



## GUIDELINES FOR COMPLETING THE SALARY RECLASSIFICATION (SR) REQUEST (VL777) FORM

To request a salary reclassification, please complete a salary reclassification request form (VL777) and submit along with relevant attachments to [People & Culture via edHR](#) or via email to [education.hr@sa.gov.au](mailto:education.hr@sa.gov.au). Allow up to 2 weeks for processing. An acknowledgement of receipt of your request will be sent to you within 2 working days. Some helpful hints are included below.

### SECTION 1: PERSONAL DETAILS

- Include all relevant details, making sure that you do not use abbreviations, nick names or initials.
- If you have had a change of name, you will need to attach supporting evidence (e.g., an official marriage certificate, deed poll document).
- Where more than one identity number has been provided by the Department for Education, include each one.

### SECTION 2: REQUIRED INFORMATION

- Transfer of service refers to any period of employment when an applicant has worked in a leadership position and then transferred back to a teaching position, e.g., preschool director to teacher, principal to teacher, or transferring from one teaching sector to another e.g. preschool sector to teaching sector or vice versa.

### SECTION 3: NON-DEPARTMENT FOR EDUCATION SERVICE ACKNOWLEDGMENT

- If you have been previously employed by the Department for Education, a statement of service is not required for assessment of teaching service for salary reclassification.
- If you have been previously employed by education authorities outside of the Department for Education, you are required to provide a copy of your statement of service from your prior employer(s) for assessment of teaching service for salary reclassification.

The statement of service needs to include all the following criteria:

- Be on the organisation's official letterhead paper, as well as signed and dated by the employer.
- The title(s) of the position(s) held (e.g., teacher).
- The exact dates of commencement and termination of each period of employment (e.g., 30-04-07 to 06-07-07). Please do not include vacation periods.
- The fraction of time worked must be shown in terms of the full-time equivalent (e.g., 1.0 = full-time; 0.4 = 2 days per week).
- The start and end dates of any changes in fraction of time.
- Overseas statements of service need to state the number of teaching days equivalent to a full year (e.g., the Department for Education school year is 207 teacher duty days).
- Dates of any leave without pay taken (e.g., Please get your employer to state this by recording that leave without pay was taken, for example, from 24-08-06 to 12-10-06 = 50 calendar days).
- If no leave without pay was taken (e.g., please get your prior employer to state this by recording that "leave without pay—nil").
- Please note that leave without pay does not count towards teaching service.
- Total number of temporary relieving teacher days (please indicate full and / or part days) worked: prior to 01-01-2006 and 2) days worked from 01-01-2006 inclusive.

### SECTION 4: QUALIFICATIONS

- Upon gaining further qualifications, a teacher (preschool sector or school sector) may be entitled to progress to a higher salary incremental tier (step). Attach all relevant official parchment(s) and academic transcripts to have this assessed.
- Overseas qualifications are transferred to the Australian or South Australian equivalent as recognised by AEI-NOOSR, which provides information and services to help people have their overseas qualifications recognised in Australia. To access this service, go to:  
<https://internationaleducation.gov.au/services-and-resources/Pages/qualifications-recognition.aspx>