



Highly Accomplished and Lead Teacher Certification

2019 Certification Round

The [Queensland College of Teachers](#) is the Certifying Authority for teachers in Queensland Catholic schools.

The 2019 window for submitting Stage 1 portfolios of evidence, supporting documents and paying the Stage 1 assessment fee is **16 June –28 June 2019 (12:30pm)**.

Applicants may choose the format in which they wish to submit their portfolios and supporting documents. Late or incomplete submissions will not be accepted. Non-payment of the Stage 1 assessment fee will be treated as an incomplete submission.

Portfolios and documents submitted to the QCT will be retained by the QCT. Applicants are therefore advised to retain their own copies of all documents submitted.

STEP 1 – Notification of Intention to Apply

In order to enable the QCT to create access to their online application and submission process, teachers in Queensland Catholic schools should ensure they have first submitted a *Notification of Intention to Apply* to [QCEC](#). If you have not undertaken this step, or have missed the 5 April 2019 deadline to submit a notification please contact qcehaltprogram@qcec.catholic.edu.au

STEP 2 - Submission of Stage 1 portfolios of evidence and supporting documents, and payment of assessment fee to the QCT

- Please note the online application and submission process will be open during the submission window, but all applicants are advised to log into their myQCT login in advance of the submission window to test their access to myQCT
- Log into myQCT and complete the application form
- Follow the instructions to pay the Stage 1 assessment fee (\$850)
- Stage 1 portfolios and supporting documents, along with the Stage 1 assessment fee, must be received by the Queensland College of Teachers (QCT) before the 2019 submission deadline - 12:30 pm Friday 28 June 2019
- Late submissions will not be accepted
- Upload of digital portfolios and supporting documents will be through your myQCT login on the QCT website during the submission window
- Applicants who experience issues accessing myQCT login or uploading digital portfolios should contact QCT for support on 07 3377 4777 or [online](#)

Method of submission for digital portfolios

- The size limit for all digital portfolios is 2GB
- Digital portfolios may be submitted in iTunesU, OneNote, or zipped file

- For iTunesU format – transfer a copy of the portfolio to the QCT via iTunesU after completing the myQCT application form
- Acceptable file formats are:
 - Documents – pdf, doc, docx, rft
 - Spreadsheets – xls, xlsx
 - Presentations – ppt, pptx
 - Audio – mp3, wav
 - Video – mp4, avi
 - Images – jpg, bmp, gif, png

Method for hard copy and USB format portfolios

- Three copies of the portfolio and supporting documents - either three separate hard copies (paper) or on three separate USBs - must be received by the QCT by 12:30pm on Friday 28 June 2019
- Applicants are responsible for ensuring portfolios and supporting papers are received by the QCT before the submission deadline and may therefore wish to consider using delivery services which provide tracking and confirmation of receipt at destination
- Portfolios and supporting documents can be sent to:

Queensland College of Teachers
GPO Box 702
Brisbane QLD 4001

Supporting documents to be submitted with the evidence portfolio

- QCT Evidence map
- Written statement
- Classroom observation (2)
- Lead initiative statement (Lead Teacher applicants only)
- Referee contact list
- Referee statements (3-5)
- Principal delegation (if required)

Payment of the Stage 1 assessment fee

- The \$850 Stage 1 assessment fee is payable to QCT
- Details of how to pay this fee are provided in the application form which can be accessed by logging into myQCT

STEP 3 - Progression to Stage 2

- Applicants who are successful at Stage 1 will be invited to progress to Stage 2
- Payment of the Stage 2 assessment fee (\$650) will be to the QCT
- Applicants are responsible for organising Stage 2 observations of practice in consultation with their appointed Assessor

If you have any questions about submitting an application to the QCT please contact the QCT for support on 07 3377 4777 or [online](#)