



Guidelines for Incremental Salary Advancement

(with reference to additional qualifications and/or prior experience)

Context

Teachers are placed on the classroom teacher incremental salary scale based on recognition of qualifications and prior experience, including both teaching and other work experience. This is in accordance with clause N1 of the *ACT Public Sector Education and Training Directorate (Teaching Staff) Enterprise Agreement 2014–2018* (the Agreement).

1. Additional qualifications

- 1.1. Teachers may be awarded a single increment advancement in recognition of an additional tertiary award above the minimum four years full time (or equivalent) recognised teaching qualification (as assessed by the regulatory authority, the ACT Teacher Quality Institute). Examples include an additional bachelor or master degree, graduate diploma or PhD.
- 1.2. Completion and awarding of a qualification needs to be validated with a final academic transcript.
- 1.3. Salary determination is effective from the date of submission of an application and all required validating documentation.

2. Prior experience – permanent and contract teachers

- 2.1. All prior experience is recognised in full years only.
- 2.2. Prior experience is recognised in three categories:
 - 2.2.1. Category 1

Qualified teacher within the school education industry.
One prior experience step for each completed year (equates to 200 teaching days).
 - 2.2.2. Category 2

Qualified teacher at a non-affiliated/certified educational institution including university, institute of technology, business college and registered training organisation.
One prior experience step for each completed two year period.
 - 2.2.3. Category 3

Full time paid employment, within the school education industry, other than as a qualified teacher (such as a school assistant role).
One prior experience step, for each completed three year period.

2.3. The following link provides the detail of the salary scale increment points:

<http://www.det.act.gov.au/employment/payrates>

2.4. Salary determination is effective from the date of submission of an application and all required validating documentation.

2.5. For each period of employment in any category of recognition, a Statement of Service on the letterhead of the relevant employing authority is required and must include the following details:

- location of employment and position title or classification
- date of commencement and cessation
- employment as full time; or as total days, hours or percentage if part time
- leave without pay as total number of days taken; or 'nil' if none accessed.

3. Prior Experience – Casual Teachers

3.1. There are two pay rates for casual teachers in accordance with subclause N1.6 of the Agreement. The higher rate is paid to teachers who:

- 3.1.1. if eligible to be employed on a long term contract or as a permanent teacher, would be entitled to payment at the top of the classroom teacher salary scale;
- 3.1.2. have been employed at the top of the classroom teacher scale or in a promotions position in an ACT Government public school or equivalent; or
- 3.1.3. have completed the equivalent of seven years recognised full time service.

4. Application

4.1. Complete the application form attached to these guidelines.

- 4.2. Submit completed form and a PDF copy of associated documents (e.g. academic transcript, statement of service) to teachingincanberra@act.gov.au.

Please contact People and Performance, HR People Services for further information, on phone 620 59284 or via email at teachingincanberra@act.gov.au .

ATTACHMENT:

Application for Recognition of Prior Service and/or Additional Qualifications.