



RECOGNITION OF PRIOR SERVICE

Teachers on their first appointment to the Department of Education (the Department) may be placed on the appropriate salary scale as determined by recognition of outside service with other education authorities, or outside service other than teaching. To determine the period of work that can be recognised for salary grade determination, teachers are required to provide details of previous teaching employment through statements of service and other similar evidence.

Claims for recognition of prior service must be received within six months of the first appointment with the Department (including casual employment) to be considered for retrospective salary payment. No retrospective salary payments will be made for claims submitted more than six months after the first appointment (including casual employment).

It is the responsibility of the teacher applying for salary grade recognition to provide evidence of prior service to the Department.

ESSENTIAL CRITERIA

Recognition of outside service with other education authorities must meet the following criteria:

- The position held required academic qualifications of similar or higher academic standing than those required to teach in a public school of Western Australia.
- The teaching requirements of the position were commensurate with the skills and practices required of a school teacher in a public school of Western Australia.
- Part-time employment will not affect the recognition process and will be considered as equivalent time to full-time work (i.e. no condensing or collapsing).
- Periods of service less than 20 working days or days of casual employment will not be considered.
- Service in a kindergarten/child care facility where the individual is undertaking a teaching role and is required to deliver an educational program. The teacher must have been registered by a professional teaching association.
- Service in a lecturing capacity obtained within an educational institution such as University or TAFE colleges will be assessed on a case by case basis and will be either a 1:1 or 1:3 ratio. The teacher will need to be working in an area of need i.e. difficult to staff location or subject area and has developed skills which are transferable to the education context in the learning area of the appointment (approval by Staffing Branch and not applicable to casual relief teaching).

ACCEPTABLE FORMAT

To be considered, Statements of Service must be on official letterhead or, if via email, the sender's email account must contain the official school/institution email domain (eg. det.wa.edu.au). Statements must also include the following information:

- the exact dates for commencement and cessation of employment (eg. 30 January 2006 to 18 December 2007);
- job title;
- work capacity for example full-time or part-time - must state work fraction (e.g. 70%);
- if unpaid leave was taken, the exact duration of this leave must be stated;
- if no unpaid leave was taken, the document must state this; and
- employment status (e.g. permanent, fixed term or casual).

SERVICE OTHER THAN TEACHING

Recognition of outside service other than teaching must meet the following criteria:

- The teacher will be working in a subject that is difficult to staff or will be working in a difficult to staff location.
- The work history has developed skills that are transferable to the education context in the learning area of the appointment.
- Teachers are required to provide sufficient details to demonstrate these skills and the relevance to the position along with a Statement of Service.
- The Statement of Service is to be sent to the **Manager of Staffing** (not through the generic Staffing inbox) for consideration.
- Where service in the Australian Defence Force is equal to that of an education or instruction capacity in a transferable discipline (i.e. Physics, Chemistry) the following ratios will be applied for purposes of salary increments. 1-3: 1 year, 3-5: 2 years, 5+: 3years (approval by Staffing Branch required and not applicable to casual relief teaching).

This policy was approved from 30 April 2008 and is not retrospective.

Statements of Service are to be sent to:

Department of Education
ETSSC Personnel and Payroll - EDU
Locked Bag 40
EAST PERTH WA 6892

Or:

Fax: (08) 9264 8483