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| **INTENTION TO SUBMIT**  HIGHLY ACCOMPLISHED AND LEAD TEACHER CERTIFICATION |

**Form #2**

This form should be completed when your portfolio is complete and ready for submission.

1. **SUBMISSION PERIOD**

Please mark the 2025 Submission Period you are intending to submit:

6th March – 14th March 2025

2nd June – 13th June 2025

6th October – 17th October 2025

1. **APPLICATION TYPE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Highly Accomplished Teacher** |  | **Lead Teacher** |  |

1. **PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TRB Number** | Click or tap here to enter text. | | | | | | | | | |
| **Family Name** | Click or tap here to enter text. | | | | | | | | | |
| **Given Names** | Click or tap here to enter text. | | | | | | | | | |
| **Preferred Name** (if applicable) | Click or tap here to enter text. | | | | | | | | | |
| **Title**, e.g. Mr/Mrs/Ms/Miss/Dr | Click or tap here to enter text. | | | Male |  | | | Female |  | |
| **Background** | Aboriginal |  | Torres Strait Islander | | |  | Neither | | |  |

1. **CONTACT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone** | Click or tap here to enter text. | **Mobile** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. | | |

**Residential Address**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Street or PO Box** | Click or tap here to enter text. | | | | | | |
| **Suburb** | Click or tap here to enter text. | **State** | Click or tap here to enter text. | **Country** | Click or tap here to enter text. | **Postcode** | Click or tap here to enter text. |

**Postal Address**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Street or PO Box** | Click or tap here to enter text. | | | | | | |
| **Suburb** | Click or tap here to enter text. | **State** | Click or tap here to enter text. | **Country** | Click or tap here to enter text. | **Postcode** | Click or tap here to enter text. |

1. **CURRENT EMPLOYMENT**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School Sector** | Government | |  | Catholic | |  | Independent | | |  | | Christian | |  |
| **Current Workplace** | Click or tap here to enter text. | | | | | | | | | | | | | |
| **School Type** | Choose an item. | | | | | **Workplace Region** | | | Choose an item. | | | | | |
| **Type of Employment** | Full Time |  | | | Part Time | | | FTE hours | | | Relief | |  | |
| **Position Held** | Position title | | | | | | | | | | | | | |
| **Classification/Level** | e.g. CT Level or designation | | | | | | | | | | | | | |

1. **PAYMENT**

Interested applicants will need to make payment over 2 instalments:

* Stage 1: $925 *(due on submission of your portfolio)*
* Stage 2: $900 *(due once the Office of the Board confirms your successful Stage 1 submission)*

Totalling $1825.

The cost of applying for the Highly Accomplished or Lead Teacher program has been determined by the Department of Education.

To register a payment please click on the **Payments** tab at the top of the page and follow instructions under the **Halt Application Fee** heading.

1. **MENTOR ENDORSEMENT**

I have actively supported the applicant throughout the process. I provide the following statement of support in relation to the work provided that this person is working at Highly Accomplished / Lead Teacher standard.

this work is well organised.

this portfolio of evidence is inclusive of annotated artefacts illustrates the HA or LT standards.

this person is considered Highly Accomplished or Leading amongst their peers and/or beyond their immediate employment.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | Click or tap here to enter text.  **State** | | **Position** | | Click or tap here to enter text. | **TRB Number** | | Click or tap here to enter text. |
| **Signature of Mentor** | |  | | | | **Date** | Click or tap to enter a date. | |
| **Telephone** | Click or tap here to enter text. | | | **Email** | Click or tap here to enter text. | | | |

1. **PRINCIPAL ENDORSEMENT**

I endorse this applicant’s submission for National Certification as Highly Accomplished / Lead Teacher status.

The work in this submission reflects a genuine contribution to this school context and is worthy of trialling in other settings.

On the basis of this submission and my assessment of this teacher in respect to the Australian Professional Standards for Teachers, this teacher is a fitting exemplar of what it is to be Highly Accomplished

and/or Leading for the profession of teaching.

I can identify future opportunities for this teacher to assume positions of influence and leadership, noting it as a path of scholarship rather than administration.

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| **Name** | Click or tap here to enter text.  **State** | | **Position** | | Click or tap here to enter text. | **TRB Number** | | Click or tap here to enter text. |
| **Signature of Principal/ Supervisor/Line Manager/ Delegate** | |  | | | | **Date** | Click or tap to enter a date. | |
| **Telephone** | Click or tap here to enter text. | | | **Email** | Click or tap here to enter text. | | | |

1. **APPLICANT DECLARATIONS**

I lodge my application Highly Accomplished / Lead Teacher status and declare:

The work presented is my own and has not been procured or produced by another person or technology.

I am held in the esteem of a Highly Accomplished and/or Lead Teacher.

My work is clearly presented and able to be accessed and navigated by an unknown person without further instruction.

My work may be de-identified and submitted to National Moderation and benchmarking regardless of its assessment outcome.

The two observations I have submitted were undertaken and taught.

The written statement I have provided is clearly set out and reflects my teaching philosophy against the APST’s.

I have engaged in Performance Growth Plan processes and provided 2 years (HA) / 3 years (LT) of evidence of these.

The referees I have nominated have worked with me and can attest to my teaching proficiency, influence, and leadership.

(Lead only) The Lead initiative outlined in this submission has had endorsement from the school’s leadership team and could be of benefit to other schools.

I acknowledge that if my submission is incomplete or is inaccessible to assessors that it will be unable to be progressed until addressed. This will be then dependent on availability of assessors.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Applicant** |  | **Date** | Click or tap to enter a date. |

1. **LODGING YOUR APPLICATION**

* Upon receipt of this intention to submit, you will be provided with instructions to upload your portfolio into a digital environment.
* Your assessors may not have access to your local software, and all submissions must take this into consideration.

This form is to be submitted within 28 days of your HALT Stage 1 application submission date.

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| **FOR OFFICE USE ONLY** | | | | | | | |
| **Type of Program** | Highly Accomplished | | | | Lead | | |
| **Certification Date** |  | | | | | | |
| **Assessment - Stage 1** | **Outcome** | Achieved | Not Achieved | Withdrawn | | **Date** |  |
| **Assessment - Stage 2** | **Outcome** | Achieved | Not Achieved | Withdrawn | | **Date** |  |
| **Assessor 1** |  | | | | | | |
| **Assessor 2** |  | | | | | | |

Complete this application electronically then email to: **halt.trb@trb.nt.gov.au**