

Guidelines for completing the Salary Reclassification (SR) Request (VL777) Form

All teachers' salaries are determined by the provision of the Teacher's (DECD) Award and in accordance with relevant industrial awards and Enterprise Agreements. An applicant may request to have their salary reviewed in relation to their entitlements as described in these awards and agreements. There are now 8 (formally 12) incremental salary tiers (steps) paid in accordance with academic and teacher qualifications, and length of teaching service.

In order to have a Salary Reclassification request processed, it is necessary for an applicant to complete the **Salary Reclassification (SR) Request Form (VL777)** and email it (along with relevant attachments) to the **Department for Education and Child Development's (DECD) dedicated Salary Reclassification Email Inbox at:** DECDrecruitmentSR@sa.gov.au

Allow eight weeks for processing. Your thorough and accurate completion of details on this form will greatly assist in the processing of your Salary Reclassification. An acknowledgment of receipt of your request will be sent to you within 7 working days.

NB: If you require information regarding your **Long Service Leave (LSL)** entitlements **do not** complete this form. Contact Shared Services ph 8462 1305 and press 1 for Payroll or email: Payroll05@sharedservices.sa.gov.au

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 (eg marriage certificate, deed poll documentation etc).
- Where more than one Identity / Identity Number (ID No) has been provided by DECD, include each one. This will assist in the tracking of your service and help to avoid delays in processing.

SECTION 2: REQUIRED INFORMATION

Information provided by the applicant in this section assists in the efficient identification of the applicant's needs and helps to streamline the process.

- 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, eg. Preschool Director to teacher, Principal to teacher, or transferring from one teaching sector to another eg. Preschool Sector to teaching sector or vice versa

SECTION 3: NON-DECD SERVICE ACKNOWLEDGMENT

If you have been previously employed by DECD, a Statement of Service is not required for recognition of DECD teaching experience for Salary Reclassification.

If you have been previously employed by education authorities **other than** DECD, you are required to forward a copy of your Statement of Service obtained from your former employer(s) to quantify your teaching experience for salary (re)classification.

The Statement of Service needs to include ALL of the following criteria:

- Must be on the organisation's official letterhead paper and signed and dated by the employer;
- The position held (eg Teacher);
- The **exact** dates of commencement and termination of **each period** of employment (eg 30-04-07 to 06-07-07). Please **do not** include vacation periods;
- The fraction of time worked must be shown in terms of full time equivalence (eg 1.0 = full-time; 0.4 = 2 days per week);
- The exact dates (commencement and termination dates) regarding any changes in fraction of time;
- Overseas Statements of Service need to state the number of teaching days equivalent to a full year (eg. the DECD school year = 207 teaching days).
- Dates of any Leave Without Pay taken (eg 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 (eg Please get your employer to state this by recording that "Leave Without Pay—nil")
*****Leave Without Pay **does not count** towards teaching service.
- **Total number** of Temporary Relieving Teacher Days (Please indicate full and / or part days) worked:
1) Prior to 01-01-2006 **and** 2) Days worked from 01-01-2006 inclusive.

SECTION 4: QUALIFICATIONS

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.
- [The Teachers Registration Board](#) assesses teachers' qualifications.

Overseas Qualifications:

- 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 go to: <https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx>

SECTION 5: DECLARATION

It is an offence to willingly provide false, inaccurate or misleading information.