### 2016 Application Process for Certification

**Highly Accomplished or Lead Teacher**

<table>
<thead>
<tr>
<th>TERM 2</th>
<th>Applications are emailed to <a href="mailto:monica.conway@cesa.catholic.edu.au">monica.conway@cesa.catholic.edu.au</a> or 3 copies sent to Monica Conway, Assistant Director, Catholic Education Office, PO Box 179, THEBARTON SA 5031</th>
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<tbody>
<tr>
<td>Week 10</td>
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<td>Friday 8 July</td>
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|                 | - Catholic Education Office (CEO) checks administrative eligibility  
|                 | - applicant notified of acceptance via email and continuation to Stage 1 assessment                                                                                                                                 |

**Early Term 3**

### Stage 1 Assessment Process

- applicant’s achievement against the Standards will be determined through the independent assessment of evidence by two assessors external to the school setting assigned by the CEO  
- two assessors will meet to confer, contact at least two referees and come to an assessment decision. If they cannot reach an agreement, a third assessor will assist.  
- assessors will construct a written report to provide feedback to applicant at the end of Stage 1:  
  - for unsuccessful applicants, detailed feedback will be provided regarding strengths and areas that require further improvement  
  - for applicants progressing to Stage 2, feedback may identify areas of focus for the site visit  
- applicants are required to pay a fee of $200 with their application

Applicant will be notified by Catholic Education of their achievement of Stage 1 via email:  
- both successful and unsuccessful applicants will receive a copy of their written report  
- applicants progressing to Stage 2 are required to pay the remaining fee of $300

**Term 3**

Depending on availability of assessor and applicant

### Stage 2 Assessment Process – Site Visit

- contact is made between successful applicant progressing to Stage 2 and the nominated visiting assessor  
- applicant constructs a program for the site visit using guidelines in the *Guide to the Certification of Highly Accomplished and Lead Teachers in South Australia* as well as the suggested areas of focus from their Stage 1 written report  
- date of site visit is negotiated between applicant and the assessor (preferably before end of Term 3)  
- after the site visit, the assessor will report on their observations and the evidence provided to the second assessor (the same assessor involved in Stage 1 assessment)  
- Two assessors will then compile the Stage 2 report addressing the applicants suitability for certification and make recommendations to SATCC

**TERM 4**

- Assessors’ Stage 2 report is provided to SATCC  
- SATCC reviews assessors’ recommendations and notifies applicant of decision