



Frequently Asked Questions: Annual Classroom Teacher Transfer Round

You are viewing the 2024 version of this document. Key dates and some processes change every year, so please make sure the information you're using is up to date.

Introduction

An annual transfer process occurs for classroom teachers and school leaders in ACT public schools.

Classroom teachers and school leaders are placed at a school for a period of up to 5 years. Placement at a school can be extended if agreed to by a principal and the classroom teacher.

If a placement is not extended by a principal, the teacher must enter the transfer round, which occurs through term 3 every year. Transfers take effect from 27 January in the following year.

Anyone can enter the transfer round, even if your five-year placement has not concluded.

The transfer process is complex and involves hundreds of teachers each year being matched to vacancies across the Directorate. It is in everyone's best interests for good matches to occur, but we understand that this time can be significantly stressful.

We are here to help you navigate the transfer round. If you have any further questions or require additional assistance, please get in touch with us at aeuact@aeuact.org.au. You can also contact the EDU Recruitment team (edutransfer@act.gov.au).

What are the key dates for this year's transfer round?

Date	Activity
8 August	Transfer vacancies advertised on e-employment
Midnight 18 August	Deadline to submit application and preferences
18 August – 16 September	Principals review applications and submit their preferences
16 – 27 September	Transfer panel sits to determine placement of all transferees.
Early term 4	Transferees notified of transfer outcomes.

Why is there an annual transfer process?

Transfer of teachers promotes quality teaching, professional learning, career planning, performance management and leadership development. The intent of the transfer process is to help develop a strong teaching workforce, ensuring expertise and experience can move around to different schools in the system. Schools benefit from the incorporation of new perspectives. The transfer process provides an opportunity for teachers to develop skills and gain experience that might not be available in their current placement.

Transfer is also available to teachers who need to move because of compassionate reasons or otherwise wish to transfer from their current school early.

An employer like the Education Directorate can place its employees wherever it needs them. Transfer is a process that allows for teachers to have a say in where they work, while also facilitating system equity and meeting the needs of schools.



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When will I be advised by my principal that my placement will end at my current school?

You must be advised by your principal no later than the end of term 2 the year before your placement is to end. For instance, if your placement at your school is until 26 January 2025, your principal must have advised you by no later than term 2 of the 2024 school year. This notification must have been in writing.

Can I challenge a decision made by my principal to end my placement at my school and require me to apply for transfer?

You can seek a review of the decision to end your current placement, however you must notify your principal within 14 days of receipt of their written decision to end your placement.

If you are outside of this timeframe, you will be unable to seek a review of the decision.

I have special reasons for needing to transfer. What's compassionate transfer?

Compassionate transfer involves transfer based on an individual's particular circumstances and needs. If you enter transfer on compassionate grounds, your particular circumstances will be taken into account when the panel makes a decision about your placement.

Compassionate grounds might include:

- You have a medical condition where the school environment/location directly impacts the medical condition;
- You cannot be placed at a particular school/s due to a domestic/family or personal protection order;
- There are issues within the school environment such that School Operations, the relevant EEL (formerly DSI) and/or P&P are working with the school's executive team and/or staff members and a compassionate transfer is appropriate; or
- You're returning from parental leave and wish to be placed at a school closer to home.

If you want to access compassionate transfer, you must submit additional information ahead of time.

You *must* submit a supporting statement explaining why you are applying on compassionate grounds.

You can also submit evidence to support your application, such as a letter from your doctor or court documents.

These should be sent to Senior Director of Recruitment, Bec Nicholls, at bec.nicholls@act.gov.au. You should send this as soon as possible and, preferably, before vacancies are advertised.

You should also advise your principal of your decision to apply for compassionate transfer. If you cannot do this, include reasons for this in your application to Bec Nicholls.

If you are thinking of applying for compassionate transfer, please reach out to the AEU office for assistance. The best way to do that is to send us an email with some brief details of your situation to aeuact@aeuact.org.au.



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I want to leave my school early but I don't have compassionate reasons. Is this possible?

Yes, teachers may apply for transfer at any stage during their placement, noting that the transfer would be for the next year.

If you are wishing to transfer under early access, you should have advised your principal as part of your career development discussion.

I have entered the transfer round early or have sought compassionate transfer. My circumstances have now changed and I do not want or need to transfer. Can I withdraw?

Provided that you are an early access or compassionate applicant, you can withdraw from the transfer round by mutual agreement with your principal at any time.

You cannot withdraw if your placement date has been enacted by your principal.

It is encouraged that if an applicant withdraws from the transfer round, that this occurs as soon as possible.

How are placements decided?

Every year, a panel is convened to conduct transfer placement decision-making. This panel has eight principals/deputy principals and at least one AEU representative. Panel members must disclose any conflicts of interest and not contribute to decision-making regarding their own school.

The panel looks at each transferee's preferences and principal's preferences, and every effort is made to optimise placements that suit every party's wishes and needs.

The panel prioritises applications from priority and compassionate transfers ahead of early access applications.

Where there is a vacancy that has received no applications, the panel reviews priority applicants and liaises with the relevant EEL to decide on a system placement – i.e., a placement that occurs where an applicant has not listed the position on their preference list. Decisions of this nature take into account the teacher's expertise and recent teaching practice. If the panel determines that a transferee should be placed somewhere outside their preferences, we would expect that the transferee would then be contacted by Recruitment to talk through the situation.

My current placement ends on 26 January 2025, but I am planning on going on long-term leave next year. What does this mean for me?

If you are planning on either taking leave for the next full school year or seeking to extend your current leave for the full school year, your current placement should be extended by a further 12 months by your principal.

If you are in the transfer round and are proposing to take long-term leave next year, contact Recruitment (edutransfer@act.gov.au) to discuss this, particularly if you are proposing to take Birth Leave, Parental Leave, Personal Leave or some form of carer's leave.



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I am currently on a graduated return to work program but have been told I need to apply for transfer. What should I do?

We recommend that you reach out to us at aeuact@aeuact.org.au to discuss potential options.

I'm entering transfer this year. What do I need to do?

See the first page of this document for 2024 key dates.

As a teacher or school leader entering transfer, you should be proactive in getting to know the schools you're interested in transferring to. There are two main ways to do this: attend an information session at the school and reach out to the principal of the school to chat about their vacancies and what you could bring to them.

Your current school should facilitate your attendance at information sessions, for instance by not requiring you to attend meetings that are at the same time as an information session.

You'll need to put together an application of no longer than one page (for classroom teachers). This should outline your skills, experience and suitability based on the requirements of the role and in line with the AITSL standards of professional knowledge, practice and engagement. You will also be asked to provide referees.

You will be required to nominate a minimum of 5 individual schools from the list of vacancies. You can apply for any number of vacant positions within each individual school you have nominated, so long as you nominate a minimum of 5 individual schools. Nominating multiple positions at a single school does not reduce the minimum number of schools you need to nominate.

The requirement to nominate 5 individual schools on your preference list applies regardless of whether your transfer is on priority, early access, or compassionate grounds.

Do not list preferences for positions that you cannot undertake – for example, if you don't have the requisite experience, skills or qualification for the role.

There may be exceptional circumstances where it is not possible to list five preferences because you have a specific specialisation. **Approval to nominate less than 5 individual schools must be approved by your current principal and Recruitment prior to submitting your application.** Email Recruitment at edutransfer@act.gov.au if you believe this applies to you.

Take care when submitting your application and preferences, including the formatting of your application. Be careful about using the correct position identification codes. Selecting the wrong positions might mean you're not considered for the positions you want.

When will I be notified where I will be transferred to?

Most people participating in this year's transfer round will be informed of their placement in early term 4. EDU Recruitment will contact you if there is an issue that will delay your notification or if they need to engage with you further to find a placement that's the right fit.



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Can I be placed at a school I didn't nominate?

While it is very unlikely, this can occur. It is in everyone's best interest to find the best possible match for a teacher as part of this process. However, the Directorate ultimately retains the power to place staff where they're needed.

What if a placement is not found for me?

For a very small number of people, it is possible that the panel will not be able to determine a transfer placement. This does not impact your job security – as a permanent employee, the Directorate is obliged to find a position for you.

If you applied for early access transfer without success, you will continue in your substantive placement.

If you have been required to apply for transfer as your current placement is ending, it is likely that you will be provided a temporary placement for 12 months, at either your current school or a different school. If you are provided a 12 month temporary placement, you will be required to participate in the next transfer round in 2025, however you will be considered a top priority for placement as part of that transfer round.

What should I do if I have further questions?

If you have any questions about the transfer round, you should direct your questions initially to Recruitment (edutransfer@act.gov.au).

You can also contact the AEU for further advice and assistance at aeuact@aeuact.org.au.