



CATHOLIC  
EDUCATION  
WESTERN AUSTRALIA

# Accreditation Framework

CATHOLIC EDUCATION WESTERN AUSTRALIA

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## ACCREDITATION FOR CATHOLIC EDUCATION OFFICE STAFF

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## Catholic Education Western Australia: Accreditation Background

Catholic Education Western Australia is a Christ-centred, child-focused community of engaged learning environments, inspiring all to actively live the Gospel.

Catholic Education communities participate in the evangelising mission of the Church. They do this through the religious life of their community, its pastoral life and a commitment to a curriculum imbued with a Catholic world view and the teaching and learning of high-quality religious education.

All staff in Catholic Education Western Australia play an essential role in ensuring that children and students experience a quality Catholic education. All in Catholic education are invited to encounter God and develop their knowledge and appreciation of the Catholic faith and tradition.

When appointed to positions in Catholic Education, staff members need to gain an understanding of the Catholic faith, tradition, and practice in order to carry out their particular responsibilities within the system.

Catholic Education Western Australia has established appropriate and supportive, yet rigorous pathways for the preparation and ongoing professional learning and formation of staff.

These pathways are achieved through the professional learning program outlined in the Accreditation Framework.

Accreditation aims to develop in staff a deeper understanding of the nature of Catholic Education and its contribution to the mission of the Church. The different Accreditation requirements aim to support all staff, those beginning and those continuing their service in Catholic Education to develop the knowledge and skills that will support their formation in the system.

The Accreditation Framework establishes the requirements for the differing levels of competency and qualifications for all staff in Catholic Education.

The Accreditation Framework has the following aims:

1. To provide appropriate initial and ongoing education and formation in faith and theology.
2. To ensure that all staff appointed to positions in Catholic Education receive Accreditation appropriate to their level of responsibility.
3. To ensure the professional and spiritual formation of those who lead and will lead Catholic Education into the future.
4. To ensure that leaders and staff dedicate themselves to maintaining and developing a system that is truly Catholic in its identity and life.

## Accreditation for Employees of the Catholic Education Office

### Rationale

Each staff member in Catholic education shares the responsibility for articulating and demonstrating support for the ethos of Catholic education. When appointed to a position within the Catholic Education Office (CEO), staff members need to gain an understanding of the Catholic faith, its tradition and practice relevant to their respective position.

### Principles

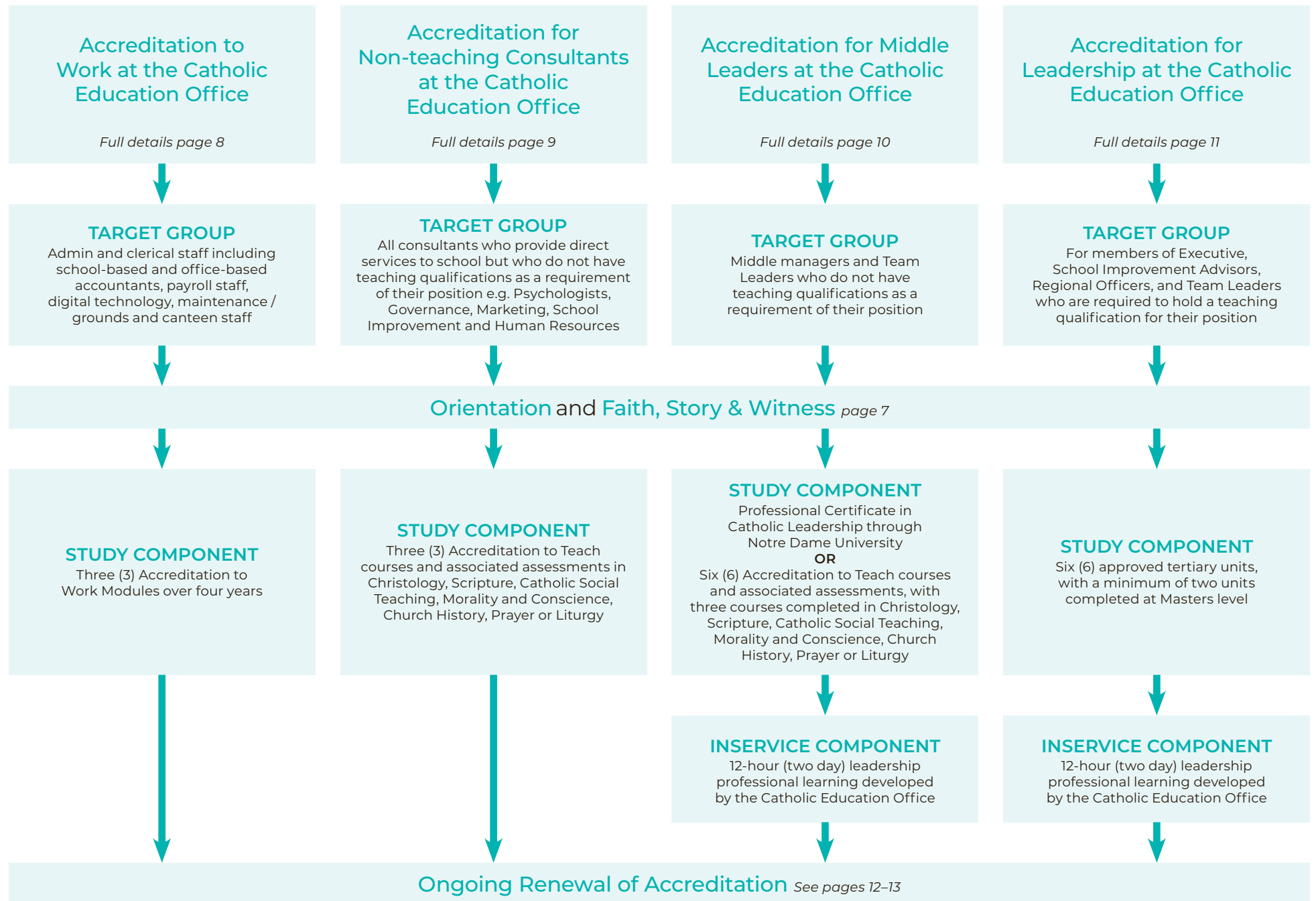
1. Accreditation is part of the professional development program that all staff members in the CEO are expected to undertake.
2. All staff members shall undertake Accreditation pathways that are appropriate to their roles in the CEO. Staff appointed to a role in the CEO who have completed an Accreditation pathway for Accreditation in Catholic schools will have credited to them equivalent status.
3. The requirements and structure of Accreditation will be communicated to all staff prior to appointment.
4. Accreditation to Work in Catholic Education will be fulfilled within 4 years of appointment.
5. Accreditation for Leadership will be fulfilled within 5 years of appointment for all new staff.
6. The specified Accreditation requirements are minimum requirements only. Staff members may pursue further levels of Accreditation if they desire.
7. All Accreditation requirements are at the discretion of the Executive Director who may seek particular Accreditation for certain positions not outlined in the Framework.

### Procedures

1. The Selection Criteria for each position will outline the relevant Accreditation requirements.
2. At the time of interviewing an applicant for a position, the Chair of the interviewing panel will reinforce the Accreditation requirements for the position.
3. The Executive Director shall support all staff in fulfilling the appropriate Accreditation requirements within a specified time.
4. The structure and requirements for the gaining of Accreditation are contained in the Accreditation Framework.
5. Existing staff members employed at the CEO will, through their annual review, discuss Accreditation requirements with their Team Leader and/or Director.
6. All Consultants and Team Leaders who have teaching qualifications as a requirement of their position will complete accreditation requirements as outlined in the Accreditation Framework for school-based staff.

Recognition of Prior Learning (RPL) is at the discretion of the Executive Director for all levels of Accreditation.

# CEWA ACCREDITATION PATHWAY OVERVIEW: OFFICE



## Orientation

Orientation welcomes staff to Catholic Education Western Australia. All staff newly appointed to Catholic Education are required to attend Orientation.

### What is required?

Attendance at a one-day Orientation program conducted by the Catholic Education Office **within the first year of appointment**.

## Faith Story and Witness

All staff on initial appointment to a Catholic Education community, and when transferring between Catholic Education communities are required to complete Faith, Story and Witness.

Faith, Story and Witness assists Catholic Education communities in welcoming new staff members and highlights:

- a) the faith story of the Catholic Education community in which the staff works;
- b) the role staff have as witnesses of evangelisation; and
- c) the vocation to work in Catholic Education.

### What is required?

**Within their first year** in a Catholic Education community, staff members are required to attend the six hours of the Faith, Story and Witness professional formation.

### Implementation

The Executive Director and Director of Religious Education are responsible for the program which can be delivered by qualified staff members.

Staff who have completed Faith Story and Witness will receive a certificate acknowledging they have completed the course and have gained six hours of faith formation.

## Accreditation to Work in the Catholic Education Office

All staff employed by Catholic Education Western Australia are called to evangelise. Essential knowledge of Catholic ethos and its purpose supports the efforts of staff to understand and give witness to the Catholic faith in their communities.

### What is required?

1. Orientation
2. Faith Story and Witness
3. Study component
  - Completion of three (3) Accreditation to Work 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 of their learning.

### Ongoing renewal

Ongoing Renewal is designed to offer opportunities to staff to continue to be formed in their understanding of the mission of Catholic Education. All staff are required to complete Ongoing Renewal every five years once their initial Accreditation status has been achieved. For more information see pages 12-13.

## Accreditation for Non-Teaching Consultants at the Catholic Education Office

All staff have a responsibility to foster the mission of the Catholic Church through the pastoral life and curriculum of Catholic Education in Western Australia.

### What is required?

1. Orientation
2. Faith Story and Witness
3. Study component
  - Completion of three (3) Accreditation to Teach courses and associated assessment in Christology, Scripture, Catholic Social Teaching, Morality and Conscience, Church History, Prayer or Liturgy.
  - Staff transferring from overseas or interstate can apply for recognition of prior learning.

### Ongoing renewal

Ongoing Renewal is designed to offer opportunities to staff to continue to be formed in their understanding of the mission of Catholic Education. All staff are required to complete Ongoing Renewal every five years once their initial Accreditation status has been achieved. For more information see pages 12–13.



## Accreditation for Middle Leaders in the Catholic Education Office

This Accreditation supports the formation of leaders in their understanding of the religious dimension of Catholic Education.

This Accreditation is for Catholic Education Office Team Leaders and Co-ordinators who are not required to hold a teaching qualification for their position. It provides Middle Leaders with the necessary background and knowledge for a professional commitment to the Vision and Mission of Catholic Education. It is to be completed within five years of appointment.

### What is required?

1. Orientation
  2. Faith Story and Witness
  3. Study component (as for Accreditation for Teachers and Consultants at the Catholic Education Office):
    - Professional Certificate in Catholic Leadership through Notre Dame University
- OR**
- Completion of six (6) Accreditation to Teach courses and associated assignments, with at least three courses completed in Christology, Scripture, Catholic Social Teaching, Morality and Conscience, Church History, Prayer, or Liturgy. These courses must be completed at Masters level for credit with Notre Dame University.
  - Staff transferring from overseas or interstate can apply for recognition of prior learning.
4. Inservice component:
    - Twelve hours professional learning developed by the Catholic Education Office. Participants need to be appointed to a leadership position to complete this professional learning.

### Ongoing renewal

Ongoing Renewal is designed to offer opportunities to staff to continue to be formed in their understanding of the mission of Catholic Education. All staff are required to complete Ongoing Renewal every five years once their initial Accreditation status has been achieved. For more information see pages 12-13.

## Accreditation for Leadership in the Catholic Education Office

This Accreditation supports the formation of senior leaders in their understanding of the religious dimension of Catholic Schools.

This Accreditation is for members of Executive, School Improvement Advisors, Regional Officers and Team Leaders with teaching qualifications.

### What is required?

#### 1. Study component

- Six **tertiary** courses approved by Catholic Education Western Australia for Accreditation with at least two of these units completed at Masters or post-graduate Level.
- These can include the three approved **tertiary** courses completed for Accreditation for Teaching and Consultants at the Catholic Education Office.
- Staff transferring from overseas or interstate can apply for recognition of prior learning.

#### 2. Inservice component

- Twelve hours professional learning developed by the Catholic Education Office. Participants need to be appointed to a leadership position to complete this professional learning.

### Ongoing renewal

Ongoing Renewal is designed to offer opportunities to staff to continue to be formed in their understanding of the mission of Catholic Education. All staff are required to complete Ongoing Renewal every five years once their initial Accreditation status has been achieved. For more information see pages 12–13.

## Ongoing Renewal of Accreditation

The Catholic Education community is a community of faith held together by a common vision and outlook on life based on the Gospel of Jesus. A fully human engagement with the Gospel involves both knowledge and experience. Therefore, Ongoing Renewal has both a knowledge component and a faith component.

### Knowledge

The knowledge of the content of the Catholic faith and the pedagogical principles for transmitting it. Extend staff's knowledge of the scriptural and theological basis of the Catholic faith as reflected in the four sections of the Catechism of the Catholic Church (The Creed, Sacraments, Life in Christ, Christian Prayer).

### Faith component

The intention of this component is to form staff to actively serve the evangelising mission of Catholic Education.

The **essential criterion** for renewal in faith formation is that it be **Christ-centred**.

Faith formation is characterised by:

- prayerfulness and reflection which leads participants into a personal relationship with Jesus and participation in a faith community.
- being grounded in scriptural and theological content.
- opportunities for spiritual formation, reflection, discernment on participants' personal vocation and responsiveness to mission.
- an affective focus on participants' faith journey and discipleship.

Ongoing Renewal is designed to offer opportunities to staff to continue to be formed in their understanding of the mission of Catholic Education. It is required for all staff every five years once the initial Accreditation status has been achieved.

### What is required?

All those who hold Accreditation to Work in Catholic Education (General) and Accreditation for Non-Teaching Consultants at the Catholic Education Office are to complete fifteen (15) hours of ongoing renewal comprised of knowledge or formation every five years. Pro-rata hours apply to part-time staff as outlined below.

All those who hold Accreditation for Middle Leadership and Accreditation for Leadership shall undertake thirty (30) hours ongoing renewal with a minimum of fifteen (15) hours from the knowledge component every five years. Pro-rata hours apply to part-time staff as outlined below.

**Accreditation to Work / Accreditation for Non-Teaching Consultants in the Catholic Education Office** 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

**Accreditation for Teachers and Consultants / Accreditation for Middle Leaders / Accreditation for Leadership in the Catholic Education Office** are 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 Accreditation expires and to keep documentation demonstrating their progress towards completion of the required hours.
2. Only hours completed within the five-year Ongoing Renewal period can contribute towards the hours for renewal.
3. Once a staff member has completed the required hours to renew their Accreditation, they must forward copies of their certificates to the Accreditation Officer to request that their Accreditation be renewed.
4. The 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.