

# Accreditation to Work, Teach & Lead



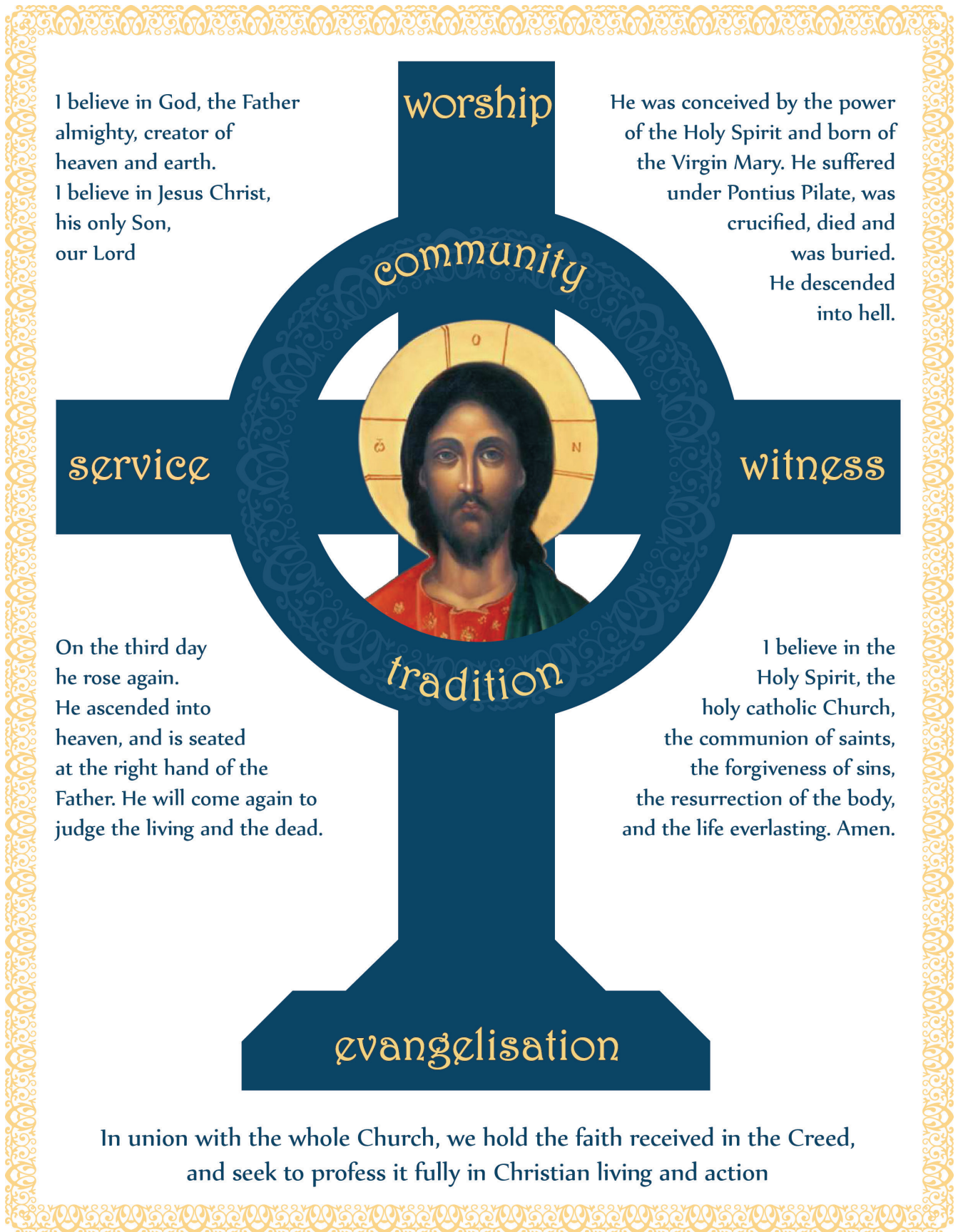
*Launch into the Deep –  
Policy Framework for Religious and  
Spiritual Formation in the Apostolate  
of Catholic Education*

Catholic Schools Office  
Diocese of Lismore

Approved: January 2016 - Reviewed June 2018

# Catholic Education in the Diocese of Lismore

## Foundational Values for Catholic Identity and Mission



Click the link below for a full copy of *Catholic Education in the Diocese of Lismore Foundational Values for Catholic Identity and Mission*.

# Context

In their pastoral letter *Catholic Schools at a Crossroads*, the Bishops of NSW and the ACT challenged educational leaders and staff to dedicate themselves to ensuring that our schools:

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

It is the responsibility, therefore, of all who work, teach and lead in Catholic schools to nurture a partnership in faith, hope and love among students, parents, staff and priests and to embrace evangelisation as a responsibility of the entire school community.

The Catholic Schools Office, Diocese of Lismore and parish school communities have a responsibility to put into place appropriate, supportive yet rigorous pathways for the preparation and ongoing professional learning of teachers, especially in Catechesis/Religious Education, and for the professional and spiritual formation of those who will lead Parish schools in the future.

In seeking to address and meet this challenge, *Accreditation to Work, Teach and Lead* enables the Catholic Schools Office and parish school communities to co-responsibly:

- † respond fully to the Bishop's invitation and mandate to work, teach and exercise leadership in a Catholic school on his behalf
- † ensure the attainment of academic knowledge and skills in the areas of Catechesis/Religious Education and Catholic school leadership
- † engage all staff in the Catholic life of the school
- † use accreditation status under the policy as one of the criteria to assist with selection of staff for teaching or leadership positions in Catholic schools.

# Guiding Principles

*Accreditation to Work, Teach and Lead* is a mandatory component of *Launch into the Deep - Policy Framework for Religious and Spiritual Formation in the Apostolate of Catholic Education* which allows the Catholic Schools Office and parish school communities to:

- † respond to the changing needs and culture of Catholic schools
- † recognise, promote and affirm appropriate forms of professional learning relevant to working, teaching and leading in a Catholic school
- † provide opportunities for all staff to become familiar with and to be immersed in the culture of Catholic education
- † nurture the spiritual formation, faith development and ongoing professional growth of all staff
- † ensure that all staff meet the accreditation requirements appropriate to their respective roles
- † ensure that, in keeping with contemporary professional practice, all staff maintain currency of their accreditation status through appropriate professional support and development
- † provide and monitor Provisional Accreditation to staff who are working towards full accreditation
- † recognise that many employees bring to their school communities an array of gifts and a depth of Catholic faith and knowledge that far exceed the minimal requirements of an accreditation structure. Accreditation to Work, Teach and Lead is not intended to deny or minimise their contribution in any way
- † recognise that employees who were satisfactorily accredited previously should only have to maintain currency under the new policy. However, any person seeking a promotion position will need to meet the criteria of Accreditation to Work, Teach and Lead herein
- † Recognition of Prior Learning - case-by-case assessment may be required by the Catholic Schools Office by a letter to the Director of Catholic Schools requesting an exemption. Accreditation and currency from other Dioceses are recognised when evidenced and approved by the Catholic Schools Office.



# Category A

## ACCREDITATION TO WORK IN A CATHOLIC SCHOOL

### MINIMUM REQUIREMENTS AND DELIVERY MODE

All newly appointed parish school support staff who have direct and immediate contact with students, parents and teachers are required to participate, at a minimum, in a six hour Orientation Program to acquaint them with the mission and vision of Catholic schools within the Diocese of Lismore. It is expected that all appointees are Catholic and/or supportive of Catholic beliefs and practices. This will be conducted at the beginning of the school year for all new support staff.

**(A1)** Online program to be undertaken by each new staff member from 2017 onwards.

- † Part 1: The Framework & The Catholic Church
- † Part 2: The Lismore Diocese
- † Part 3: The Foundational Values for Catholic Identity & Mission
- † Part 4: Proclaim Lismore



Please wait until you receive your SALT login before you begin this course.

**(A2)** The Principal and Parish Priest will organise an orientation meeting.



### WHOM

Typically, the support staff to attend the Orientation Program would include:

- † School Secretaries
- † Teachers' Aides/Assistants
- † IEWs
- † Lab Assistants
- † Library Assistants
- † Groundsman and Cleaners (during school hours)
- † Canteen Staff
- † CSO Ancillary Staff
- † ICT School Support Officers.



### CURRENCY REQUIREMENTS

All support staff are expected to attend a minimum of fifteen (15) hours of formation over a period of five years as a means of maintaining their ongoing accreditation. Which can be achieved through:

- † Participation in Parish School/CSO Retreat Days, including Porta Fidei. (6 hours per day)
- † Attendance at CSO Twilight Retreats (2 hours per retreat)

# Category B

## ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL

### MINIMUM REQUIREMENTS AND DELIVERY MODE

All newly contracted Teachers, Consultants, CSO staff, Teacher Educators and Officers, appointed to new positions both full-time and part-time, temporary and permanent are required to participate in the requirements of Category A as well as Category B. It is expected that all appointees are Catholic and/or supportive of Catholic beliefs and practices. Aspects of the program may include:

#### First section

**(B1)** Completed Category A (online SALT course)

Please wait until you receive your SALT login before you begin this course.

**(B2)** The Principal and Parish Priest will organise an orientation meeting.



#### Second section

**(B3)**

- i. **Beginning Teachers** - Attendance at the *Graduate to Proficient Formation* days.
- ii. Course work - *Forming Missionary Disciples* is an online faith formation module designed for teachers entering Catholic Parish Schools. It is an intentional, organised, and reflective module which aims to provide teachers with knowledge, and encounter with Christ, to enhance their spiritual and catechetical growth.
- iii. All new Teachers, CSO Staff, Consultants, Teacher Educators and Officers\* will be required to complete Module One.

**Module One** contains reading material, video clips, slide shows and interactive activities.

This compulsory module (six hours) consists of four topics:

- a. The Search for Meaning.
- b. What do Christians Mean by 'God'?
- c. Ways that Lead to the Knowledge of God.
- d. Divine Revelation.

To commence the module, simply follow this link:

<https://understandingfaith.thinkific.com/courses/module-1>

(Click on the **Enroll for Free** tab. This will take you to a **Create Your Account** page. Complete the fields by detailing your name, email address and a password of your choice. On completion the hours of currency will be noted and a copy of completion will be sent to your parish school for record keeping.)

**Module One** is designed for participants to work through at their own pace in the time allocation assigned to graduate to proficient teachers.



# Category B

## ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL

### WHOM

† All Teachers, CSO Staff, Teacher Educators and Officers

### CURRENCY REQUIREMENTS

\*All new Teachers/Consultants/CSO Officers are expected to attend a minimum of thirty (30) hours of formation over a period of five years as a means of maintaining their ongoing accreditation. This currency can be maintained through CSO programmed retreats. The CSO recognises prior learning (in writing) for teachers and Consultants/CSO Officers entering from Catholic systems (see Guiding Principles).



# Category C

## ACCREDITATION FOR POSITIONS OF ADDED RESPONSIBILITY IN A CATHOLIC SCHOOL

### MINIMUM REQUIREMENTS AND DELIVERY MODE

Parish school staff newly appointed to their positions of added responsibility have the necessary background, knowledge and professional commitment to the mission of the Catholic School.

To be accredited for Category C each new appointee to a contract of added responsibility is required to participate in **24 hours of Catholic leadership formation** in the first two years of their appointment. This formation program will be offered in 2 x 12 hour residentials over 2 consecutive years.

**Note 1:** Parish School Staff new to the Diocese must complete Category A & B as part of their Induction On-boarding Procedure: **Working for the Catholic Church Category B.**



### WHOM

All parish school staff who are contracted to a leadership position in 2019 are required to engage with Category C.

- † Leaders of Curriculum
- † Leaders of Pedagogy
- † Leaders of Learning
- † Consultants from non-school backgrounds
- † CSO Officers
- † CSO Teacher Educators
- † and any other positions as decided by the Principal; Pastoral Care Leaders, Year Leaders, Sports Coordinators (This includes staff entering from a non-Catholic school)

### CURRENCY REQUIREMENTS

All teachers are expected to attend a minimum of forty-five (45) hours of formation over a period of five years as a means of maintaining their ongoing accreditation. Which can be obtained through any of the following options:

- † Formal post-graduate study approved by the CSO
- † Parish School Retreat Days
- † Retreat in Daily Life (45 hours)
- † CSO approved Twilight Retreats
- † CSO approved Foundation courses
- † Porta Fidei (6hours)

### PROVISIONAL ACCREDITATION

Provisional Accreditation - four years (maximum).

# Category D

## ACCREDITATION TO TEACH RELIGIOUS EDUCATION IN A CATHOLIC SCHOOL

### MINIMUM REQUIREMENTS AND DELIVERY MODE

Teachers of Catechesis/Religious Education must be **Catholics** with the necessary backgrounds, knowledge and professional commitment to the mission of the Catholic School. In order to be accredited as a teacher of Catechesis/Religious Education teachers **must have completed at a minimum** the following requirements.

- † Undergraduate major of six units in Catechesis/Religious Education at either a Catholic or approved secular tertiary institution; OR
- † Degree in Theology or related discipline (at AQF Level 9 and 600 Level code); OR
- † CSO approved postgraduate qualification in Theology or Catechesis/Religious Education from a CSO approved provider. (At AQF Level 9 and 600 Level code)

**Note 1:** Teachers who were accredited before January 1 2014 retain their status to teach Religious Education. (See FAQ 6.) **New staff to the Diocese must complete Category B.**

**Note 2:** Teachers who do not have any of these qualifications must obtain them within their first four years. This may be undertaken through enrolment in a Postgraduate Certificate level tertiary course in Theology or Catechesis/Religious Education at a CSO approved provider. Further information can be obtained from the SEACS Team Secretary or the CSO Intranet.

**Note 3:** It is expected that all teachers of Catechesis/Religious Education are practicing Catholics who display a demonstrable commitment to the teachings of the Catholic Church in the areas of faith and morals, who regularly participate in Sunday Eucharist and, generally, in the life of the Parish community.

**Note 4:** It is highly advisable that beginning teachers do not commence Catechesis/Religious Education/Theology Postgraduate study until their second year of teaching at the earliest. During their first year of teaching they will be required to complete Categories A & B of the *Accreditation Framework to Work, Teach and Lead*.



### WHOM

- † Teachers of Catechesis/Religious Education

### CURRENCY REQUIREMENTS

It is expected that all teachers of Catechesis/Religious Education will complete a minimum of forty-five (45) hours of formation over a period of five years as a means of maintaining their ongoing accreditation. Which can be obtained through any of the following options:

- † Attendance at Parish School Retreats, including Porta Fidei. (30 hours)
- † Participation in approved CSO inservice programs related to Theology or Catechesis/Religious Education
- † CSO approved Parish School based RE or Theology inservice
- † Master of Theology or Catechesis/Religious Education

### PROVISIONAL ACCREDITATION

Provisional Accreditation - four years (maximum).  
Accreditation will be kept at school for compliance.



# Category E

## ACCREDITATION FOR SENIOR LEADERSHIP IN A CATHOLIC SCHOOL

### MINIMUM REQUIREMENTS AND DELIVERY MODE

Senior leaders in Catholic schools must be qualified and practicing **Catholic** teachers, with the necessary background, knowledge and professional commitment to the mission of the Catholic School.

- † Four units postgraduate study in Catechesis/Religious Education/Theology/Catholic School Leadership from a CSO-approved provider,

#### Please note:

In order to meet this requirement within the new regulations of the Australian Qualifications Framework advice has been sought from the higher education sector. One way to meet this requirement would be to enrol in the Master of Religious Education (ACU) or similar degree at another approved tertiary institution which offers the degree at AQF Level 9 or the 600 Level code.

Masters degrees require 12 units of study to be completed. A student who enrolls in this 12 unit masters degree can exit with a 4 unit degree called a Post Graduate Certificate Religious Education, they could also exit after 8 units with a Post Graduate Diploma Religious Education or they can complete the 12 units and gain a Masters Degree. In order to complete the final 4 units to gain a Masters Degree, the CSO will support those units being undertaken in an approved Catholic School leadership program, should this be possible at the university at which they are enrolled for the Masters of RE. This is the kind of conversation that each person needs to hold with both the CSO SEACS Staff and the Universities.

### WHOM

- † Principals
- † Assistant Principals
- † Leaders of Catechesis/Leaders of School Evangelisation
- † CSO Executive
- † CSO Consultants



### CURRENCY REQUIREMENTS

It is expected that all Senior Leaders will complete a minimum of seventy-five (75) hours of formation over a period of five years as a means of maintaining their ongoing accreditation which can be obtained from the following options:

- † Parish School Twilight Retreats (2 hours) and Porta Fidei (5 hours)
- † Formal study at an approved tertiary institution in Catholic theology or leadership
- † Attendance at Parish School Executive Retreat days (6 hours)
- † Attendance at CSO Faith Leadership Seminar (12 hours)
- † CSO approved 8 day directed retreat (50 hours)
- † Retreat in Daily Life (45 hours)

### PROVISIONAL ACCREDITATION

Provisional Accreditation - four years (maximum) at beginning of contract period.

# Overview

For CSO Intranet Study Courses, [click here](#)

CATEGORY	A	B	C	D	E
<b>TARGET GROUP</b>	Accreditation to work in a Catholic School	Accreditation to teach in a Catholic School	Accreditation for positions of added responsibility in a Catholic School	Accreditation to teach Catechesis/ Religious Education in a Catholic School	Accreditation for senior leadership in a Catholic School
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>✦ Catholic, OR Non-Catholic - supportive of Catholic ethos</li> <li>✦ 6-hour Orientation Program <i>Launch into the Deep - Policy Framework for Religious &amp; Spiritual Formation in the Apostolate of Catholic Education</i></li> </ul>	<ul style="list-style-type: none"> <li>✦ Catholic, OR Non-Catholic - supportive of Catholic ethos</li> <li>✦ 6-hour <i>Forming Missionary Disciples</i> Module One</li> </ul>	<ul style="list-style-type: none"> <li>✦ Catholic, OR Non-Catholic - supportive of Catholic ethos</li> <li>✦ 24-hours of Catholic Leadership Formation over 2 years in 12 hours blocks.</li> </ul>	<ul style="list-style-type: none"> <li>✦ Practising Catholic</li> <li>✦ 6 Units of Undergraduate (RE/Theology), OR Degree in Theology or related discipline, OR 4 Units Postgraduate RE/Theology, OR accredited previously by CSO</li> </ul>	<ul style="list-style-type: none"> <li>✦ Practising Catholic</li> <li>✦ Category C</li> <li>✦ Category D</li> <li>✦ Minimum 4 Units RE/ Theology/ Catholic School Leadership at Postgraduate level</li> </ul>
<b>CURRENCY</b>	15 hours over 5 years	30 hours over 5 years	45 hours over 5 years	45 hours over 5 years	75 hours over 5 years
<b>PROVISIONAL ACCREDITATION</b>	N/A	N/A	4 years maximum	4 years maximum	4 years maximum
<b>IMPLEMENTATION</b>	2014 onwards	2014 onwards	2016 onwards	2015 onwards	2016 onwards

# Overview

	Early Leadership	Emerging Leadership	Experienced Leadership
<b>ACCREDITATION TO WORK TEACH &amp; LEAD</b>			
<b>CATEGORY</b>	Accreditation to work (A), teach (B) and teach Religious Education (D) in a Catholic School	Accreditation for positions of added responsibility in a Catholic School. (C)	Accreditation for senior leadership in a Catholic School (E)
<b>TARGET GROUP</b>	A: All new staff <sup>1</sup> B: All new teachers and CSO staff <sup>2</sup> D: Teachers of Religious Education <sup>3</sup>	All appointed Leadership positions in Middle Management <sup>4</sup>	Senior Executive positions <sup>5</sup>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>✦ (A &amp; B) Supportive of the Catholic ethos</li> <li>✦ (A) Category A SALT induction</li> <li>✦ (B) 6-hour <i>Forming Missionary Disciples</i> Module One</li> <li>✦ (D) Practising Catholic, 6 Units of Undergraduate (RE/Theology), OR Degree in Theology or related discipline, OR 4 Units Postgraduate RE/Theology, OR accredited previously by CSO. <sup>6</sup></li> </ul>	<ul style="list-style-type: none"> <li>✦ Supportive of the Catholic ethos</li> <li>✦ 24-hours of Catholic Leadership Formation over 2 years in 12 hours blocks.</li> </ul>	<ul style="list-style-type: none"> <li>✦ Practising Catholic</li> <li>✦ Category C</li> <li>✦ Category D</li> <li>✦ Masters degree including: minimum 4 Units RE/ Theology/ Catholic School Leadership at Postgraduate level</li> </ul>
<b>CURRENCY</b>	A: 15 hours over 5 years B: 30 hours over 5 years D: 45 hours over 5 years	45 hours over 5 years	75 hours over 5 years
<b>PROVISIONAL ACCREDITATION</b>	A & B: N/A D: 4 years from time of appointment	4 years from time of appointment	4 years from time of appointment
<b>IMPLEMENTATION TIMELINE</b>			
<b>AUSTRALIAN PROFESSIONAL STANDARDS FOR TEACHERS</b>			
	Graduate Teacher Proficient Teacher Conditionally Accredited	Highly Accomplished Teachers	Lead Teachers
<b>AITSL STANDARDS FOR PRINCIPALS</b>			
			First Time Experienced Mentor
<b>MISSION LEADERSHIP STUDY PROGRAM</b>			
	Graduate Certificate in RE and Theology 4 (4 units)	Graduate Certificate in RE and Theology (4 units) Post Graduate Diploma in RE & Theology (4 units)	Graduate Certificate in RE and Theology (4 units) Post Graduate Diploma in RE & Theology (4 units) Masters Degree in Leadership & Theology (4 units)



# Provisional Accreditation

Provisional Accreditation is premised on the underlying philosophy that all staff, teachers of Catechesis/Religious Education and leaders in Catholic schools are acting in their specific roles on behalf of the Bishop. In essence, the Bishop mandates teachers to proclaim the Gospel within the Catholic tradition in his name. Hence, accreditation is a requirement all staff in Catholic schools.

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

- † **Accreditation C** - Accreditation for Positions of Added Responsibility
- † **Accreditation D** - Accreditation to Teach Catechesis/Religious Education (all RE teachers)
- † **Accreditation E** - Accreditation for Senior Leadership (Principals, Assistant Principals, Leaders of Catechesis, Leaders of School Evangelisation, CSO Executives and CSO Consultants)

The status of Provisional Accreditation is granted for a maximum of four years (unless otherwise stipulated) and will be detailed in the employee's individual contract and/or letter of appointment.

Reappointment cannot occur unless accreditation requirements are met and currency is maintained.

# Currency

Each category of accreditation has specific currency requirements, noted as 'indicative hours' of formation. Typically, this formation might consist of attendance at and participation in CSO approved:

- † staff faith formation opportunities
- † retreats
- † pilgrimages
- † immersion experiences
- † professional development: conferences, seminars
- † formal tertiary studies in the approved fields.

All Parish schools and the Catholic Schools Office are required to use one professional development day per year for a retreat. This will greatly assist all staff in meeting their currency requirements.

Principals are to work closely with the CSO in maintaining currency for both themselves and staff.

# Frequently Asked Questions

## 1. What is Accreditation to Work, Teach and Lead and how are the Catechesis/Religious Education and Theology study courses connected to it?

*Accreditation to Work, Teach and Lead* was mandated as a policy by the Directors of Catholic Education NSW in 2010.

The Policy:

- † directs each staff member to the minimum criteria applicable to his/her particular accreditation category from A-E.
- † refers to the religious and spiritual formation experiences in Catholic Identity and Mission.
- † refers to the professional qualifications required of staff in Catechesis/Religious Education/Theology/ Catholic School Leadership in order to meet criteria to work, teach and lead in Catholic schools in the Diocese of Lismore.

## 2. Why is the Catholic Schools Office promoting study in Catechesis/Religious Education and Theology?

The religious and spiritual formation of all staff, Teachers of Catechesis/Religious Education, Positions of Added Responsibility and Senior Leadership is one of the most pressing issues facing Catholic education. The Catholic Schools Office, Lismore, under the direction of the Bishop and in consultation with Parish Priests, has a responsibility to put into place appropriate, supportive yet rigorous pathways for the preparation of all staff and ongoing formation of all staff.

## 3. If I am a non-Catholic teacher working in a parish school, am I required to study a Catechesis/Religious Education course?

All teachers have to fulfil the minimum requirements of the *Accreditation to Work, Teach and Lead*, Category B. CSO SEACS Staff are available to provide guidance to Parish school staff. However, all teachers of RE should be Catholic.

## 4. I am a practicing Catholic but I am not currently teaching Catechesis/Religious Education and I am a Leader (KLA, Curriculum, Year, Pastoral etc). Am I required to study a Catechesis/Religious Education course?

No, however, any Course that can assist individuals in developing teachers' knowledge and understanding of Scripture, Catholic teachings and practices is extremely worthwhile professionally, personally and in terms of witnessing to your staff and students. Secondly, there may be a time in the future when the Principal designates you to teach Catechesis/Religious Education. Thirdly, appropriate qualifications in Catechesis/Religious Education and Theology are required for Senior Leadership positions in Catholic schools.

## 5. Does the Certificate in Faith Education accredit me to teach Catechesis/Religious Education?

Yes, the Certificate in Faith Education meets the requirements of Category D.

# Frequently Asked Questions

## **6. I completed the NSW Certificate of Religious Education OR Foundations Course some years ago. This accredited me to teach Religious Education. Am I still accredited?**

Yes. *Accreditation to Work, Teach and Lead* only applies to staff appointed after 1 January 2014. It also applies when a person moved to a new position either within their own or another school.

## **7. What is the AQF?**

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. (For more information see AQF website [www.aqf.edu.au](http://www.aqf.edu.au)). As a result of a review by Government, changes to requirement for higher degrees began on 1 January 2015. Students enrolled in degrees before 1 July 2014 will not be affected by the changes in 2015. However anybody undertaking higher degree study in Theology, Religious Education or Catholic School Leadership after July 2014 must ensure that the standard of the course is at AQF Level 9 and a 600 Level code.

## **8. Does the Master of Catechesis/Religious Education fulfil requirements for Category E Accreditation for Senior Leadership in A Catholic School of the Accreditation Framework to Work, Teach and Lead in Catholic Schools?**

Yes.

## **9. I am a teacher who fulfils the requirement to teach Catechesis/Religious Education, but others have not done anything about this. Can I be required to be a specialist teacher of Catechesis/Religious Education?**

The Principal, in consultation with the Parish Priest, has the authority and responsibility to invite and approve staff to teach Catechesis/Religious Education.

## **10. I have a very young family and am the single wage earner in the family. I am already stressed about the HECS debt which I have. I am really concerned that this will cause extra financial hardship on my family. What are my options?**

The Catholic Schools Office is very aware that financial cost of study may impact on families and therefore, under the directive of the Bishop and Council of Priests, is providing financial support for a number of study courses in Catechesis/Religious Education, Theology and Catholic School Leadership.

## **11. How is the completion of the minimum requirements and currency recorded and monitored?**

Each staff member is required to register for minimum requirements and currency as they are offered in My Learning.