



Salary reclassification (SR) request form VL777

In order for a Salary Reclassification to be processed, DECD requires specific information from the applicant. Refer to the Guidelines for completing the VL777 form.

All relevant sections of this form must be completed. Email this form along with any relevant attached documents to: Email: DECD.recruitmentSR@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 request. 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

Form fields for Section 1: Family Name, Given Name(s), Previous Surname, Date of Birth, Change of Name, ID Numbers. Includes instructions: Attach all supporting evidence. (Refer to VL778 Guidelines page 2) and List all ID numbers provided by DECD.

Section 2: REQUIRED INFORMATION

Indicate that which is appropriate to you by placing an X in one or more boxes. (Check the Salary Reclassification Guidelines (SR) for information on how to complete this section).

Form fields for Section 2: Teaching with DECD for the first time, Termination Date from DECD, Re-employment Date with DECD, Transferring of Service within DECD, Reassessment after gaining additional qualifications, Reassessment after completing additional teaching service in a non-DECD education site, Any other information.

COMPLETE SECTION 3 AND / OR SECTION 4

SECTION 3: TEACHING SERVICE ACKNOWLEDGEMENT. If you have previously been employed by one or more education authorities other than DECD, you are required to forward a copy of your Statement of (Teaching) Service (SOS), obtained from your former employer/s, to quantify your teaching experience for salary classification. Requirements regarding the exact content of the Statement of Service are listed in the SR Guidelines. Be aware that ALL requirements need to be met before your request can be actioned. Copy of Statement(s) of (Teaching) Service included as attachment(s).

SECTION 4: QUALIFICATIONS. Attach to this (SR) Request form ALL relevant documents for assessment and indicate with an X the documents that you will be attaching: Official Parchment(s) from the relevant education authority indicating qualification(s), Copy of Official Academic Transcript, If your qualifications have been assessed by the TRB**, provide a copy of the Assessment of Qualifications, If you have been assessed by AEI-NOOSR* for overseas qualifications, provide a copy of your Assessment Advice.

* National Office of Overseas Skills and Recognition (AEI-NOOSR). ** Teacher's Registration Board (TRB)

Section 5: DECLARATION

Form field for Section 5: Place an X in box to declare to the best of your knowledge that the information that I have provided on this form is true and correct. Date