

**DRAFT OF COVERING LETTER FROM EMPLOYING AUTHORITY /  
FUNDING AUTHORITY TO PRINCIPALS**

**To: All Principals of  
Grant-aided schools**

**Reference:**

**Date:**

**Dear Principal**

**THRESHOLD ASSESSMENT ARRANGEMENTS – 2022/2023**

Please find attached Threshold Assessment Guidance and Application details to take effect from 1 September 2022.

Eligible teachers, on point 6 of the Main Pay Scale, who seek progression to the Upper Pay Scale, must apply for assessment against the Northern Ireland Threshold Standards, which remain unchanged. Decisions to move teachers to point 1 of the Upper Pay Scale from 1 September 2022 will continue to be based on the professional judgment of the Principal. There will be no external assessment. In making your assessment you will need to analyse the teacher's performance in the four threshold standards taking account of the most recent PRSD review statement. Verification of evidence will continue to be required for all applicants.

**This letter must be read in conjunction with the guidance – Performance Threshold Standards Assessment – Guidance for Schools.**

Applications from eligible teachers for threshold assessment must be made to the Principal, **no later than Friday 7 October 2022**. Applications submitted after this date will not be accepted. Any teacher successful in their application will progress to point 1 of the Upper Pay Scale effective from 1 September 2022.

Please find enclosed:

***A Quick Guide;  
Guidance Notes;  
Application Form;  
Sample Record form for Principal;  
Feedback form for Teachers;  
TR268 (UPS1);  
Handbook for Threshold Assessment for issue to teachers.***

This documentation not only provides the necessary application and feedback forms but also useful advice and guidance on the process.

It is recommended that you hold an induction meeting with eligible staff as soon as possible and issue application forms and supporting information to them. You should also explain how you intend to proceed with your assessment of their application, for example, your use of PRSD review statement(s), discussion with Heads of Department etc. As notified in the letters from TNC dated 15 May 2020 and 11 June 2021, PRSD was paused during the Covid-19 pandemic but re-started from 1 September 2021 [Letter to all Schools re PRSD and Pay Progression](#).

All application forms should then be assessed by you and the outcome notified to the Board of Governors; and Teachers' Pay and Pensions Team (TPPT), Waterside House, 75 Duke Street, Londonderry BT47 6FD using the multiple entry form TR268 (UPS1) **no later than Friday 28 October 2022**. TR268 (UPS1) forms received in TPPT after this date will not be processed.

If you need any further clarification or assistance please contact the relevant employing authority / funding authority [insert details here](#).

Yours sincerely

Employing Authority/ Funding Authority