



FREQUENTLY ASKED QUESTIONS

REFEREE



Renewal of Certification

Highly Accomplished Teacher and Lead Teacher

Have you been asked to be a referee for a certified teacher applying for renewal of certification as a Highly Accomplished Teacher (HAT) or Lead Teacher (LT)? This FAQ sheet is for you. There are separate FAQ sheets for HAT and LT applicants and school leaders.

What is renewal of certification?

The purpose of renewal of certification is to verify a certified teacher's ongoing performance at the Highly Accomplished or Lead career stage. It is an important quality assurance process designed to ensure that when they renew, certified teachers in Queensland continue to have the abilities, experience, knowledge, and skills stated in the [Australian Professional Standards for Teachers](#) (APST) at the relevant career stage.

I've been asked to be a referee, what do I need to do?

Certified teachers are required to submit written referee statements from three to five referees. One must be the current principal/supervisor or delegate, as nominated by the principal/supervisor.

The role of a referee is to verify the accuracy of the written statements provided by the renewal applicant. Referees can verify one or more than one example in an applicant's written statements. A referee does not need to verify all examples of professional practice or professional learning included in the applicant's written statements, they only need to verify examples they have knowledge of and can confirm. However, the applicant is responsible for ensuring that the three to five referee statements they submit collectively verify all the content in the written statements.

Referees may also make evaluative comments on the applicant's ongoing performance if they wish (optional). Referee comments are able to be used as part of the assessment against the professional capabilities.

If applying for renewal at the LT career stage, the applicant must include an overview of one Lead initiative they have led within the five-year period of certification. This can be written separately on the approved Queensland College of Teachers (QCT) template, or as part of the written statements. The description of the Lead

initiative must be verified by referee statement(s).

Referee statements must be dated and signed and provided on the supplied relevant career stage template.

Do I meet the requirements to be a referee?

Applicants are required to seek written referee statements from three to five referees. One of their referees must be their current principal/supervisor or their delegate, (as nominated by the principal/supervisor using the delegation form). Other referees must have direct knowledge of the applicant's practice and must be able to verify the practice documented by the applicant in their professional statements.

Should an applicant not provide their referees with a copy of their professional statement/s, referees should not complete the written referee statement. If referees are unable to verify the practice described by the applicant, they should not complete the referee statement.

Can I decline to be a referee?

All referees, other than the candidate's current principal, or the principal's delegate, may decline an applicant's referee request.

Referee requests should be considered on their merit. Being a referee is an important professional responsibility for teachers and school leaders. Applicants carefully consider the selection of their professional practice and professional learning examples and will select their referees who have first-hand knowledge of their practice in relation to the identified professional capabilities.

How do I show that I do not support the application?

It is very important that you do NOT complete the referee statement if you are not able to verify the accuracy of the information in the written statements or if you are unable to support the application. Please only confirm the specific

example/s the applicant is asking you to comment on.

It is important to note that referees are not required to assess the certified teacher's performance against the professional capabilities or Standards. Referees are asked to verify (i.e. confirm as true and accurate) the examples provided by the applicant in the written statements.

I no longer work with the applicant, can I still be a referee?

Yes. An applicant may select referees who they have worked with previously, in locations different to their current school, to verify the information within their statements. Referees may be from a different school, different sector or different state to the applicant.

I worked with the applicant over five years ago, can I still be a referee?

No. The process of renewal is concerned with the applicant's practice in the preceding five years of certification. Applicants are required to use examples of practice from the last five years of certification in their renewal application, and this extends to referee statements.

What is involved for applicants applying for renewal of certification?

Applicants applying for renewal of certification will need to submit:

- a written professional practice statement
- a written professional learning statement
- a video demonstrating their teaching practice
- a Lead initiative/s for LTs only (included in their written statements or as a separate document)
- referee statements to verify examples of their practice and Lead initiative if applicable.

Applicants for renewal of certification are not required to submit direct evidence in their application.

How will applicants be assessed?

Renewal of certification applications will be assessed against the HAT or LT professional capabilities. The professional capabilities describe the full suite of capabilities and characteristics of the respective career stages. They are published by the Australian Institute for Teaching and School Leadership (AITSL) in the [Australian Professional Standards for Teachers](#) and are mapped to the APST.

The professional capabilities describe how a HAT or LT integrates and applies the knowledge, practice and professional engagement of the seven Standards at the respective career stage. While all professional capabilities must be met during the assessment process, each one only needs to be demonstrated once in the full application.

The professional capabilities ensure certified teachers continue to demonstrate the relevant career stage without repeating the initial certification assessment.

How do I complete the renewal of certification referee statement template?

Referee statements will vary considerably, as each applicant and the examples they provide within their professional statements will be different according to their context and teaching practice. The following tips may assist referees when preparing their referee statement:

1. View the specific examples from the professional statements that you have been asked to verify.
2. Complete your contact details in the Renewal of Certification referee statement template at either the HAT career stage or the LT career stage, depending on the career stage the applicant is applying for renewal of certification.
3. If the practice captured in the statement, you have been asked to verify, is a true, accurate and authentic representation of the applicant's work, tick that you verify the examples.
4. Consider writing a clear and concise statement that addresses the applicant's practice in the 'optional comment' box.
5. In your comment, refer to the details the applicant has included in their written statement(s). When commenting, consider the following questions:
 - How does the applicant's practice evidence the professional capabilities?
 - When did this occur?
 - How did they do it?
 - Why did they do it?
 - Who did they work with?
 - How effective was it (consider impact on the applicant's practice on students and colleagues)?
6. Describe impact of the applicant's practice where applicable.
7. Identify the professional capabilities number (e.g. PK 1, PP 4, PE 5) or APST domain (e.g. Professional Engagement) in the comment. The professional capabilities identified should correlate with the professional capabilities the applicant states are demonstrated in each example. Referees may find it helpful to request a copy of the completed HAT Renewal Checklist or LT Renewal Checklist from the applicant to assist them with the professional capabilities numbers.
8. Sign and date the referee statement and return to applicant for inclusion in their submission. Referees should also keep a copy of their statement.

What if I am unable to verify the information within an applicant's professional learning and/or professional practice statement?

For you to be able to verify the applicant's statement you must have been provided with a copy of the statement to be submitted. Should an applicant not provide you with a copy of their statement(s), please do not complete the written referee statement.

If you are unable to verify the information provided by the applicant, you should not complete the referee statement and explain to the applicant why you are unable to complete the referee statement.

Other than completing the referee statement, will I be required to do anything else?

Referees are asked to provide their contact details. Occasionally, assessors may contact referees if further comment on the applicant's practice is required, in addition to that already captured in the referee statement. Any comments that you make to an assessor as part of a referee discussion will be formally included in the assessment. This means the assessor will create a detailed record of your conversation which you will be asked to sign. This record may become available to the applicant should they be unsuccessful and seek an internal review of the decision or request access to the information under the *Right to Information Act 2009* (Qld).

Useful Links

Queensland College of Teachers

[Guidelines for teachers applying for renewal of certification by the Queensland College of Teachers as Highly Accomplished Teachers and Lead Teachers](#)

[Renewal of certification policy](#)

Department of Education

[OnePortal - HAT and LT Page](#) - or search HAT and LT OnePortal

Queensland Catholic Education Commission

<https://hatandlt.qcec.catholic.edu.au/>

Australian Institute for Teaching and School Leadership

[Australian Professional Standards for Teachers](#)

[Guide to the Renewal of Certification of Highly Accomplished and Lead Teachers in Australia](#)

[AITSL Teacher Self-Assessment Tool](#)

For further information please email the QCT's HAT and LT Team at: HATandLTCertification@qct.edu.au

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