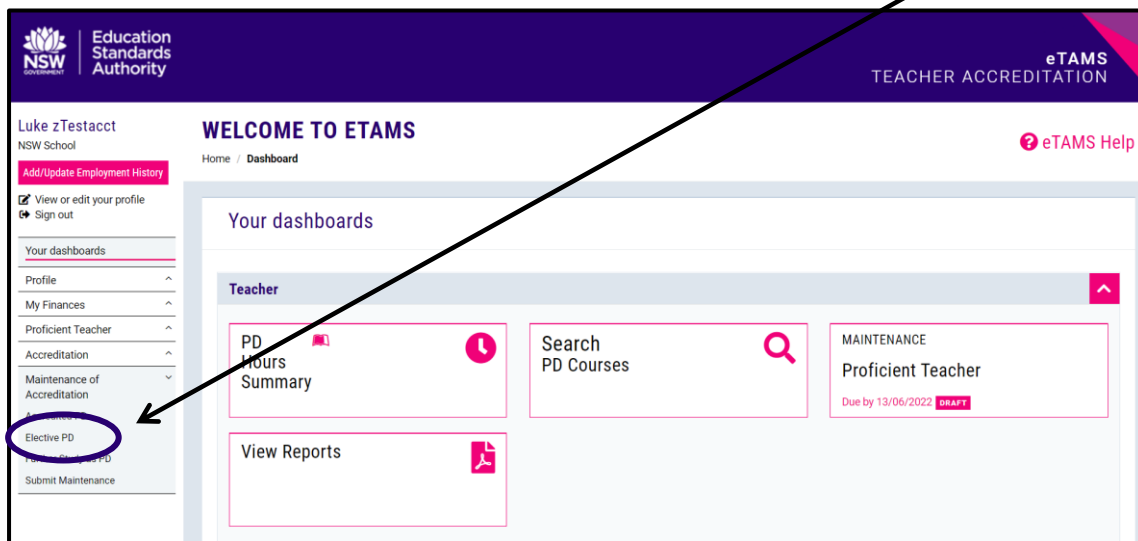**NSW Education Standards Authority**
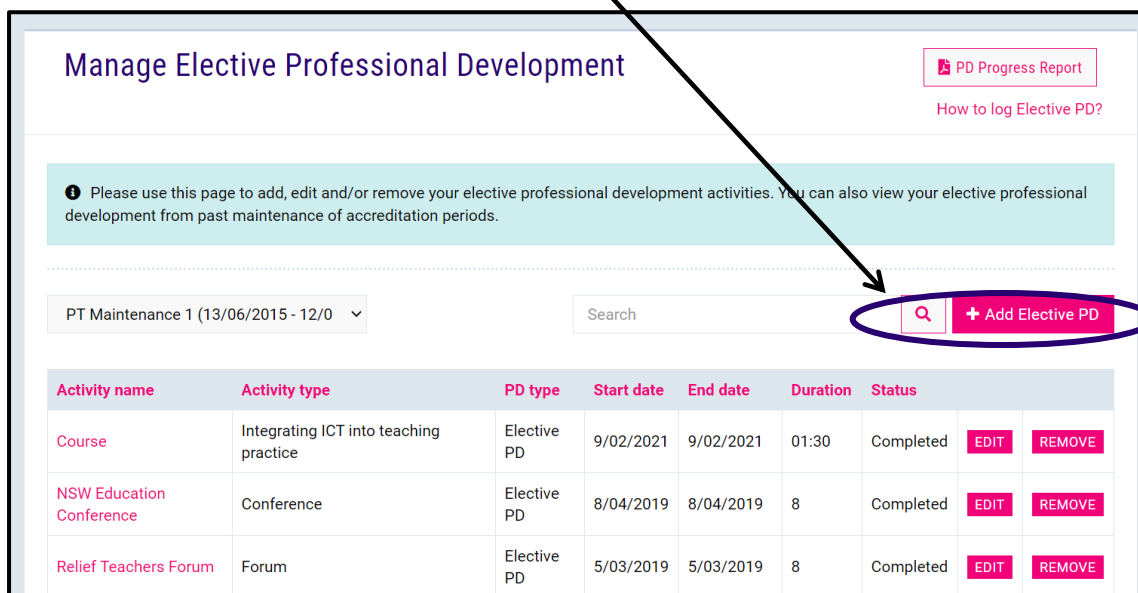
eTAMS Visual Guide

How to log Elective PD

When logged in to eTAMS follow these steps:

1. Click on **'Maintenance of Accreditation'** and then click on '**Elective PD'**.

2. Click the **'Add Elective PD'** button.

3. Complete the following fields under Add New Elective Activity: Activity Name, Activity Type, Start and End Date, Duration (hours and minutes).

Add New Elective Activity

Activity Name *

Activity Type *

🔍

Start Date *

22/02/2021 📅

End Date *

22/02/2021 📅

Duration Hours *

Duration Minutes

4. **Optional:** Select the Elective PD guidelines that the activity addressed by ticking check boxes. (**Note**: check boxes only appear once the Elective Activity details have been filled in).

Elective PD Guidelines (optional)

ⓘ As a guide, Elective PD should meet at least one of the following guidelines. Please select one or more that apply to this activity (optional).

☐ **Enhanced teaching practice to effect positive change and impact on student/child learning progress and achievement**

☐ **Linked to clear and relevant goals that are related to improving student/child outcomes**

☐ **Job-embedded and provided opportunities for collaboration, transference and application**

☐ **Involved opportunities to give and receive feedback and/or undertake self-reflection and reflection on the teaching practice of others**

☐ **Research based and evidence based**

5. **Optional:** If "Professional Reading" is the activity selected, you will need to write a statement in the comment box about how it impacted your teaching practice and tick the declaration box to declare it meets the Professional Reading activity criteria.

Professional reading activity

ⓘ Professional reading Elective PD activities, must address the following criteria:
• meet the Standards at the applicable accreditation level
• be job-embedded and provide opportunities for collaboration, transference and application
• be a self-reflection on how this reading has impacted teaching practice
• be research based and evidence based.

How did this professional reading activity impact your teaching practice? *

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

Declaration

☐ I declare this professional reading activity addresses the criteria listed above.

6. Select the Standard Descriptor/s at the right accreditation level (choose from Proficient, Highly Accomplished or Lead Teacher) that apply to the PD by ticking the boxes next to the appropriate Standard Descriptors.

Select one or more relevant Standard Descriptors

Proficient Teacher Standard Descriptors　　　　　　　EXPAND TO VIEW ⌃

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			

Highly Accomplished Standard Descriptors　　　　　　EXPAND TO VIEW ⌄

Lead Teacher Standard Descriptors　　　　　　　　　EXPAND TO VIEW ⌄

7. Describe how the activity addressed the Standard Descriptor/s in the comment box (write 300-1800 characters).

How did this activity address the Standard Descriptor/s? *

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

‹ Return to dashboard   Save Draft   Add Elective Activity

8. When finished, click the *'Add Elective Activity'* button to save the entry.

How did this activity address the Standard Descriptor/s? *

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

‹ Return to dashboard   Save Draft   Add Elective Activity