

# HALT - 4 Step Process

## Readiness Check

- Check you meet the HALT Certification eligibility requirements
- Complete **AITSL Self-Assessment Tool** and identify chosen career stage **HA** or **LT**
- Engage in a professional discussion about the process with your principal
- Attend a TRB HALT Information Session
- Complete the **HALT Application Form**

## Assessment - Stage 1

- Attend a TRB HALT Stage 1 Workshop
- Compile evidence with required information including 2 x classroom observations against the APST HA or LT Career Stage
- School principal and referees verify your evidence
- Submit your evidence to the TRB for assessment
- Stage 1 Feedback - from a nationally trained HALT assessor

## Assessment - Stage 2

- With the school principal arrange an face-to-face or virtual site visit for the HALT assessor
- Assessor directly observes your practice including 2 x observations of different lessons, with an agreed focus and using the **Classroom Practice Continuum**
- Provide your compiled evidence to the assessor
- Assessor will have a professional discussion with your principal and another colleague (nominated by you) to verify your practice against the APST at the chosen career stage

## HALT Certification

- HALT Assessor makes final assessment and recommendation against the APST to the TRB
- Final notification regarding the outcome of your HALT Certification will be sent to you and your principal
- Successful applicants will be awarded with a national HALT Certification which is recognised in all participating Australian jurisdictions