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## Background

The revised Accreditation to Work, Teach and Policy is a response from a directive from a Conference of Diocesan Directors of Education of NSW and the ACT and is aligned with the Accreditation Framework for Catholic Schools in NSW (Nov 2010). It was from this document that the previous Faith Education Accreditation Policy (2012) was developed.

In 2016 the Catholic Schools Council commissioned a review of the current FEA Policy and its implementation in schools. This document reflects changes recommended from the 2016 review.

This handbook is for staff employed in Catholic schools and the Catholic Schools Office and supports the revised Accreditation to Work Teach and Lead Policy and Procedure, formerly known as the Faith Education Accreditation (FEA) Policy of 2012.

The Accreditation to Work, Teach and Lead Policy was written in the context of the pastoral letter of the Bishops of NSW and the ACT Catholic Schools at a Crossroads in which they challenged educational leaders and staff to dedicate themselves to ensuring that our schools

- f are truly Catholic in their identity and life
- f are centres of the 'new evangelisation'
- f enable our students to achieve high levels of Catholic religious literacy
- f are led and staffed by people who will contribute to these goals.

The Catholic school community has a responsibility to put into place appropriate and supportive yet rigorous pathways for the preparation and ongoing professional learning of teachers, especially in Religious Education, and for the professional and spiritual formation of those who will lead our schools into the future. It is the responsibility of all staff and teachers in a Catholic school to introduce the students to the mystery of Christ and the living tradition of the Church.

The Accreditation to Work, Teach and Lead Policy is designed to assist and support staff in terms of

- f portability and equity across dioceses
- f recognition of study and qualifications
- f achievement of professional standards
- f development towards promotional positions
- f ongoing support in faith formation

## Aims

The Accreditation to Work, Teach and Lead Policy aims to

- f respond fully to the Bishop's invitation and mandate to work, teach and exercise leadership in a Catholic school on his behalf
- f respond to the changing needs and culture of Catholic schools
- f recognise, promote and affirm appropriate forms of professional learning.

## Guiding Practices

The following guidelines provide for the implementation of the policy for the faith education requirements of all permanent staff in Catholic schools in the Diocese and the Catholic Schools Office.

- f There is an obligation for all permanent employees to obtain accreditation within a specific timeframe, normally four (4) years.
- f All full time and part time permanent staff are required to achieve the level appropriate to their position.
- f
- f



**Category A:  
Accreditation to Work**

School Support Staff, CSO Administration Staff,  
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**Category B:  
Accreditation to Teach**

All teaching staff who do not teach Religion

**Category C:  
Accreditation for  
Leadership**

Secondary Administration Coordinators, Secondary Student Coordinators,  
Secondary Studies Coordinators, Primary Coordinators and all CSO  
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**Category D:  
Accreditation to  
Teach Religion**

Secondary Religious Studies Coordinators, and all permanent Teachers of  
Religion (Primary and Secondary)

**Category E:  
Accreditation for  
Senior Leadership**

Principals, Assistant Principals, Primary Religious Education Coordinators,  
Secondary Ministry Coordinators, Director of Schools, Assistant Directors  
of Schools, Religious Education and Spirituality Services Education team  
members and the Head of Teaching and Learning Services





# Category A

## Accreditation to Work

- f Permanent School Support Staff, all CSO Administration staff and CSO Professional Officers are to complete a 6-hour module entitled Faith Story Witness as an introduction to the Diocese within the first year of appointment. This module will be provided by the Catholic Schools Office.
- f School Support Staff who have direct and immediate contact with students, parents and teaching staff as well as those CSO staff who are not directly involved with schools are required to participate in order to acquaint themselves with the Vision and Mission of Catholic schools within the context of the evangelising and catechising mission of the Catholic Church.

The School Support Staff who will attend this program include:

- f School secretaries
- f Teachers aides/assistants
- f Lab assistants

- f Library assistants
- f Grounds staff and cleaners who have direct contact with students (during school hours)
- f Canteen staff
- f Other support staff nominated by Principal

## Currency

- f It is expected that all schools will utilise one professional development day per year for the purpose of the faith formation and spiritual development of all staff.
- f All permanent support staff are expected to attend a minimum of 15 hours of formation over a period of five years as a means of maintaining their ongoing Accreditation to Work in a Catholic school. Typically, this formation would consist of attendance at staff formation days.



# Category B

## Accreditation to Teach

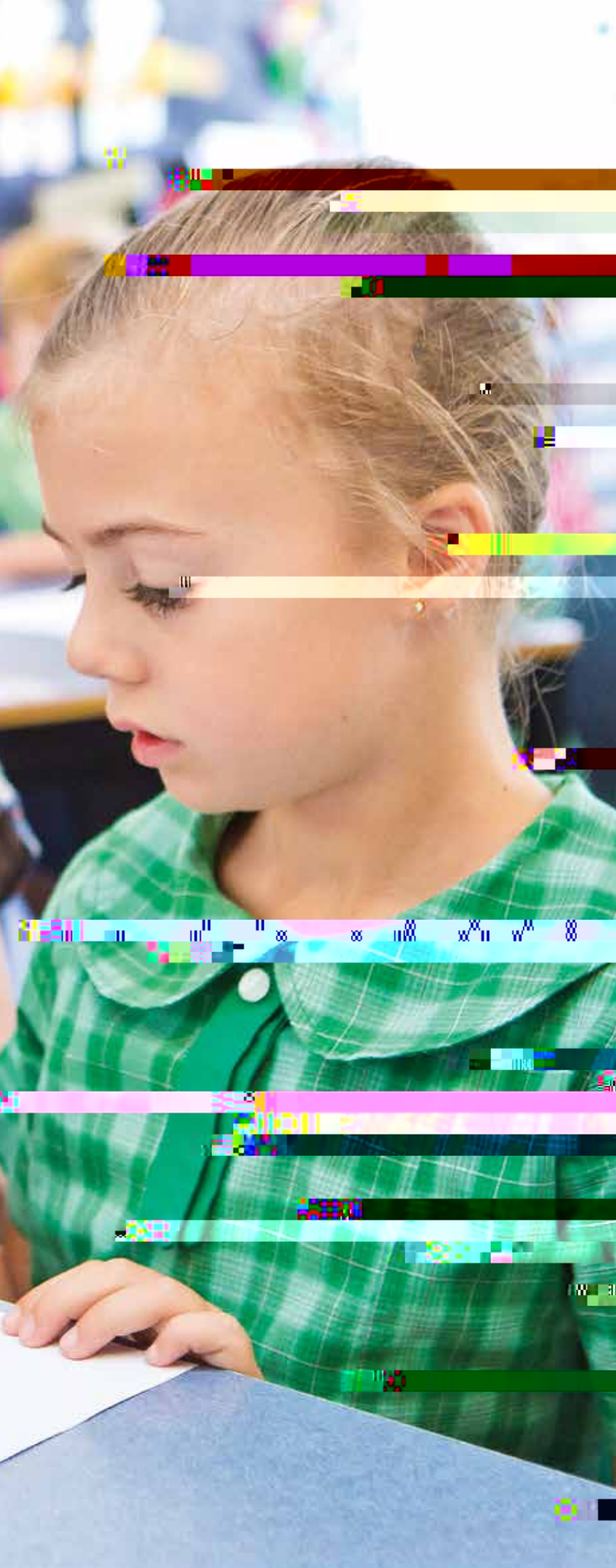
Accreditation to Teach requires all newly appointed permanent teachers, both permanent part time and full time, to participate, at a minimum, in two modules in the first two years of appointment. These modules will be provided by the Catholic Schools Office. A compulsory module will be Faith Story Witness and a choice of one other approved module.

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### Currency

It is expected that all schools will utilise one professional development day per year for the purpose of the faith formation and spiritual development of staff. All permanent teachers are expected to attend a minimum of 30 hours of formation over a period of five years as a means of maintaining their ongoing accreditation. Typically, this formation would consist of attendance at staff formation days.





# Category C

## Accreditation for Leadership

All Secondary Administration Coordinators, Secondary Student Coordinators, Secondary Studies Coordinators, Primary Coordinators and CSO Education Officers must complete the equivalent of a four-day (24 hours) leadership formation program, which includes Faith Story Witness and three other approved modules. These modules must be completed within the first two years of employment.

Secondary Studies Coordinators, Secondary Administration Coordinators, Primary Coordinators and CSO Education Officers must have a strong commitment to the Catholic ethos and to the Vision and Mission of the Catholic School.

In rare situations Principals may need to appoint non-Catholic staff to a Student Coordinator or Primary Coordinator position. This appointment must be approved by the Director of Schools in consultation with the Bishop.

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### Currency

It is expected that Secondary Student Coordinators, Secondary Studies Coordinators, Secondary Administrators and Primary Coordinators will complete a minimum of 45 hours of formation over a period of five years as a means of maintaining their ongoing accreditation.

CSO Education Officers will also be expected to maintain their level of accreditation as required by the Bishop or the Director of Schools.





The background of the slide features a photograph of three students in a classroom. On the left, a student with dark hair is partially visible. In the center, a student with reddish-brown hair is looking down. On the right, a student with brown hair is also looking down. They appear to be focused on a task, possibly a computer screen. The image is overlaid with a white rectangular box containing text.

# Category E

Accreditation for Senior Leadership

## Provisional Accreditation

Provisional Accreditation is premised on the underlying philosophy that all teachers of Religious Education and leaders in Catholic schools are acting in these specific roles on behalf of the Bishop. In essence, the Bishop mandates teachers to proclaim the Gospel message within the Catholic tradition in his name. Hence, it is inconsistent to have those who are non-accredited teaching Religious Education or holding leadership positions in Catholic schools. It is proposed therefore to introduce Provisional Accreditation.

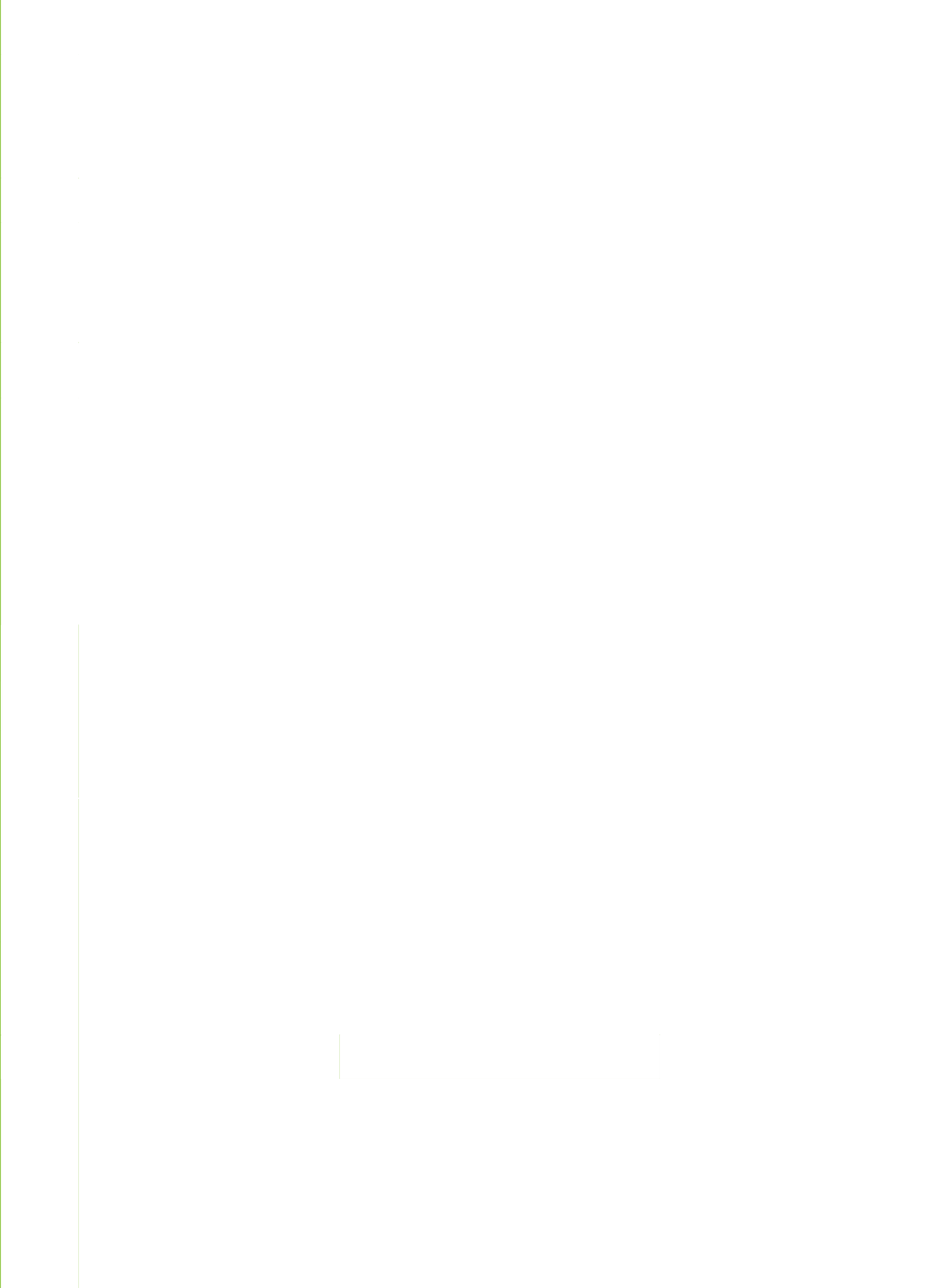
The category of Provisional Accreditation applies to those who are yet to satisfy their specific accreditation requirements in the following categories:

Category D: Accreditation to Teach Religion All permanent primary and secondary teachers of Religious Education, Primary Coordinators and all Secondary RSCs.

Category E: Accreditation for Senior Leadership Principals, APs, Primary RECs, Secondary Ministry Coordinators, the Director of Schools, Assistant Directors, the Head of Teaching and Learning Services and the RE and Spirituality Team.

The status of Provisional Accreditation is granted for a maximum of four years and will be detailed in the employee's individual contract and/or letter of appointment. The Provisional Accreditation of Teachers of Religion and Senior Leaders will be monitored by the CSO.





# Possible Postgraduate Study Options

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Information provided on this page is a guide only. Staff are strongly recommended to discuss possible programs of study with BBI or the ACU.

Staff have the option of studying through the following programs.







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## Faith Story Witness

All newly appointed permanent School Support Staff, CSO Administration Staff and CSO Professional Officers do this 6-hour module to achieve Category A: Accreditation to Work.

All newly appointed permanent staff are required to attend the Faith Story Witness module as part of their introduction to working in the Diocese and Accreditation to Work, Teach and Lead.

## Financial Support Offered by the CSO

The CSO currently remunerates one-half (50%) of Accreditation to Teach Religion and Accreditation for Senior Leadership course fees for students who are undertaking approved courses of study in RE/Theology/Catholic Leadership and who are permanently employed in diocesan schools.

Study leave of one day per unit per semester is offered for those undertaking Accreditation to Teach Religion and Accreditation for Senior Leadership. Some casual release is provided for those undertaking accreditation modules in categories A to C.

To claim remuneration, staff should present a copy of their transcript and receipt of payment of fees after successful completion of each unit to the RE and Spirituality Services team at the CSO to receive their remuneration.

## Senior Leadership

Applying for an Executive Position without Accreditation for Senior Leadership

This is possible, but on appointment, school leaders will be required to sign an agreement to undertake and complete Category E: Accreditation for Senior Leadership requirements in their first five years.

It is recommended that staff who are undertaking a Master of Educational Leadership degree for Category E: Accreditation for Senior Leadership seek advice from the Head of RE and Spirituality Services or Assistant Director and university about their choice of units prior to enrolment to ensure they meet accreditation requirements. This is especially recommended for anyone considering study at a secular university as not all units offered in these courses can be used as part of Accreditation for Senior Leadership.

If you participate in a performance review or are appointed to a new position you are still required to seek accreditation as required.

### Master's Degrees and Senior Leadership

If you are interested in working towards your Accreditation for Senior Leadership and completing a Master's degree the CSO recommends you consider studying through the pathway below.

- f To get accreditation at Category D: Accreditation to Teach Religion it is recommended you complete a Graduate Certificate in Religious Education (through BBI or ACU). This

will give you the 4 approved units of postgraduate study required for this category.

- f Once you have completed a Graduate Certificate you can complete another 4 units and qualify for a Graduate Diploma in Religious Education. This will also satisfy requirements for Category E: Accreditation for Senior Leadership.
- f Once you have a Graduate Diploma (with the completion of eight units of study in RE) you will then be able to complete another four units to qualify for a Master's Degree in Religious Education.

Please do not hesitate to contact the Head of RE and Spirituality or your Assistant Director if you have any questions about your course of study.

### Prerequisites for Accreditation for Senior Leadership

Those wishing to enrol in courses for Accreditation for Senior Leadership will need to have completed a Bachelor's degree and a Graduate Certificate of Religion/Theology or its equivalent.

## Prior Learning

If you have prior learning that is not listed in this document you may apply for consideration by supplying evidence of equivalent prior learning in writing to the Head of Religious Education and Spirituality Services at the CSO. Consideration will be given on a case-by-case basis.

## Prior to Employment

You are not required to have accreditation prior to employment, but you will be required to obtain the necessary level of accreditation once you begin your employment and complete these requirements within a specified period of time. Provisional Accreditation will be available while you are undertaking accreditation. Your contract will have details of the time required for attainment of accreditation. Undergraduates who are intending to apply for employment are recommended to undertake the Graduate Certificate in Religious Education from the Broken Bay Institute – The Australian Institute of Theological Education or ACU concurrently with their teaching degree.

## Staff Formation Days

All modules offered as part of the accreditation requirements may also be used by schools for staff days as part of currency requirements.

All school-based PD days to be included for currency need to be fully documented with details of the course, leader and evidence of participation, and forwarded to the Head of RE & Spirituality Services at the CSO so that records can be maintained. It is suggested that Principals negotiate the suitability of the program with a member of the RE and Spirituality Services team prior to the staff formation day.

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