

# Policy for Accreditation of Staff to Work in Catholic Education in Diocese of Wagga Wagga

## RATIONALE

The purpose of this Accreditation Policy is to allow school, college and the Catholic Schools Office (CSO) communities to:

- respond fully to Bishop Hanna's invitation and mandate to work, teach and exercise leadership in a Catholic school on his behalf
- respond to the changing needs and culture of Catholic schools
- recognise, promote and affirm appropriate forms of professional learning relevant to working, teaching and leadership in a Catholic school
- promote the attainment of academic knowledge and skills in the areas of religious education and Catholic school leadership
- 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
- use accreditation status under this Policy as one of the criteria to assist with selection of staff for teaching or leadership positions in Catholic schools
- ensure that accreditation at levels becomes a mandatory expectation of employment and that all staff gain accreditation appropriate to their respective roles
- ensure that, in keeping with contemporary professional practice, all staff through appropriate professional support and development maintain currency of their accreditation status

## POLICY OVERVIEW

In line with all Dioceses in New South Wales, there are five categories of accreditation:

<b>Category A</b>	Accreditation to Work in a Catholic School and the Catholic Schools Office (support staff)
<b>Category B</b>	Accreditation to Teach in a Catholic School (all teaching staff)
<b>Category C</b>	Accreditation for Leadership in a Catholic School (Directors of Study, CSO Education Officers, CSO Heads of Administrative Teams)
<b>Category D</b>	Accreditation to Teach Religious Education (all RE teaching staff)
<b>Category E</b>	Accreditation for Senior Leadership (Principals, APs, RECs, members of the Catholic Life Team, CSO Heads of Educational Teams, Leadership Consultants and Director of Schools)

## POLICY FRAMEWORK

This Policy:

- Recognises differential level of Catholic Education accreditation according to the respective position held by staff of the Diocesan Schools System.
- Requires that all employees assuming their roles after the date of implementation either will hold appropriate Catholic Education accreditation or gain it within a specified period.
- Gives provisional Catholic Education accreditation to staff working towards accreditation.
- Requires that all employees maintain currency of Catholic Education accreditation.
- Affirms the mutual obligations of the Catholic Schools Office to provide or appropriately subsidise staff attainment of Catholic Education accreditation and the responsibility of the staff to undertake and maintain Catholic Education accreditation.

This Policy will be implemented progressively according to the dates specified.

Induction programs and qualifications referred to in this Policy apply only to newly appointed permanent staff from the dates specified herein.

Teachers with a temporary appointment are encouraged to fulfil these requirements and will be supported in their attainment of these requirements.

## **POLICY CONTENT**

When appointing staff in the first four categories, Principals and the CSO Director should do so with a view to realising the purpose of this Policy.

When appointing senior leaders, the Director of Schools will do so with a view to realising the purpose of this Policy.

### **Category A Accreditation to work in Catholic Schools and CSO**

Newly appointed school support staff members, appointed for 2012 onwards, who have direct contact with students, parents or teachers will participate in the equivalent of a one-day (6 hours) induction program within their first year of employment. This program may be held over several sessions.

They are expected to maintain currency through the equivalent of fifteen hours over the next five years, generally through participation in staff spirituality days.

### **Category B Accreditation to Teach in Catholic Schools**

Newly appointed permanent teachers, appointed for 2012 onwards, will participate in the equivalent of a two-day (12 hours) Catholic Education induction program within the first year of appointment. This program may be held over several sessions.

They are expected to maintain currency through the equivalent of 30 hours over each ensuing five years, generally through participation in staff spirituality days.

### **Category C Accreditation for Leadership in a Catholic School**

Newly appointed coordinators (e.g Directors of Learning & Teaching/Curriculum Co-ordinators, Heads of Department/Subject Co-ordinators, Year and Pastoral Care Co-ordinators, Primary School Co-ordinators, CSO Education Officers, CSO Heads of Administrative Teams), appointed for 2012 onwards, will participate in the equivalent of four days (24 hours) of Catholic leadership formation provided by the Catholic Schools Office and the school over a four year period.

In addition to the normal currency of accreditation requirements for permanent teachers, staff members at this level are required to maintain currency of accreditation through an equivalent of 15 hours approved professional learning development in RE/Theology/Catholic Leadership ie 45 hours in total. This additional time may include formal tertiary study if specifically related to RE/Theology/Catholic Leadership. It may also include approved CSO formation experiences, eg social justice programs, immersion programs, retreat experiences.

### **Category D Accreditation to Teach Religious Education**

Teachers of Religious Education, ordinarily should be Catholics who

- were accredited or registered as accredited teachers of Religious Education in the Diocese of Wagga Wagga or another Australian Diocese prior to 31 December 2011; or those who are deemed to hold equivalent qualifications; or
- have complied with the 2001 Diocese of Wagga Wagga Policy, through attainment of the equivalent of four undergraduate units in Religious Education/Theology at a Catholic institution, provided these units were commenced prior to 2012; or
- have completed six undergraduate units Religious Education/Theology in an undergraduate teaching degree at a Catholic institution (if undergraduate study commenced from the beginning of 2013 or afterwards); or

- have undertaken four postgraduate units in Theology and/or Religious Education in an approved Catholic program at a tertiary institution.

An appointed teacher's letter of appointment may specify Provisional Accreditation for a period of four years on the condition of attainment of these requirements.

In addition to the normal currency of accreditation for permanent teachers (30 hours over 5 years), Religious Education teachers should undertake an additional equivalent of fifteen hours of professional learning or formal study over five years specifically related to the teaching of Religious Education. This may include formal tertiary study if specifically related to RE/Theology. It may also include CSO approved formation experiences, eg immersion programs, retreat experiences.

These requirements for Accreditation to Teach Religion are to be completed either before appointment *or* agreed in writing upon appointment to be 50% completed within two years and fully completed within six years of appointment.

Newly appointed beginning teachers who are teaching Religion, who do not already have tertiary qualifications in the teaching of Religion and who must also fulfil the Institute of Teachers requirements may opt to postpone their post graduate study in RE until they have completed their Institute requirements. In this case these teachers will be required to undertake an additional two day (12 hours) induction module on the diocesan K-12 Religion Syllabus within the first year of appointment. They will be provisionally accredited to Teach Religion during this period of time.

It is highly desirable that all temporary Religion teachers be appropriately accredited.

#### **Category E Accreditation for Senior Leadership.**

Those appointed to Senior Leadership positions for 2012 onwards must:

- be practising Catholics accredited to teach Religious Education.
- have completed a minimum of four units of study at a postgraduate level in Religious Education, or Theology, or specific Catholic Leadership in an approved Catholic program in a tertiary institution; these units are *in addition to* the requirements for teachers of Religious Education.

Since they require credible academic strength in Religious Education or theology in order to perform their role, Religious Education Coordinators appointed for 2012 onwards must:

- have completed in an approved Catholic program in a tertiary institution a minimum of *six* units at postgraduate level, *four* of which must be specifically in Religious Education or Theology.

An individual's Contract may grant Provisional Accreditation for a period of three years conditional upon attainment of these requirements. Religious Education Coordinators may be granted four years Provisional Accreditation to attain their requirements.

In addition to these requirements it is expected that all senior leaders will complete a minimum of seventy-five hours of formation over a period of five years as a means of maintaining their ongoing accreditation. This may include relevant formal tertiary study. Typically, this formation would consist of attendance at staff faith formation days, participation in approved conferences, and additional professional development in RE/Theology/Catholic Leadership. It may also include CSO approved formation experiences, eg immersion programs, retreat experiences.

## ACCREDITATION FRAMEWORK

### “AT A GLANCE”

Category	Target Group	Minimum Requirements	Currency	Provisional Accreditation
<b>Category A</b> Accreditation to Work in a Catholic School and the Catholic Schools Office	Support staff, eg school secretaries, teacher’s aides/ assistants, lab and library assistants, groundspeople and cleaners who have direct contact with students, canteen staff	<ul style="list-style-type: none"> <li>• Catholic/committed to Catholic Ethos</li> <li>• 6-hour Orientation Program</li> </ul>	15 hours over 5 years	N/A
<b>Category B</b> Accreditation to Teach in a Catholic School	All teachers	<ul style="list-style-type: none"> <li>• Catholic/committed to Catholic Ethos</li> <li>• 12-hour Catholic Teacher Formation</li> </ul>	30 hours over 5 years	N/A
<b>Category C</b> Accreditation for Leadership in a Catholic School	Directors of Learning & Teaching/Curriculum Co-ordinators, Heads of Department/Subject Co-ordinators, Year and Pastoral Care Co-ordinators, Primary School Co-ordinators, CSO Education Officers, CSO Heads of Administrative Teams	<ul style="list-style-type: none"> <li>• Catholic/committed to Catholic Ethos</li> <li>• 24-hour Catholic Leadership Formation Program</li> </ul>	45 hours over 5 years	4 years max
<b>Category D</b> Accreditation to teach Religious Education	Teachers of Religious Education	<ul style="list-style-type: none"> <li>• Catholic</li> <li>• 6 Units Undergraduate (RE/Theology); OR</li> <li>• 4 Units Postgraduate RE/Theology</li> </ul>	45 hours over 5 years	4 years max
<b>Category E</b> Accreditation for Senior Leadership	Principals, APs, RECs, members of the Catholic Life Team, CSO Heads of Educational Teams, Leadership Consultants, Director of Schools	<ul style="list-style-type: none"> <li>• Catholic</li> <li>• Accredited for Leadership and To Teach RE</li> <li>• Minimum 4 Units Postgraduate study in Catholic Leadership/Theology</li> </ul>	75 hours over 5 years	4 years max

# Policy Implementation Guidelines

## 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 C: ACCREDITATION FOR LEADERSHIP IN A CATHOLIC SCHOOL : –**  
Accreditation for Leadership in a Catholic School – Co-ordinators and leaders at Middle Management level in schools, CSO Education Officers, CSO Heads of Administrative Teams
- **Category D: ACCREDITATION TO TEACH RELIGIOUS EDUCATION:-**  
Accreditation to Teach Religious Education – (all RE teaching staff)
- **Category E: ACCREDITATION FOR SENIOR LEADERSHIP IN CATHOLIC EDUCATION**  
Accreditation for Senior Leadership – (Principals, APs, RECs, members of the CSO Catholic Life Team, CSO Heads of Educational Teams, Leadership Consultants and Director of Schools).

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.

**Category C: PROVISIONAL CATHOLIC EDUCATION ACCREDITATION FOR LEADERSHIP:** would generally be granted to teachers assuming leadership positions (Coordinator and Middle Management) on the basis of a recommendation from an appropriate representative of the employer (eg Director of Schools, Principal), subject to the following provisions:

- the applicant is Catholic, or if from another religious tradition, demonstrates a strong commitment to the Catholic ethos.
- the details surrounding the contractual nature of the arrangement be fully documented.
- a professional development pathway is developed, eg enrolment in a relevant postgraduate study program.

The Provisional Accreditation of leaders will be monitored at the school level for school appointments and system level for system appointments with communication of satisfactory completion of subjects to Catholic Schools Office, Employee Services.

**Category D: PROVISIONAL ACCREDITATION TO TEACH RELIGIOUS EDUCATION:** would generally be granted to teachers of Religious Education on the basis of a recommendation from an appropriate representative of the employer (eg the Head of Catholic Life Team, Principal, Director of Schools), subject to the following provisions:

- the applicant is Catholic
- the details surrounding the contractual nature of the arrangement be fully documented
- a professional development pathway is developed, eg enrolment in the relevant postgraduate study program.

The Provisional Accreditation of teachers of Religious Education will be monitored by the school with communication of satisfactory completion of subjects to the Catholic Schools Office, Employee Services.

**Category E: PROVISIONAL ACCREDITATION FOR SENIOR LEADERSHIP IN CATHOLIC EDUCATION:** would generally be granted to those assuming senior leadership positions including Religious Education Co-ordinators, Assistant Principals and Principals, Assistant Directors, the Head of Teaching and Learning Services and members of the Catholic Life Team, on the basis of approval from the Director of Schools. This would be subject to the following provisions:

- the applicant is Catholic
- the details surrounding the contractual nature of the arrangement be fully documented
- a professional development pathway is developed, eg enrolment in the relevant postgraduate study program.

The Provisional Accreditation of senior leaders, including Religious Education Coordinators, Assistant Principals and Principals Assistant Directors, the Head of Teaching and Learning Services and members of the Catholic Life Team, will be monitored by the CSO.

### **SPECIAL PROVISIONS**

- a) Currency “hours” may be credited for other faith education related activities such as research, publishing an article, student retreats, training programs, SRE volunteer teaching, conducting a faith/spirituality workshop for colleagues, etc. Appropriate documentation will need to be provided to the CSO Head of Team: Catholic Life for prior approval.
- b) All modules offered as part of the accreditation requirements may also be used by schools for staff days as part of currency requirements.
- c) All school based PD days to be included for currency need to be fully documented with details of the course, evidence of participation and forwarded to Head of Team: Catholic Life at the CSO for prior approval and so that records can be maintained. (The CSO website provides suggested relevant pro-formas and sign-on sheets.) It is suggested that Principals negotiate the suitability of the program prior to the staff day.