



Transfer Rating Guidelines

1. Purpose

These guidelines outline the transfer rating system used by the department to support the teacher transfer process and to assist in determining eligibility for a range of benefits and incentives for rural and remote service.

They are to be read in conjunction with the Teacher Transfer Guidelines and [Remote Area Incentive Scheme Procedure](#) and other supporting documents.

2. Transfer ratings

Transfer ratings are used by the department as the basis for determining:

- accrual of individual transfer points which are used to determine the priority order of teacher transfer requests, and
- eligibility for incentives and benefits offered to teachers under the [Rural and Remote Incentive Scheme](#) and arrangements relating to departmental accommodation and rental subsidies.

Each school is assigned a transfer rating from 1–7, which is determined by:

- remoteness – basis of distance from Brisbane and/or either distance from Toowoomba or coastal centres with a population of over 8,000
- access to and the level of community services – calculated by the distance from, and size of designated service centres
- complexity of the school environment
- organisational staffing requirements

Complexity of school environment and organisational staffing requirement components are assessed based on regional input and moderated centrally.

Review of transfer ratings

Transfer ratings are to be reviewed as required to take into account changes in the components outlined above and any changes to transfer ratings takes effect from the start of each school year.

Talent Unit, Human Resources is responsible for reviewing transfer ratings using a representative process. The review process includes:

1. consideration of remoteness and access to and level of community services using a standard model and qualitative data
2. adjustment to outcomes of step 1 to take into account any local variations based on regional input.

3. Teacher transfer point accrual

Transfer points provide the basis for determining the relative priority order of teacher transfer requests. Teachers accrue transfer points based on the school's transfer rating and their period of service in that location (Appendix A). Part-time teachers accrue transfer points at the same rate as full-time teachers and are considered in the same point cohort.

Please refer to [Teacher Transfer Ratings](#) for the transfer rating for an individual school.

Accrued transfer points are only retained for the last 10 years calendar service with the department, inclusive of the current school year. Points accrued prior to this are not considered.

Accumulated transfer points are lost when a teacher receives a transfer (requested or compassionate) to their first preference location (geographic area or school), except for teachers who:

- have completed the specified minimum service period in an AMP community, or
- transfer to a rating 4 – 7 location.

In such cases, all accumulated transfer points are retained.

Transfer points will also be lost if a teacher receives their first preference location, but their sector preference (primary, secondary, special) cannot be accommodated. Accrued transfer points are retained following a transfer in all other cases.

Accelerated point accrual (transfer rating locations 3 – 7)

Points accrue on an accelerated basis in rating 3 – 7 locations during the 3 year period following the specified minimum service period (ie 2 years for rating 7 schools; 3 years for rating 3 – 6 schools). Therefore, teachers who elect to work for longer periods in these schools increase their prospects of securing a transfer to a preferred location when they choose to return, and schools benefit from the advantages associated with longer term employment, such as greater stability and stronger community integration.

4. Changes to transfer ratings and point accruals

Any changes to point accruals apply from the beginning of a school year. Changes arising from school's transfer rating are transitioned as follows:

- when a school rating is increased, points accrue at the higher value from the start of the year in which the change was effected
- when a school rating falls, points accrue at the higher (previous) value for a maximum of 3 years, including the year in which the change was effected.

Retrospective arrangements only apply to teachers who are based at the location prior to the change, and do not apply to transfers which take effect at the start of a new school year.

5. Calculating transfer points

The following business rules are applied when calculating individual transfer points.

5.1 General accrual principles

- transfer points are calculated to 2 decimal points

- transfer points accrued during temporary employment are counted if the period of temporary employment, or number of continuous temporary engagements¹, occurred immediately prior to their permanent appointment
- part-time teachers accrue transfer points at the same rate as full time teachers
- transfer points are only calculated for the last 10 calendar years' service with the department. Points accrued prior to that time not counted
- points accrue on an accelerated basis in rating 3 – 7 locations during the 3 year period following the specified minimum service period (ie 2 years for rating 7 schools; 3 years for rating 3 – 6 schools. Refer to Appendix A)
- where a departmental location has not been assigned a school transfer rating, a default of 1 point will be used in all calculations.

5.2 Multiple locations and accelerated points

- relieving teachers accumulate points at the rate of the location they are relieving in
- teachers working at multiple school locations (eg itinerant) with different transfer ratings accumulate points at the rate of their identified base location (ie 1st incumbency)
- if a teacher accruing accelerated points (rating 3–7 schools) is required to transfer to another rating 3-7 location, their accelerated status is retained, and points will accrue at the accelerated rate for the relevant year at the rate of the new location
- for all other transfer types, points will accrue at the rate for the first year in the new location.

5.3 Loss of accrued points

- transfer points are lost on transfer to first preference location, unless when the transfer occurs out of an AMP location or the transfer is into a rating 4 – 7 location. In these cases, transfer points are retained
- where a teacher has formally separated from the department (eg resignation, retirement) and is reemployed, transfer points from previous period of employment are not retained.

5.4 Leave and secondments

- points accrue during periods of paid leave and accumulate at the rate of the teacher's base location before commencing leave
- points accrue for during periods of paid maternity leave (full or half pay) at the rate of the teacher's base location before commencing leave
- points do not accrue for periods of unpaid Family Leave. However, when taken in conjunction with paid maternity leave, points are counted for the previous 10 years of eligible service (ie previous 10 years worked excluding unpaid leave, not just previous 10 years period)
- points accrue for periods of unpaid leave of less than 1 month
- points do not accrue during periods of unpaid leave greater than 1 month, but the period of leave will count towards the 10 year accrual limit
- points accrue for periods of WorkCover leave of up to 3 months
- points accrue during an approved Department of Education teacher exchange program at the rate of the teacher's base location before commencing the program
- points accrue during a period of special unpaid leave to undertake a teaching position with the Education Queensland International commercial offshore program at the rate of 1 point per year for up to a maximum of 3 years participation in the program

¹ For the purposes of these guidelines, *continuous temporary service* is defined as all temporary service, provided that breaks in total service do not exceed a maximum of 60 working days during the designated school terms.

- points accrue during secondment to non-departmental locations at the rate of 1 point per year
- points accrue during secondment to other departmental locations at the rate of 1 point per year.

A teacher's transfer point balance is verified by the regional HR team when their application has been confirmed. MyHR Corporate Reporting automatically calculates transfer points for the majority of applicants. However, transfer points may need to be calculated manually in a small number of cases where a teacher has a varied service history.

If you have any questions about your transfer point calculations, please refer to your [regional HR team](#).

Other Resources

[Teacher Transfer Guidelines](#)

[Teacher Transfer Ratings](#)

[Rural and Remote Incentive Scheme](#)

Procedure Ownership

Talent Unit, Human Resources

Revision and Approval History

Revision date	Version	Author	Description of changes
April 2017	1	Nicole Green	Publication

Approvals

Name	Delegation	TRIM Number/EMB Item Number	Date

Appendix A - Accrual of transfer points by transfer rating

Table 1 – Transfer points accrued each year by school transfer rating

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Rating 7	11	11	17	20	22	11	11	11	11	11
Rating 6	7	7	7	10	12	14	7	7	7	7
Rating 5	5	5	5	7	8	10	5	5	5	5
Rating 4	4	4	4	6	7	8	4	4	4	4
Rating 3	3	3	3	4	5	6	3	3	3	3
Rating 2	2	2	2	2	2	2	2	2	2	2
Rating 1	1	1	1	1	1	1	1	1	1	1

Table 2 – Accumulated transfer points by school transfer rating

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Rating 7	11	22	39	59	81	92	103	114	125	136
Rating 6	7	14	21	31	43	57	64	71	78	85
Rating 5	5	10	15	22	30	40	45	50	55	60
Rating 4	4	8	12	18	25	33	37	41	45	49
Rating 3	3	6	9	13	18	24	27	30	33	36
Rating 2	2	4	6	8	10	12	14	16	18	20
Rating 1	1	2	3	4	5	6	7	8	9	10