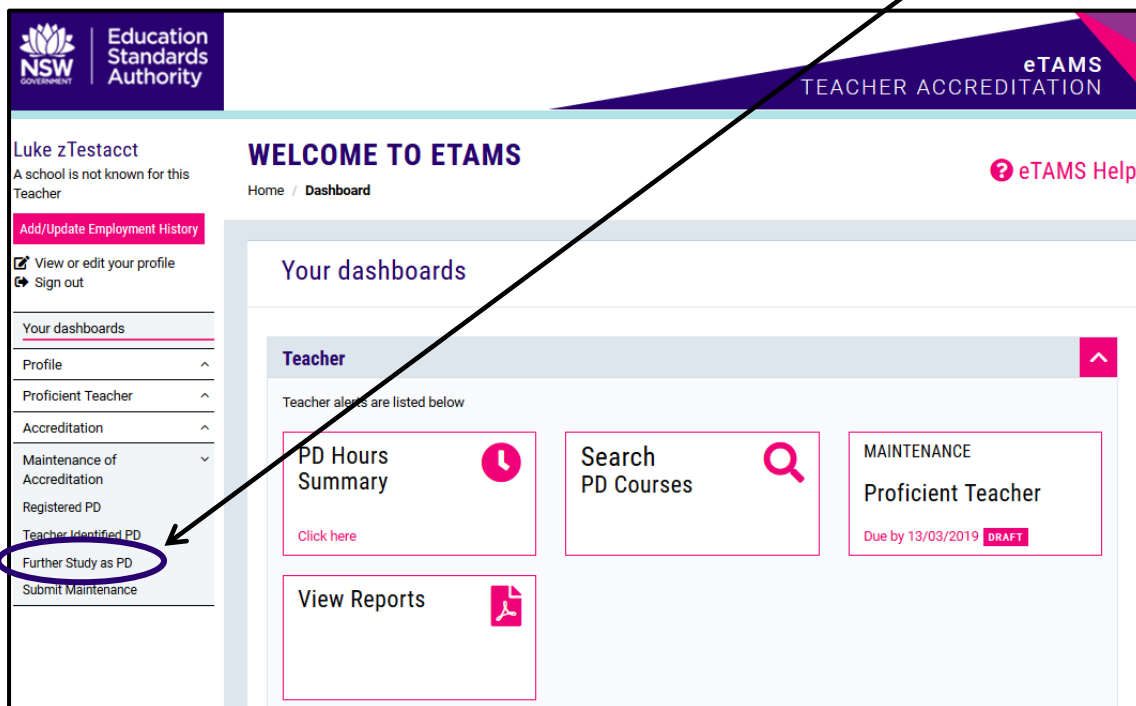**NSW Education Standards Authority**
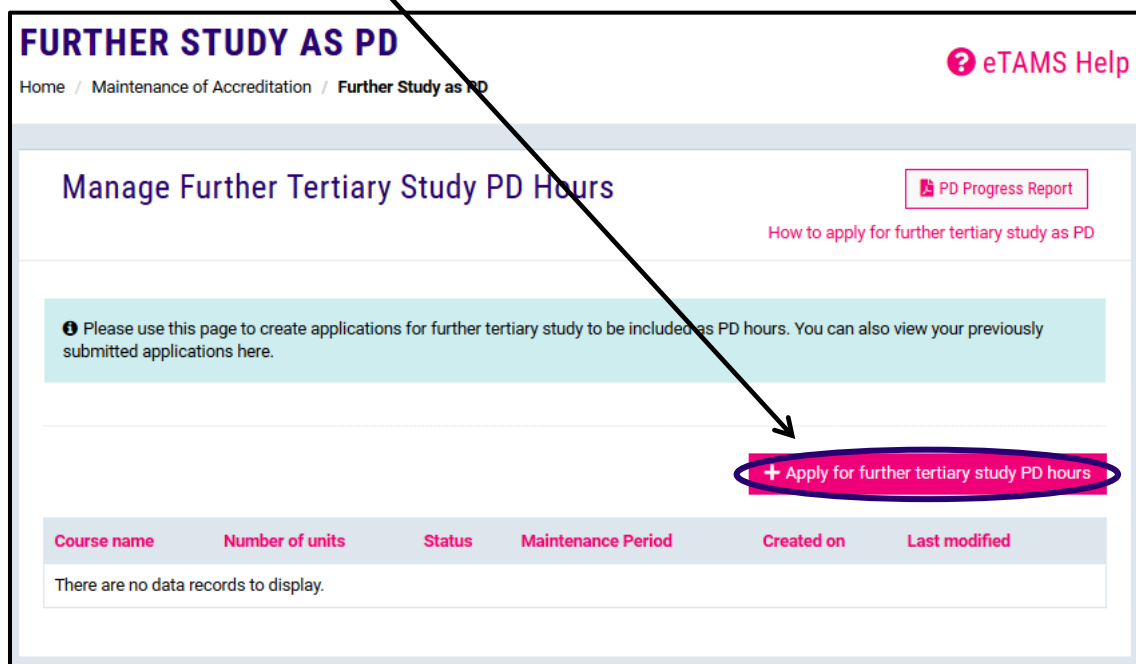
eTAMS Visual Guide

How to apply for further tertiary study as PD

When logged in to eTAMS follow these steps:

1. Click on **_'Maintenance of Accreditation'_** and then click on '**_Further Study as PD'_**.

2. Click the **_'Apply for further tertiary study PD hours'_** button.

3. Complete the following fields under Study Details: Course Type, Institution, Course Name and the Number of units.

Study Details

Course Type *

[▼]

Institution *

[   ]

Course Name *

[   ]

Number of units *

[⬍]

4. Under each Unit Details section enter the Unit name, Start date and End date for each unit.

Unit Details

Please complete the following details for each unit.

Unit name *   Start date *   End date *

[   ]   [⊞]   [⊞]

5. Select the Standard Descriptor/s at the right accreditation level (choose from Proficient, Highly Accomplished or Lead Teacher) that apply to the further study by ticking the box next to the relevant Standard Descriptors. You will also need to write 300–1800 characters in the comment box explaining how the course addressed the Standard Descriptor/s.

Relevance of Study

ⓘ Please identify which Standard Descriptor/s the study applies to and explain how it addresses each one.

Proficient Teacher Standard Descriptors   EXPAND TO VIEW ⌃

Select one or more Proficient Teacher standard descriptors that the study applies to and then enter your comments below. *

Standard 1	☑ 1.1.2	☐ 1.2.2	☐ 1.3.2	☐ 1.4.2	☐ 1.5.2	☐ 1.6.2	
Standard 2	☐ 2.1.2	☐ 2.2.2	☐ 2.3.2	☐ 2.4.2	☐ 2.5.2	☐ 2.6.2	
Standard 3	☐ 3.1.2	☐ 3.2.2	☐ 3.3.2	☐ 3.4.2	☐ 3.5.2	☐ 3.6.2	☐ 3.7.2
Standard 4	☐ 4.1.2	☐ 4.2.2	☐ 4.3.2	☐ 4.4.2	☐ 4.5.2		
Standard 5	☐ 5.1.2	☐ 5.2.2	☐ 5.3.2	☐ 5.4.2	☐ 5.5.2		
Standard 6	☐ 6.1.2	☐ 6.2.2	☐ 6.3.2	☐ 6.4.2			
Standard 7	☐ 7.1.2	☐ 7.2.2	☐ 7.3.2	☐ 7.4.2			

1.1.2 - Use teaching strategies based on knowledge of students' physical, social and intellectual development and characteristics to improve student learning.

0 char(s). You must enter 300 - 1800 chars.

Highly Accomplished Standard Descriptors   EXPAND TO VIEW ⌄

Lead Teacher Standard Descriptors   EXPAND TO VIEW ⌄

6. Upload at least one certified academic transcript in the **'Upload Transcripts'** section. Click the **'Browse'** button and select a file from your device. Once you have selected the file, click the **'Upload File'** button.

7. Read the Declarations and check both circles and then click the **'Submit'** button to submit your application.