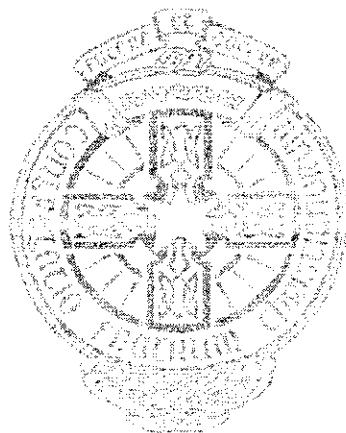


***ACCREDITATION TO TEACH AND
TO TEACH RELIGIOUS EDUCATION
(SCHOOLS)***

POLICY 18



**St Francis Xavier Province of the
Christian Brothers
(Queensland and Northern Territory)**

MAY 2002

1. INTRODUCTION

- 1.1 Edmund Rice Schools are Catholic schools owned and managed by the Religious Congregation known as the Christian Brothers. Edmund Rice is the Founder of that Religious Congregation.
- 1.2 Founded and conducted in the Catholic tradition, Edmund Rice Schools aim to provide an environment where faith and intellectual development go hand-in-hand.

2. PURPOSE

- 2.1 Every registered teacher in an Edmund Rice School in Queensland shall require Accreditation to Teach in a Catholic School.
- 2.2 Every teacher of religion in an Edmund Rice School in Queensland shall require Accreditation to Teach religion in a Catholic School.

3. RATIONALE

- 3.1 Those attending Catholic schools have a right to expect an atmosphere conducive to the fostering of the Catholic religious tradition and therefore it is important for the body conducting these schools to ensure that general teaching and the teaching of religious education are carried out by staff adequately prepared to support and nurture the Gospel based environment of the school.
- 3.2 The processes of accreditation are undertaken to ensure this occurs.

4. DEFINITION

Accreditation is the formal recognition by the Christian Brothers, St Francis Xavier Province (Queensland and NT), that the teacher has demonstrated his/her suitability and preparedness to teach and, where requested, to teach religion in an Edmund Rice School.

5. POLICY

5.1 Accreditation to Teach in an Edmund Rice School

5.1.1 Gaining Accreditation

Teachers currently employed in Edmund Rice Schools, who commenced work on or before October 1998, have been granted accreditation for four years from that date until December 2002.

Teachers who are seeking employment in Edmund Rice Schools following the implementation of this policy can gain accreditation, for a period of four years, by meeting the criteria for employment in an Edmund Rice School as outlined in the *Statement of Principles Regarding Employment in Edmund Rice Schools* document.

Teachers employed in between the periods of reaccreditation will be granted interim accreditation provided that an undertaking is given to commence appropriate professional development. In this case the hours required for accreditation will be calculated pro-rata.*

5.1.2 Renewing Accreditation

5.1.2.1 Accreditation to teach in a Catholic school is renewable every four years.

* See Annexure A

- 5.1.2.2 Accreditation is renewed when the teacher provides evidence, acceptable to the Edmund Rice Education Directorate, of participation in professional development activities that support and enhance the religious dimension of education in an Edmund Rice School.
- 5.1.2.3 Over a period of four years, these professional activities should total at least 20 hours.†
- 5.1.2.4 Professional development activities are not able to be accrued from one four-year period to another.
- 5.1.2.5 The next renewal period will be from January 2003 until December 2005 (three years).
- 5.1.2.6 After 2005, accreditation will be renewed every four years to bring Edmund Rice Schools into the sequence adopted by Catholic systemic schools.

5.1.3 Employer Responsibilities

- 5.1.3.1 Each Principal of an Edmund Rice School ensures that teachers have access to educational opportunities which enable them to fulfil the minimum requirements for accreditation.
- 5.1.3.2 The Edmund Rice Education Directorate implements and monitors this accreditation policy.
- 5.1.3.3 The Principal, or his/her delegate, must periodically validate teacher's registers of professional development.
- 5.1.3.4 As this accreditation policy mirrors that of the Queensland Catholic Education Commission, it is expected that accreditation in an Edmund Rice School will be portable to diocesan and other order-owned schools.

5.2 Accreditation to Teach Religion in an Edmund Rice School

5.2.1 Gaining Accreditation

- 5.2.1.1 Teachers currently employed and teaching religion in an Edmund Rice School, who commenced work on or before October 1998, have been granted accreditation for four years from that date until December 2002.
- 5.2.1.2 Teachers who seek to teach religion in an Edmund Rice School after the introduction of this policy can gain accreditation, for a period of four years, by demonstrating knowledge and skills for teaching religion in an Edmund Rice School as detailed in Annexure C.
- 5.2.1.3 Teachers employed in between the periods of reaccreditation will be granted interim accreditation provided that an undertaking is given to commence appropriate professional development. In this case the hours required for accreditation will be calculated pro-rata.*

5.2.2 Renewing Accreditation

- 5.2.2.1 Accreditation to teach religion in an Edmund Rice School is renewable every four years.
- 5.2.2.2 Accreditation is renewed when the teacher provides evidence, acceptable to the Edmund Rice Education Directorate, of having completed professional development activities that support and enhance their knowledge and skills.‡
- 5.2.2.3 Over a period of four years, the professional development activities completed should have totalled at least 40 hours. This may include the 20 hours undertaken as a requirement for accreditation to teach in a Catholic school.

† See Annexure A – Professional Development for Accreditation.

‡ See Annexure B – Formal Studies.

- 5.2.2.4 Professional development activities are not accruable from one four-year period to the next.
- 5.2.2.5 The next renewal period will be from January 2003 to December 2005 (three years).
- 5.2.2.6 After 2005, accreditation will be renewed every four years to bring Edmund Rice Schools into the sequence adopted by systemic schools.
- 5.2.2.7 At least 20 hours of professional development must be gained from formal studies.

5.3 Records

- 5.3.1 Teachers must keep a record of professional development undertaken for the purposes of accreditation.
- 5.3.2 Certificates of attendance and/or results notices (as appropriate) should be available to substantiate professional development records.
- 5.3.3 The Principal, or delegate of the Principal, should validate these records from time to time.§

5.4 Responsibilities of the Principal

- 5.4.1 Make teachers aware of the requirements for accreditation in advertising for a position and at the time of appointment.
- 5.4.2 Provide opportunities for teachers to participate in professional development for the purpose of accreditation.
- 5.4.3 Validate each teachers professional development register and supporting documents from time to time.
- 5.4.4 Issue a Certificate of Interim Accreditation to teachers employed between the accreditation renewal periods.
- 5.4.5 Communicate pro-rata requirements for hours of professional development to teachers employed between the accreditation renewal periods.**
- 5.4.6 Inform ERED in cases where a teacher is unwilling to comply with accreditation requirements.
- 5.4.7 Inform ERED in cases where a teacher has not satisfied requirements for reaccreditation.
- 5.4.8 Provide a list of teachers who have satisfied requirements for reaccreditation by 15 November, 2002 (and subsequent years by 15 November).††

5.5 Failure to Meet Accreditation Standards

- 5.5.1 Teachers who fail to meet the requirements with regard to accreditation, will be required by the Principal to show cause in writing to the Director, Edmund Rice Schools, why they should be accredited.
- 5.5.2 Those teachers who fail to meet the requirements with regard to accreditation and who make no attempt to show cause or whose attempt to show cause is not accepted, will be dealt with on an individual basis. Such teachers will be required to give an undertaking in writing and they may be subject to disciplinary procedures.

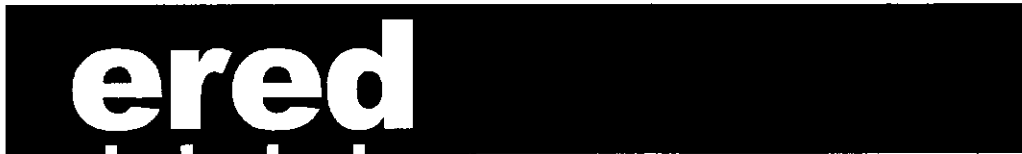
§ See Annexure C – Sample Records.

** See Annexure D.

†† See Annexure E – Sample Accreditation Certificate.

ANNEXURE A

PRO-RATA REQUIREMENTS FOR ACCREDITATION



EDMUND RICE EDUCATION DIRECTORATE



Teachers employed in Edmund Rice Schools who have received accreditation from the Province or interim accreditation from a Principal, will have to complete the following hours to achieve **reaccreditation** by 31 August, 2002.

ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL

Employed	Minimum Hours Required
1998	20
1999	20
2000	15
2001	10
2002	5

ACCREDITATION TO TEACH RELIGION IN A CATHOLIC SCHOOL

Employed	Minimum Hours Required
1998	40
1999	40
2000	35
2001	20
2002	10

ANNEXURE B

PROFESSIONAL DEVELOPMENT FOR ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL

The following list contains some suggestions for professional development that can be used for accreditation to teach in a Catholic school.

- Pathways
- Emmaus
- In-service course on theology, religious education, spirituality or justice provided by the Catholic Education Office.
- School based in-service on Edmund Rice Education, Edmund Rice or College Mission.
- Staff development day with a focus on mission or ethos.
- Staff retreat, provided by a recognised body.
- Conference / seminar on Catholic education.
- Any items listed in Annexure B.

N.B. Participation by staff in student retreats, prayer and reflection days, liturgies or other similar activities provided for students may not be included.

Records of attendance, such as participation certificates, must be kept. These should include a brief description of the content of the activity, date, number of hours and provider.

ANNEXURE C

FORMAL STUDIES

a) **Knowledge**

To be derived from formal qualifications, which include units in Religious Studies, Theology or Christian Leadership, of which, the following are examples:

- Graduate Certificate of Religious Education;
- Graduate Diploma (Arts);
- Associate Diploma of Theological Studies;
- Graduate Diploma of Education (Australian Catholic University [ACU]);
- Bachelor of Teaching (ACU);
- Bachelor of Education (Preservice);
- Diploma of Teaching (ACU);
- Bachelor of Theology (Brisbane College of Theology);
- Associate Diploma of Theological Studies (Brisbane College of Theology);
- Certificate in Systematic Theology (Institute of Faith Education/VETEC); and
- Diocesan Awards in Religion;
- Foundations;

OR

- Equivalent studies approved by the Edmund Rice Education Directorate.

The major focus of such study should be school based religious education, theology or scripture.

b) **Skills**

Ability to plan, teach and assess student performance in religion and to evaluate the teaching program in religion.

Ability to facilitate student involvement in the faith life of the school.

c) **Records**

Records of completion of units from the provider institution must be kept by teachers with their professional development records.

Evidence, such as results notices or a testamur, on completion of a formal qualification, must be provided to the College Principal.

ANNEXURE D
SAMPLE RECORDS

1. Accreditation to Teach in a Catholic School



PROFESSIONAL DEVELOPMENT REGISTER FOR
ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL

Name:
From:
College:

sample

Accreditation Status {Tick One}	
<input type="checkbox"/> Full Accreditation	<input type="checkbox"/> Interim Accreditation

Principal Only

- | | |
|--|--|
| <input type="checkbox"/> Register Checked | <input type="checkbox"/> Accreditation Recommended |
| <input type="checkbox"/> 20 Hours / Equivalent Pro-Rata | <input type="checkbox"/> Accreditation Not Recommended |
| <input type="checkbox"/> Supporting Certificates / Results Notices | <input type="checkbox"/> ERED Informed |

Principal: Date:

2. Accreditation to Teach Religion in a Catholic School



EDMUND RICE EDUCATION DIRECTORATE



PROFESSIONAL DEVELOPMENT REGISTER FOR

ACCREDITATION TO TEACH RELIGION IN A CATHOLIC SCHOOL

Name:

From: To:

College:

Accreditation Status {Tick One}	
<input type="checkbox"/> Full Accreditation	<input type="checkbox"/> Interim Accreditation

Sample

Principal Only

Register Checked

Accreditation Recommended

40 Hours / Equivalent Pro-Rata

Accreditation Not Recommended

Supporting Certificates / Results Notices

ERED Informed

Principal:

Date:

ANNEXURE E
SAMPLE CERTIFICATES

Edmund Rice Schools

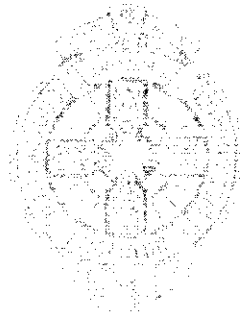
Accreditation to Teach
Religion
in a Catholic School

B A Teacher

Sample

Is accredited to teach Religion in a Catholic School for
A PERIOD OF 4 YEARS

To Do and To Teach



Date of Issue: 16 July 2001
Given at Edmund Rice Education Directorate
Indooroopilly

.....
Sr Elizabeth Dodds
Director, Edmund Rice Schools

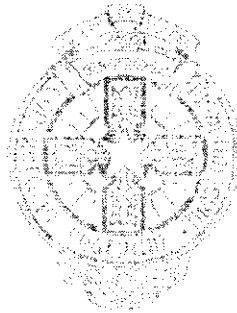
Edmund Rice Schools

Accreditation to Teach in a Catholic School

B A Teacher

Is accredited to teach Religion in a Catholic School for
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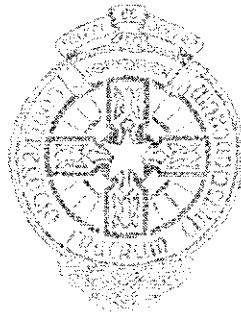
Interim Accreditation to Teach Religion in a Catholic School

B A Teacher

Is accredited to teach Religion in a Catholic School for
A PERIOD OF 4 YEARS

Sample

To Do and To Teach



Date of Issue: 16 July 2001
Given at St James College
Brisbane

.....
Principal

Edmund Rice Schools

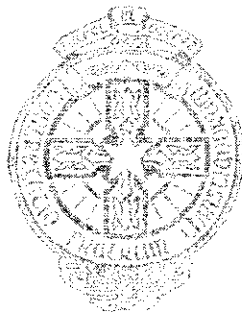
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