



CATHOLIC EDUCATION
WESTERN AUSTRALIA

ACCREDITATION FRAMEWORK

FOR CATHOLIC SCHOOLS IN WESTERN AUSTRALIA

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Statement 2-C1: Accreditation*

**Originally released: 2003
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ACCREDITATION PATHWAYS

Orientation *page 4*

Faith Story & Witness *page 4*

choose appropriate Accreditation Pathway

Accreditation to Work in a Catholic School
page 5

Three one day modules over four years

Accreditation to Teach in a Catholic School
page 6

Three approved tertiary units or equivalent (e.g. six Content courses for Accreditation) within five years of appointment

Accreditation to Teach Religious Education
page 7

Three approved tertiary units or equivalent (e.g. six Content courses for Accreditation) within five years of appointment

Three day (18 hour) inservice component within three years of appointment

Accreditation for Leadership
page 8

Six approved tertiary units with at least two units at Masters Level

Two day (12 hour) inservice component

Accreditation for Leadership of a Catholic School Community
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Evangelisation Planning Days

Faith formation negotiated with the Director at the start of each contract period

Ongoing renewal *page 10*

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ORIENTATION

Orientation welcomes staff into the Catholic Education system. All staff newly appointed in Catholic schools are required to attend Orientation.

WHO IS ORIENTATION FOR?

All staff employed in Catholic schools.

WHAT IS REQUIRED?

Attendance at a one-day Orientation program conducted by the Catholic Education Office in non-term time within their first year of appointment (where possible, prior to taking up the appointment).

FAITH STORY AND WITNESS

Faith Story and Witness assists in integrating staff into the school and highlights:

- a) the faith story of the school in which the staff work*
 - b) the role staff have as witnesses of evangelisation*
 - c) the Catholic nature of the school curriculum.*
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WHO IS FAITH STORY AND WITNESS FOR?

All staff on appointment to a Catholic school on or after 1 January 2005.

WHAT IS REQUIRED?

Within their first year in a school staff members are required to attend six hours of Faith Story and Witness. In covering the six hours, the number of sessions will be determined by the school.

IMPLEMENTATION

- Principals are responsible for the program which can be delivered by other staff members or external facilitators.
- Schools will develop their own program. A proforma facilitator's package is available from the Catholic Education Office.
- Principals are responsible for providing staff who have completed Faith Story and Witness with a proforma certificate and for forwarding a signature list of participants to the Accreditation Officer. Proforma certificates and signature lists are available on the Catholic Education Office web-site www.ceo.wa.edu.au.

ACCREDITATION TO WORK IN A CATHOLIC SCHOOL

This accreditation is for non-teaching staff in Catholic schools. All staff are called to evangelise so a basic knowledge of Catholic ethos and its purpose supports the efforts of non-teaching staff to understand and give witness to the Catholic faith.

WHO IS ACCREDITATION TO WORK IN A CATHOLIC SCHOOL FOR?

Accreditation to Work in a Catholic School is required by all non-teaching staff new to a Catholic school, or moving between Catholic schools, on or after 1 January 2005.

For example: Teacher Assistants, School Psychologists, Social Workers, Librarians, Bursars, Financial and Administrative Staff, Nurses, Home-School Liaison Officers.

WHAT IS REQUIRED?

1. Orientation
2. Faith Story and Witness
3. Study component
 - Completion of three one day (six hour) modules over four years. Part-time staff will have a pro-rata timeline to complete the three modules i.e. 0.5 FTE staff member will have eight years to complete three modules.
 - For each module participants will be asked to complete a reflection on their learning.

EQUIVALENCE

An Accreditation A certificate is the equivalent of an Accreditation to Work in a Catholic School certificate.

ONGOING RENEWAL (MORE INFORMATION AVAILABLE ON PAGE 10)

On completion of the components staff are issued with confirmation of completion of Accreditation to Work in a Catholic School which is valid for five years. Staff are required to undertake a minimum of 15 hours of ongoing renewal comprised of knowledge and/or faith formation every five years.

Once non-teaching staff who hold an Accreditation A certificate have completed the 15 hours and submitted them for renewal they will be issued with an Accreditation to Work in a Catholic School certificate.

ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL

All teaching staff have a responsibility to foster the school's mission through its life and curriculum. Catholic school teachers need to understand the Gospel as it is transmitted through the Catholic Church.

WHO IS ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL FOR?

All teaching staff employed on or after 1 January 2005.

In exceptional circumstances, (e.g. country appointments and specialist subject area appointments) a Principal may apply to the Director for an exemption for a particular staff member.

Relief and temporary staff are encouraged but not required to complete Accreditation to Teach in a Catholic School.

WHAT IS REQUIRED?

1. Orientation
2. Faith Story and Witness
3. Study component
 - Completion of three tertiary units (in the fields of Religious Education, theology or scripture) approved for Accreditation by the Catholic Education Office or their equivalent (e.g. six Content of Religious Education courses, **these are non-award courses and cannot be used for Accreditation for Leadership**) within five years of appointment.
 - Teaching staff transferring from overseas or interstate can apply for recognition of prior learning.
 - Part-time teachers have a pro-rata timeline to complete the three units or their equivalent

EQUIVALENCE

Teaching staff who hold a current Accreditation A certificate will be awarded one unit (two Content courses) towards Accreditation to Teach in a Catholic School.

ONGOING RENEWAL (MORE INFORMATION AVAILABLE ON PAGE 10)

On completion of the components staff are issued with confirmation of completion of Accreditation to Teach in a Catholic School which is valid for five years. Staff are required to undertake a minimum of 30 hours of ongoing renewal with a minimum of 15 hours knowledge every five years.

ACCREDITATION TO TEACH RELIGIOUS EDUCATION

Religious Education teachers present, explain and justify the Christian message as it is transmitted by the Catholic Church. They must understand and follow the Religious Education program mandated by the Diocesan Bishop.

WHO IS ACCREDITATION TO TEACH RELIGIOUS EDUCATION FOR?

Teachers of Religious Education as outlined in the CECWA Policy Statement Religious Education.

WHAT IS REQUIRED?

1. Orientation
2. Faith Story and Witness
3. Study component
 - Completion of three tertiary units approved for Accreditation by the Catholic Education Office or their equivalent within five years of appointment (as per Accreditation to Teach in a Catholic School study requirements).
4. Eighteen hours inservice on the pedagogy and methodology of Religious Education in Western Australia developed by the Catholic Education Office within the first three years of employment. Approved University of Notre Dame Religious Education methodology units will satisfy this requirement.

EQUIVALENCE

An Accreditation B certificate is the equivalent of an Accreditation to Teach Religious Education certificate.

ONGOING RENEWAL (MORE INFORMATION AVAILABLE ON PAGE 10)

On completion of the components staff are issued with confirmation of completion of Accreditation to Teach Religious Education which is valid for five years. Staff are required to undertake a minimum of 30 hours of ongoing renewal with a minimum of 15 hours knowledge every five years.

ACCREDITATION FOR LEADERSHIP

This accreditation supports the formation of leaders in a Catholic school in their understanding of the religious dimension of the curriculum, particularly the Religious Education learning area.

WHO IS ACCREDITATION FOR LEADERSHIP FOR?

All leaders in a Catholic school e.g. Principal, Assistant Principal (Religious Education/Administration), Deputy Principal, the Religious Education Coordinator, and anyone in a leadership position, however so called, who has leadership line management responsibility for Religious Education.

WHAT IS REQUIRED?

1. Accreditation to Teach Religious Education in a Catholic School
2. Study component
 - Six **tertiary (university level)** units approved by the Catholic Education Office for Accreditation with at least two of these units completed at Masters Level. (**Non-award courses cannot be used for the study component.**)
 - These units can include the three approved **tertiary (university level)** units completed for Accreditation to Teach Religious Education.
3. Twelve hours inservice developed by the Catholic Education Office. Participants need to have completed the study component and have six years of teaching experience in order to undertake the inservice component.

EQUIVALENCE

An Accreditation C certificate is the equivalent of an Accreditation for Leadership certificate.

ONGOING RENEWAL

Those who hold an Accreditation for Leadership of the Religious Education Learning Area (or Accreditation C) are only required to renew their Accreditation to Teach Religious Education – this maintains both levels of Accreditation.

ACCREDITATION FOR LEADERSHIP OF A CATHOLIC SCHOOL COMMUNITY

The Principal leads the school community, promoting its evangelisation purposes, aims and ethos, its development as a faith community, its religious dimension and the outcomes of its curriculum.

WHO IS ACCREDITATION FOR LEADERSHIP OF A CATHOLIC SCHOOL COMMUNITY FOR?

All Principals on each appointment and at the beginning of a new contract period.

WHAT IS REQUIRED?

1. Accreditation for Leadership
2. Evangelisation Planning Days with their Leadership Team when appointed to a new school
3. Faith formation negotiated with the Director at the start of each contract period. In most instances the agreed faith formation would be the equivalent of one week during that contract period e.g. one week spirituality/faith formation.

In certain circumstances development undertaken prior to taking up principalship for the first time may fulfil the requirement.

Principal Renewal Leave opportunities may be used to fulfil the requirement.

ONGOING RENEWAL OF ACCREDITATION

Ongoing renewal is designed to offer opportunities to staff to continue to develop their understanding of the nature and objectives of the Catholic school. It is required for all staff every five years once the initial Accreditation status has been achieved.

WHO IS ONGOING RENEWAL FOR?

All those who have been issued with an Accreditation certificate.

WHAT IS REQUIRED?

An **Accreditation to Work in a Catholic School** certificate is to be renewed every five years by completing the following hours of approved professional development:

0.4 FTE or less	A total of 5 hours faith formation and/or knowledge component
0.4 FTE to 0.7 FTE	A total of 10 hours faith formation and/or knowledge component
0.7 FTE to 1.0 FTE	A total of 15 hours faith formation and/or knowledge component

An **Accreditation to Teach in a Catholic School** or **Accreditation to Teach Religious Education** certificate is to be renewed every five years by completing the following hours of approved professional development:

0.4 FTE or less	10 hours ongoing renewal, with a minimum 5 hours from the knowledge component
0.4 FTE to 0.7 FTE	20 hours ongoing renewal, with a minimum 10 hours from the knowledge component
0.7 FTE to 1.0 FTE	30 hours ongoing renewal, with a minimum 15 hours from the knowledge component

RESPONSIBILITIES

1. It is the responsibility of individual staff members to know when their certificate expires and to keep documentation demonstrating their progress towards completion of the required hours.
2. Once a staff member has completed the required hours to renew their Accreditation certificate, they must forward copies of their certificates to the Catholic Education Office to request that their Accreditation certificate be renewed.
3. For any approved school based inservice, it is the Principal's responsibility to print and issue the proforma certificates to those teachers who attended the inservice.
4. Catholic Education Office will provide certificates for any Office based courses.
5. Staff members on leave without pay can extend their ongoing renewal period by the amount of time they are on leave. The same applies to staff who are not working in the Catholic Education system in WA for a period of time.

IMPLEMENTATION DATES

For those issued with Accreditation certificates prior to the introduction of ongoing renewal, the following renewal dates apply:

Accreditation B certificates issued from 1987 to 1997 expire 31 December 2006

Accreditation B certificates issued 1998 to 2001 expire 31 December 2007

Accreditation A certificates issued prior to 1 January 2004 expire 31 December 2008

Approved professional development undertaken in 2002 or 2003 is automatically credited towards the knowledge component, as the option to use faith formation was introduced on 1 January 2004. There is no retrospective approval for faith formation programs undertaken before 1 January 2004.