



### LNCT 03 – Accelerated Incremental Progression

December 2018

**Procedures for the implementation of requests from newly qualified teachers for accelerated incremental progression, once they have completed their probation year.**

A teacher who wishes to have their prior non-teaching service recognised should apply in writing to the Head of Education who will respond with a decision within twenty working days from receipt of the application. The written application should include a statement, in no more than five hundred words, outlining why non-teaching experience is relevant under the terms of SNCT Handbook [Part 2, section 1.24](#). The applicant may also submit relevant supporting statements e.g. from previous employers/agencies.

Where prior teaching is to be recognised, a teacher's salary will be adjusted under the terms of SNCT Handbook [Part 2, Section 1.25](#). The effective date for the higher salary will be the date when written application was submitted.

Where prior experience is not recognised, or not fully recognised, a teacher will have the right to appeal the decision and present their case. This will include a short presentation to a member of Education staff, a teacher from the relevant subject or sector area and a representative from the Teachers' Side of the LNCT. Such an appeal should be lodged with the Director of Education, Communities and Organisational Development within seven working days of receipt of the letter from the Head of Education. An appeal will normally be heard within twenty working days of receipt of the appeal letter.

A teacher can only appeal to the SNCT if they believe that the proper process has not been followed. Otherwise the decision of the appeal panel will be final.