



CATHOLIC
EDUCATION
WESTERN AUSTRALIA

Accreditation Framework

CATHOLIC EDUCATION WESTERN AUSTRALIA

ACCREDITATION FOR CATHOLIC EDUCATION SCHOOL 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.

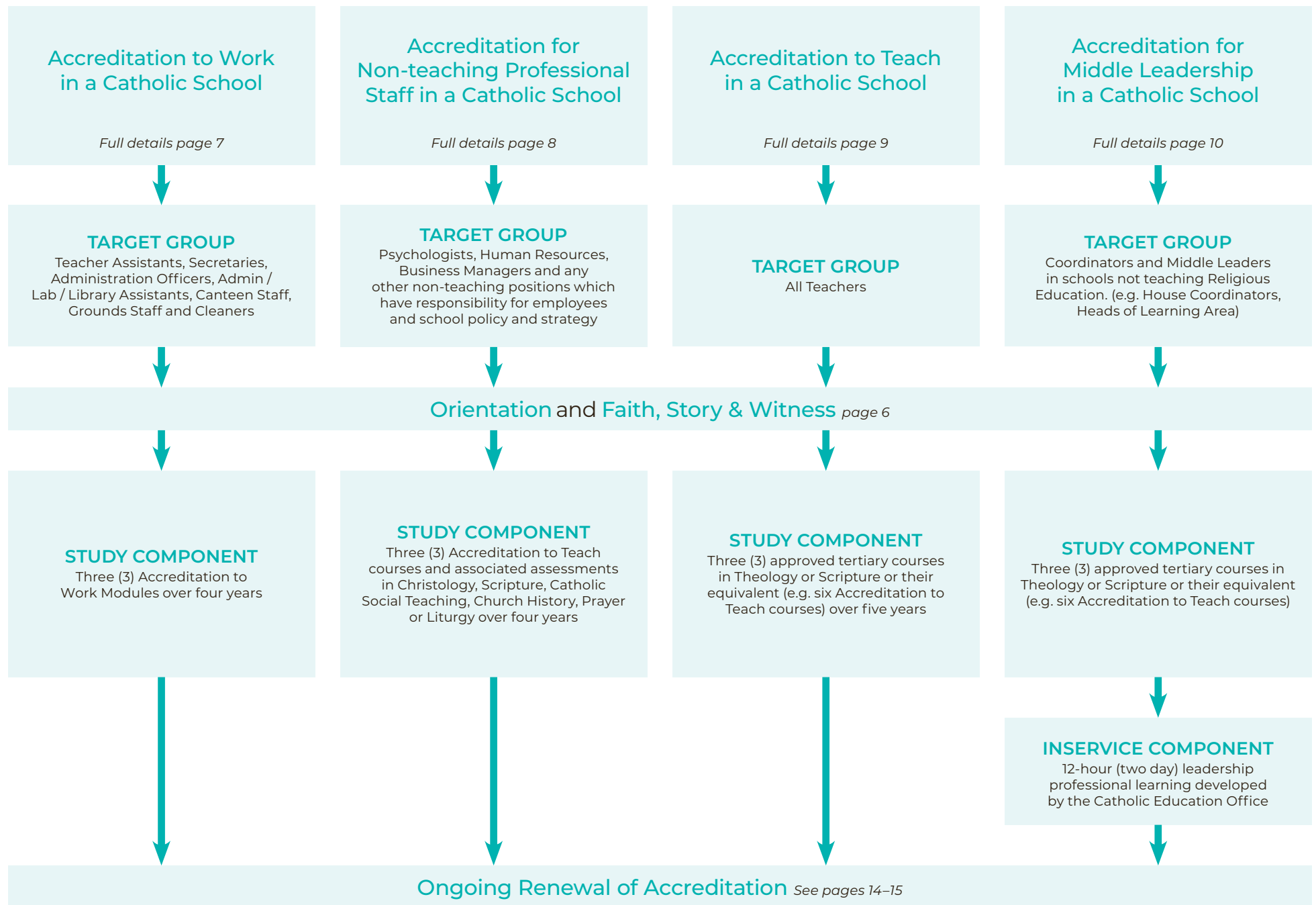
Accreditation aims to develop in staff a deeper understanding of the nature of Catholic Education and its contribution to the mission of the Church. The different Accreditation requirements aim to support all staff: those beginning and those continuing their service in Catholic Education to develop the 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.

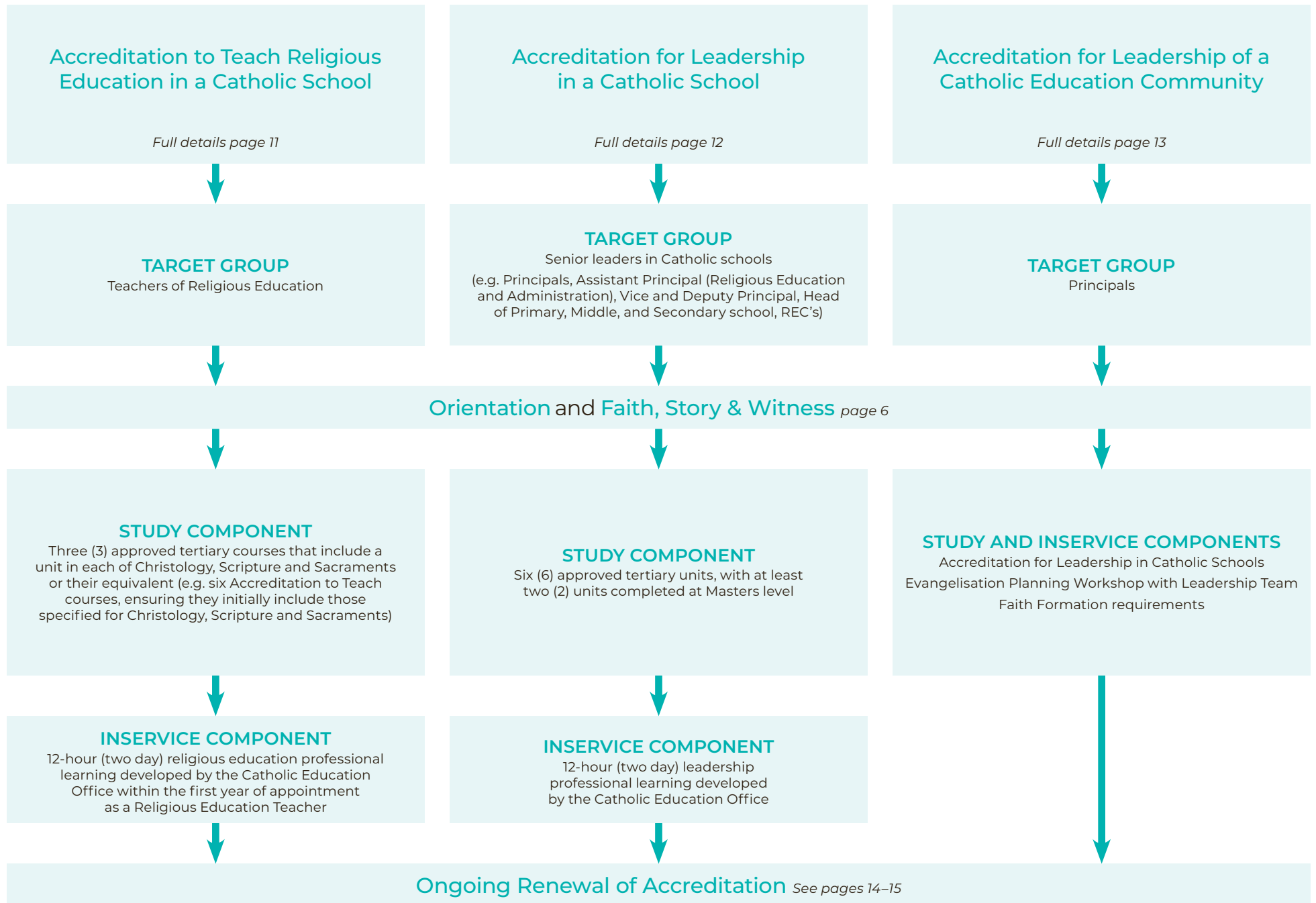
The Accreditation Framework has the following aims:

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.

CEWA ACCREDITATION PATHWAY OVERVIEW: SCHOOLS



CEWA ACCREDITATION PATHWAY OVERVIEW: SCHOOLS



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

- Principals in schools and the Executive Director in the Catholic Education Office are responsible for the program which can be delivered by qualified staff members or external facilitators.
- Catholic Education communities will modify the program to include the faith story of their community. 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 certificate of attendance and for forwarding a signature list of participants to the Accreditation Officer at the Catholic Education Office.

Accreditation to Work in a Catholic School

All staff employed by Catholic Education Western Australia are called to evangelise. An 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.

This Accreditation is for Support staff, e.g. Teacher Assistants, Secretaries, Administration Officers, Admin / Lab / Library Assistants, Canteen Staff, Grounds Staff and Cleaners. It is to be completed within four years of appointment.

What is required?

1. Orientation
2. Faith Story and Witness
3. Study component
 - Completion of three (3) one day (six hour) 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 14-15.

Accreditation for Non-Teaching Professional Staff in a Catholic School

All staff have a responsibility to foster the mission of the Catholic Church through the pastoral life of the school community.

This Accreditation is for all staff who have direct for responsibility students and/or employees, and school policy and strategy, but do not have teaching qualifications as a requirement of their positions, e.g. Psychologists, Social Workers, Counsellors, Human Resources, Business Managers. It is to be completed within four years of appointment.

What is required?

1. Orientation
2. Faith Story and Witness
3. Study component
 - Completion of three (3) Accreditation to Teach courses and associated assignments in Christology, Scripture, Catholic Social Teaching, Church History, Prayer or Liturgy over four years. Part-time staff will have a pro-rata timeline to complete the three courses i.e. 0.5FTE staff will have eight years to complete three courses.
 - 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 14–15.

Accreditation to Teach in a Catholic School

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.

This Accreditation is for all teaching staff not required to teach Religious Education. It is to be completed within five years of appointment.

What is required?

1. Orientation
2. Faith Story and Witness
3. Study component:
 - Completion of three (3) **tertiary** courses in Theology or Scripture approved for Accreditation by Catholic Education Western Australia or their equivalent (e.g. six Accreditation to Teach courses). **The Accreditation to Teach courses can either be completed for non-award or for Credit at Notre Dame University, through the successful completion of assignments at Masters level.**
 - 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 14–15.

Accreditation for Middle Leadership in a Catholic School

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

This Accreditation is for Coordinators and Middle Leaders in schools who are not teachers of Religious Education, such as House Coordinators and Heads of Learning Area. It provides 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 to Teach in a Catholic School):
 - Completion of three (3) **tertiary** courses in Theology or Scripture approved for Accreditation by Catholic Education Western Australia or their equivalent (e.g. six Accreditation to Teach courses). **The Accreditation to Teach courses can either be completed for non-award or for Credit at Notre Dame University, through the successful completion of assignments at Masters level.**
 - 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 have completed the study component and have six years of experience in Catholic Education or be appointed to a leadership position to complete the 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 14–15.

Accreditation to Teach Religious Education in a Catholic School

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 curriculum mandated for Catholic Schools in Western Australia.

This Accreditation is for Teachers of Religious Education who are Catholic as outlined in the ED Religious Education. To be completed within the first five years of appointment.

What is required?

1. Orientation
2. Faith Story and Witness
3. Study component (as for Accreditation to Teach in a Catholic School):
 - Completion of three (3) **tertiary** courses that include a unit in each of Christology, Scripture and Sacraments approved for Accreditation by Catholic Education Western Australia. **Staff can complete six Accreditation to Teach Content Courses through the Catholic Education Office, ensuring they initially include those specified for Christology, Scripture and Sacraments. The assignments for these courses need to be completed at Masters level and can be used for Credit at Notre Dame University.**
 - Staff transferring from overseas or interstate can apply for recognition of prior learning.
4. Inservice component
 - Twelve hours professional learning on the pedagogy and methodology of Religious Education in Western Australia developed by the Catholic Education Office.
 - To be completed within the first year of employment as a Religious Education teacher in Western Australia.

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 14–15.

Accreditation for Leadership in a Catholic School

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

This Accreditation is for all senior leaders in Catholic Schools e.g. Principal, Assistant Principal (Religious Education / Administration), Vice Principal, Deputy Principal, Head of Primary, Middle or Secondary school, the Religious Education Coordinator and any other senior leadership role of members of the executive of school leadership teams.

What is required?

1. Accreditation to Teach Religious Education
2. Study component:
 - Completion of six (6) **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 (3) approved **tertiary** courses completed for Accreditation to Teach Religious Education.
 - Staff transferring from overseas or interstate can apply for recognition of prior learning.
3. Inservice component
 - Twelve hours professional learning developed by the Catholic Education Office.
 - Participants need to have completed the study component and have six years of experience in Catholic Education or be appointed to a leadership position to complete the 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 14–15.

Accreditation for Leadership of a Catholic Education Community

Catholic Education Leaders promote the religious dimension and life of their community.

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

What is required?

1. Accreditation for Leadership
4. Faith Evangelisation Planning Days with their Leadership Team when appointed to a new school.
5. Faith formation negotiated with the Executive 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 of knowledge or 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

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 a Catholic School, and Accreditation for non-teaching Professional staff in a Catholic school are to complete fifteen (15) hours of ongoing renewal comprised of knowledge/or faith formation every five years. Pro-rata hours apply to part-time staff as outlined below.

All those who hold Accreditation to Teach in a Catholic School, Accreditation for Middle Leadership, and Accreditation to Teach Religious Education 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 Professionals in a Catholic School 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 to Teach / Accreditation for Middle Leadership / Accreditation to Teach Religious Education in a Catholic School 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. For any approved school based professional learning, it is the Principal's responsibility to print and issue the proforma certificates to those who attend.
5. The Catholic Education Office will provide certificates for any office based courses.
6. Staff members on leave without pay can extend their Ongoing Renewal period by the amount of time they are on leave.