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Referee verification form

This form is to be completed by the applicant and their chosen referees (including the principal/supervisor or their delegate) and included in the Stage 1 application.

**Applicant details**

|  |  |
| --- | --- |
| Applicant name |  |
| School and teaching role |  |
| Career stage applied for |  |

**Principal delegation (if applicable)**

Refer to the *Guidelines – Certification application referees* for more information about referee delegation.

|  |  |
| --- | --- |
| I hereby delegate my responsibilities in the teacher certification process for this applicant to: | |
| Delegate name |  |
| Position |  |
| Phone |  |
| Email |  |
| Signature: | |
| Principal |  |
| Delegate |  |

**Part 1 – Affirmed descriptors**

By verifying each listed descriptor, providing a comment, and signing this form, the referee indicates that they have direct, first-hand knowledge of the applicant’s practice. Any referee may contribute to this section.

Up to 10 descriptors may be included. If fully verified with a comment, certification assessors will deem descriptors in this section as demonstrated, with no additional direct evidence from the applicant required in the application.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Standard descriptor | Verified | Details of applicant’s practice and impact (mandatory comment) | Referee name | Referee position | Referee email and phone | Referee signature |
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**Part 2 – Verified evidence**

By verifying each listed descriptor and signing this form, the referee indicates that they have direct, first-hand knowledge of the applicant’s practice and can provide specific comments if contacted by a certification assessor. The principal/supervisor or their delegate must also sign to confirm the working relationship and expertise of each referee.

(Add rows to tables as required).

Referee 1 - principal/supervisor or delegate

|  |  |
| --- | --- |
| Name, role, email, and phone |  |

|  |  |  |
| --- | --- | --- |
| Application evidence (artefact name/number) | Verified | Standard descriptor |
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Referee signature: Dated:

Referee 2

|  |  |
| --- | --- |
| Name, role, email, and phone |  |

|  |  |  |
| --- | --- | --- |
| Application evidence (artefact name/number) | Verified | Standard descriptor |
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Referee signature: Dated:

Referee 3

|  |  |
| --- | --- |
| Name, role, email, and phone |  |

|  |  |  |
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| Application evidence (artefact name/number) | Verified | Standard descriptor |
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Referee signature: Dated:

Referee 4

|  |  |
| --- | --- |
| Name, role, email, and phone |  |

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| Application evidence (artefact name/number) | Verified | Standard descriptor |
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Referee signature: Dated:

Referee 5

|  |  |
| --- | --- |
| Name, role, email, and phone |  |

|  |  |  |
| --- | --- | --- |
| Application evidence (artefact name/number) | Verified | Standard descriptor |
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Referee signature: Dated:

**Principal/delegate confirmation:**

I confirm that I am aware of the working relationship between these referees and the applicant and that the referees possess the necessary professional knowledge of the applicant’s practice to verify the selected descriptors.

Principal/delegate signature: Dated:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard 1:**  **Know the students and how they learn** | **Standard 2:**  **Know the content and how to teach it** | **Standard 3:**  **Plan for and implement effective teaching**  **and learning** | **Standard 4:**  **Assess, provide feedback and report on**  **student learning** | **Standard 5:**  **Assess, provide feedback and report on**  **student learning** | **Standard 6:**  **Engage in professional learning** | **Standard 7:**  **Engage professionally with colleagues,**  **parents/carers and the community** |
| 1.1 Lead colleagues to select and develop teaching strategies to improve student learning using knowledge of physical, social and intellectual development and characteristics of students. | 2.1 Lead initiatives within the school to evaluate and improve knowledge of content and teaching strategies and demonstrate exemplary teaching of subjects using effective, research based learning and teaching programs. | 3.1 Demonstrate exemplary practice and high expectations and lead colleagues to encourage students to pursue challenging goals in all aspects of their education. | 4.1 Demonstrate and lead by example the development of productive and inclusive learning environments across the school by reviewing inclusive strategies and exploring new approaches to engage and support all students. | 5.1 Evaluate school assessment policies and strategies to support colleagues with: using assessment data to diagnose learning needs, complying with curriculum, system and/or school assessment  requirements and using a range of assessment strategies. | 6.1 Use comprehensive knowledge of the Australian Professional Standards for Teachers to plan and lead the development of professional learning policies and programs that address the  professional learning needs of colleagues and pre-service teachers. | 7.1 Model exemplary ethical behaviour and exercise informed judgements in all professional dealings with students, colleagues and the community. |
| 1.2 Lead processes to evaluate the effectiveness of teaching programs using research and workplace knowledge about how students learn. | 2.2 Lead initiatives that utilise comprehensive content knowledge to improve the selection and sequencing of content into coherently organised learning and teaching programs. | 3.2 Exhibit exemplary practice and lead colleagues to plan, implement and review the effectiveness of their learning and teaching programs to develop  students’ knowledge, understanding and skills. | 4.2 Initiate strategies and lead colleagues to implement effective classroom management and promote student responsibility for learning. | 5.2 Model exemplary practice and initiate programs to support colleagues in applying a range of timely, effective and appropriate feedback strategies. | 6.2 Initiate collaborative relationships to expand professional learning opportunities, engage in research, and provide quality opportunities and placements for pre- service teachers. | 7.2 Initiate, develop and implement relevant policies and processes to support colleagues’ compliance with and understanding of existing and new legislative,  administrative, organisational and professional responsibilities. |
| 1.3 Evaluate and revise school learning and teaching programs, using expert and community knowledge cultural, religious and socioeconomic backgrounds | 2.3 Lead colleagues to develop learning and teaching programs using comprehensive knowledge of curriculum, assessment and reporting requirements. | 3.3 Work with colleagues to review, modify and expand their repertoire of teaching strategies to enable students to use knowledge, skills, problem solving and critical and creative thinking. | 4.3 Lead and implement behaviour management initiatives to assist colleagues to broaden their range of strategies. | 5.3 Lead and evaluate moderation activities that ensure consistent and comparable judgements of student learning to meet curriculum and school or system requirements. | 6.3 Implement professional dialogue within the school or professional learning network(s) that is informed by feedback, analysis of current research and practice to  improve the educational outcomes of students. | 7.3 Identify, initiate and build on opportunities that engage parents/ carers in both the progress of their children’s learning and in the educational priorities of the school. |
| 1.4 Develop teaching programs that support equitable and ongoing participation of Aboriginal and Torres Strait Islander students by engaging in collaborative relationships with  community representatives and parents/carers. | 2.4 Lead initiatives to assist colleagues with opportunities for students to develop understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages. | 3.4 Model exemplary skills and lead colleagues in selecting, creating and evaluating resources, including ICT, for application by teachers within or beyond the school. | 4.4 Evaluate the effectiveness of student wellbeing policies and safe working practices using current school and/ or system, curriculum and legislative requirements and  assist colleagues to update their practices. | 5.4 Co-ordinate student performance and program evaluation using internal and external student assessment data to improve teaching practice. | 6.4 Advocate, participate in and lead strategies to support high-quality professional learning opportunities for colleagues that focus on improved student learning. | 7.4 Take a leadership role in professional and community networks and support the involvement of colleagues in external learning opportunities. |
| 1.5 Lead colleagues to evaluate the effectiveness of learning and teaching programs differentiated for the specific learning needs of students across the full range of abilities. | 2.5 Monitor and evaluate the implementation of teaching strategies within the school to improve students’ achievement in literacy and numeracy using  research based knowledge and student data. | 3.5 Demonstrate and lead by example inclusive verbal and non-verbal communication using collaborative strategies and contextual knowledge to support students’ understanding, engagement and achievement | 4.5 Review or implement new policies and strategies to ensure the safe, responsible and ethical use of ICT in learning and teaching. | 5.5 Evaluate and revise reporting and accountability mechanisms in the school to meet the needs of students, parents/carers and colleagues. |  | |
| 1.6 Initiate and lead the review of school policies to support the engagement and full participation of students with disability and ensure compliance with legislative and/or system policies. | 2.6 Lead and support colleagues within the school to select and use ICT with effective teaching strategies to expand learning opportunities and content knowledge for all students. | 3.6 Conduct regular reviews of teaching and learning programs using multiple sources of evidence including: student assessment data, curriculum documents, teaching practices and feedback from  parents/carers, students and colleagues |  | | | |
|  | | 3.7 Initiate contextually relevant processes to establish programs that involve parents/carers in the education of their children and broader school  priorities and activities. |