandatory features associated with the aspect. |
|  |  |  | Yes/No |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Episode/day 3** | | | |
| **Nominated aspect**  List the code only, eg 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, eg 3.2.2 | **Mandatory Feature attestation.**  I attest that the nominated workshops/keynote presentations meet the mandatory features associated with the aspect. |
|  |  |  | Yes/No |

*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** | **Where the criterion is met for Episode/Day 1, 2, 3** |
|  |
| The conference is content focused | The conference focuses on content that meets at least one aspect of the NESA content criteria for the nominated priority area.  AND  The conference meets the mandatory features of the NESA content criteria for the nominated priority area. | Applicants do not need to complete this field as the information should be evident in the attached *Conference Program* and *Part 5* *Mapping to the NESA Content Criteria*. |
| The conference demonstrates coherence. | The conference addresses the intent of the targeted APST Standard Descriptor(s).  AND  The conference is aligned with NSW Curriculum/Early Years Learning Framework (where applicable).  AND  The conference is aligned with relevant legislative and regulatory requirements, and is consistent with government and/or sector policies (where applicable).  AND  The conference content and activities are logically sequenced and directed towards achieving the stated Learning Goals. | You do not need to complete this field as the information should be evident in the attached *Conference Program* and *Part 5* *Mapping to the NESA Content Criteria*.  Note: The requirement of logical sequencing is waived for conferences. |
| The conference meets NESA’s duration requirements. | The total conference duration must be 1 hour or more.  Note: For conferences, each episode/day must have duration of 1 hour or more. | You do not need to complete this field as the information is already detailed in the *Episode/day Duration* field(s). |
| The conference recognises the experience and prior knowledge of learners. | The conference identifies a nominated target audience.  AND  The conference is relevant to the participants’ professional experience and/or career stage (ie Proficient, Highly Accomplished, Lead). | You do not need to complete this field as the information is already detailed in *Part 2* *Conference format and background information.* |

For conferences, each workshop/keynote presentation must be designed to meet the following four principles of effective professional learning. Consider each principle and the criteria.

Complete the attestation below the table.

|  |  |
| --- | --- |
| **Principle** | **Criteria** |
| The workshops/keynote presentations are job-embedded and/or provide opportunities for transference of learning. | The conference provides examples of how conference content can be used in teaching and learning practice.  **AND**  The conference provides opportunities for transference of learning into teaching and learning practice. |
| The workshops/keynote presentations include models of/modelling effective teaching practice. | The conference outlines to participants, models of effective evidence-based teaching and learning practices relevant to the conference content. This could but does not have to involve modelling the practices.  **AND/OR**  The conference provides opportunities for participants to utilise these models of effective evidence-based teaching and learning practices. |
| The workshops/keynote presentations support active collaboration. | The conference provides opportunities within the conference for active collaboration with others.  **AND/OR**  The conference provides suggestions for collaboration that participants undertake in their educational setting or teaching and learning context. |
| The workshops/keynote presentations supports opportunities for feedback and reflection. | The conference requires participants to give or receive feedback on teaching and learning practice.  **AND/OR**  The conference requires participants to reflect on their own teaching and learning practice or the teaching and learning practice of others. |

### Declaration by Conference Convenor

As the conference convenor, I attest that,

* I have briefed all workshop developers and keynote presenters 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 organisation may not be able to apply for accreditation of conferences in the future.

|  |
| --- |
|  |
| Organisation name |

Declaration made by:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Conference Convenor name |  | Signature and Date |

# Part 7 Policy requirements

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

If this is not your first application to have a conference or a course accredited as NESA Accredited PD, you will need to complete Part 7B.

## Part 7A Policy requirements for new applicants

The Policy outlines the requirements for organisations applying to have a conference accredited as NESA Accredited PD.

Your organisation is not required to supply documentation related to these policy requirements during the application process. However, providers are required to 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 conference is accredited. If requested, evidence must be provided within 48 hours of the request or conference accreditation may be cancelled.

If you tick ‘no’ to any of the requirements 1–13 below, your conference cannot by accredited.

### Policy requirements declaration

As the Highest Responsible Officer and nominated Account Owner for the organisation, we declare that if the conference is accredited, then for the period up to and including the conference:

|  |  |  |
| --- | --- | --- |
| 1. The organisation will notify NESA of any change to the Highest Responsible Officer or nominated Account Owner within 48 hours of change. | yes | no |
| 1. The organisation will notify NESA of any significant change to the legal entity or status of the organisation. | yes | no |
| 1. The organisation will maintain current insurance cover to conduct PD activities, including but not limited to Public Liability Insurance. | yes | no |
| 1. The conference 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://www.legislation.nsw.gov.au/#/view/act/2011/10), 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://www.legislation.nsw.gov.au/#/view/act/1977/48). | yes | no |
| 1. The conference will be delivered as described in this application. | yes | no |
| 1. The conference designers and presenters hold appropriate qualifications or have appropriate experience. | yes | no |
| 1. The organisation holds a record of the qualifications of the conference designer and presenter that can be produced on request. | yes | no |
| 1. The organisation holds a record of the materials used in the delivery of the conference that can be produced on request. | yes | no |
| 1. The organisation owns or has permission to use the intellectual property of the conference. | yes | no |
| 1. The details of each cohort (event) of the conference will be uploaded to eTAMS at least 7 days before the cohort start date. | yes | no |
| 1. Teacher participation data will be uploaded to eTAMS within 30 days of participants completing the conference. | yes | no |
| 1. The organisation will allow NESA officers to attend/participate in the conference during the period of accreditation for auditing purposes. | yes | no |
| 1. The organisation 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. | |

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

Declaration made for:

|  |
| --- |
|  |
| Organisation name |

Declaration made by:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Account Owner name |  | Highest Responsible Officer name |
|  |  |  |
| Account Owner role title |  | Highest Responsible Officer role title |
|  |  |  |
| Account Owner signature |  | Highest Responsible Officer signature |
|  |  |  |
| Date |  | Date |

|  |
| --- |
| After you have completed this application form, the Highest Responsible Officer has signed the *Fit and Proper Persons Declaration* and the *Fit and Proper Persons Declaration* has been signed by a Justice of the Peace, email all required material to [pd@nesa.nsw.edu.au](mailto:pd@nesa.nsw.edu.au) to submit your application. If your organisation has previously submitted the Fit and Proper Persons Declaration for the same Highest Responsible Officer, you do not need to resubmit it.  Applications are processed in order of receipt. You will receive an email confirming receipt of your application. If you do not receive a confirmation email within 2 business days please contact the team via [pd@nesa.nsw.edu.au](mailto:pd@nesa.nsw.edu.au). |

## Part 7B Policy requirements for organisations that have previously submitted a successful application

Only complete this section if you have already submitted a successful course or conference application.

The Policy outlines the requirements for organisations applying to have a conference accredited as NESA Accredited PD.

Your organisation is not required to supply documentation related to these policy requirements during the application process. However, providers are required to 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 conference is accredited. If requested, evidence must be provided within 48 hours of the request or conference accreditation may be cancelled.

If you tick ‘no’ to any of the requirements 1–14 below, your conference cannot by accredited.

### Policy requirements declaration

As the nominated Account Owner for the organisation, 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; |  |  |
| 1. The organisation will notify NESA of any change to the Highest Responsible Officer or nominated Account Owner within 2 business days of change. | yes | no |
| 1. The organisation will notify NESA of any significant change to the legal entity or status of the organisation within 2 business days of change. | yes | no |
| 1. The organisation will maintain current insurance cover to conduct PD activities, including but not limited to Public Liability Insurance. | yes | no |
| 1. The conference 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://www.legislation.nsw.gov.au/#/view/act/2011/10), 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://www.legislation.nsw.gov.au/#/view/act/1977/48). | yes | no |
| 1. The conference will be delivered as described in this application. | yes | no |
| 1. The conference designers and presenters hold appropriate qualifications or have appropriate experience. | yes | no |
| 1. The organisation holds a record of the qualifications of the conference designer and presenter that can be produced on request. | yes | no |
| 1. The organisation holds a record of the materials used in the delivery of the conference that can be produced on request. | yes | no |
| 1. The organisation owns or has permission to use the intellectual property of the conference. | yes | no |
| 1. The conference start and end dates will be uploaded to eTAMS at least 7 days before the conference commences. | yes | no |
| 1. Teacher participation data will be uploaded to eTAMS within 30 days of participants completing the conference. | yes | no |
| 1. The organisation will allow NESA officers to attend/participate in the conference during the period of accreditation for auditing purposes. | yes | no |
| 1. The organisation 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 organisation fails to comply with any of the above requirements, then the accreditation of the conference may be cancelled at any time.

Declaration made by

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

|  |
| --- |
| After you have completed this application form, email all required material to [pd@nesa.nsw.edu.au](mailto:pd@nesa.nsw.edu.au) to submit your application.  Applications are processed in order of receipt. You will receive an email confirming receipt of your application. If you do not receive a confirmation email within 2 business days, please contact the team via [pd@nesa.nsw.edu.au](mailto:pd@nesa.nsw.edu.au). |