

QUICK GUIDE – THRESHOLD ASSESSMENT FOR SEPTEMBER 2015

1. It is important to note that, progression along the pay scales (that is from M1 to M6, and UPS1 to UPS3) **CANNOT BE PROCESSED** until approval of the 2015 Pay Remit Process has been obtained, in accordance with the NI Executive Pay Policy. Once approval of the 2015 Pay Remit process has been obtained, schools will be notified expeditiously.
2. The threshold assessment process for teachers placed on point M6 of the teacher's Main Pay Scale on or before 1 September 2014 may commence immediately.
3. There is no external assessment of applications – decisions on whether a teacher should move to point 1 of the Upper Pay Scale (UPS) with effect from 1 September 2015 will be made by the Principal.
4. The four threshold standards are unchanged.
5. Applicants must complete the appropriate application form.
6. Teachers, who were eligible to apply in previous years but chose not to apply, may apply now.
7. Teachers who were deemed “not yet met” in previous years may re-apply now.
8. Successful teachers will progress to point 1 of the UPS effective from 1 September 2015 (payment will be processed following approval of the 2015 Pay Remit Process).
9. Teachers, working in non-standard settings (e.g. advisory teachers employed by the Education Authority) may also apply. However, in such cases the issue of eligibility will be determined by their employing authority. In such settings, the term ‘Line Manager’ or its equivalent should be substituted for Principal.
10. **Teachers must have their completed application form returned to the Principal no later than Friday 2 October 2015. Application forms submitted after this date will not be accepted.**
11. No teacher is obliged to apply for threshold assessment. All applicants must provide evidence to show that they meet the required standards. Both the application process and the provision of evidence are the responsibility of the applicant.
12. Principals are strongly advised to ensure that every teacher serving in the school is informed of the eligibility date, the procedure for making an application and the deadline for making an application to the Principal.
13. Principals should also ensure that teachers who are absent, e.g. on maternity leave, sickness, career break etc, are informed of the eligibility date, the procedures for making an application and the deadline for making an application to the Principal.

14. Teachers who decide not to apply for whatever reason should be asked to advise the Principal in writing of their decision.
15. Applicants deemed as “not yet met” have the right to appeal this decision, through the school’s salary appeals procedures.

Principals must ensure that the completed multiple entry TR268(UPS1) forms are returned to Department of Education, Teachers’ Pay and Pensions Team, Waterside House, 75 Duke Street, Londonderry BT47 6FD no later than Friday 23 October 2015. TR268 (UPS1) forms received after this date will not be processed.