



CATHOLIC
EDUCATION
WESTERN AUSTRALIA

Accreditation Framework

CATHOLIC EDUCATION WESTERN AUSTRALIA

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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

CATEGORY	TARGET GROUP	MINIMUM REQUIREMENTS	ONGOING RENEWAL
Accreditation to Work in a Catholic School Full details p7	Support Staff for example: Teacher Assistants, Secretaries, Administration Officers, Admin/Lab/Library Assistants, Canteen Staff, Grounds Staff and Cleaners	Catholic/committed to Catholic ethos Orientation Faith Story & Witness Knowledge Component: Three 6-hour modules over four years	See pp 13-14
Accreditation for Teachers, Psychologists and non-teaching staff in Leadership roles in Catholic Schools Full details p8	All Teachers, Psychologists, Business Managers and any other positions which have responsibility for employees and school policy and strategy	Catholic/committed to Catholic ethos Orientation Faith Story & Witness Study Component: Three tertiary courses in theology or scripture or their equivalent (e.g. 6 Content Courses) over five years	
Accreditation for Middle Leaders in Catholic Schools Full details p9	Teachers who are Coordinators and Middle Leaders in schools and are not teachers of Religious Education, e.g. House Coordinators, Heads of Learning Area	Catholic/committed to Catholic ethos Orientation Faith Story & Witness Study Component as for Accreditation for Teachers, Psychologists and non-teaching staff in Leadership roles in Catholic Schools 12-hour (two day) leadership professional learning developed by the Catholic Education Office	

<p>Accreditation to Teach Religious Education in Catholic Schools</p> <p>Full details p10</p>	<p>Teachers of Religious Education</p>	<p>Catholic Orientation</p> <p>Faith Story & Witness</p> <p>Study Component:</p> <p>Three tertiary courses (as for Accreditation for Teachers) but specifically in Scripture, Christology and Sacraments or their equivalent (e.g. 6 Content Courses)</p> <p>12-hour (two day) RE professional learning developed by the Catholic Education Office</p>	<p>See pp 13-14</p>
<p>Accreditation for Leadership in Catholic Schools</p> <p>Full details p11</p>	<p>Senior leaders in Catholic Schools e.g. Principal, Assistant Principal (Religious Education or Administration), Vice Principal, Deputy Principal, Head of Primary, Middle or Secondary school, the Religious Education Coordinator</p>	<p>Catholic Orientation</p> <p>Faith Story & Witness</p> <p>Study Component:</p> <p>Accreditation to Teach RE plus a further three tertiary courses, with at least two completed at Masters level</p> <p>12-hour (two day) leadership professional learning developed by the Catholic Education Office</p>	
<p>Accreditation for Leadership of a Catholic Education Community</p> <p>Full details p12</p>	<p>Principals</p>	<p>Catholic Orientation</p> <p>Faith Story & Witness</p> <p>Study Component:</p> <p>Accreditation for Leadership in Catholic schools</p> <p>Evangelisation Planning Workshop with Leadership Team</p> <p>Faith-formation requirements</p>	

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
- 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 proforma certificate and for forwarding a signature list of participants to the Accreditation Officer at the Catholic Education Office.

Accreditation to Work in Catholic Schools

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.

What is required?

1. Orientation
2. Faith Story and Witness
3. Knowledge 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 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 13-14.

Accreditation for Teachers, Psychologists and non-teaching staff in Leadership roles in Catholic Schools

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 and for other staff who have a designated role with staff and/or students: including but not limited to psychologists, business managers and any other positions which have responsibility for employees and school policy and strategy. 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 **tertiary** courses in theology or scripture approved for Accreditation by Catholic Education Western Australia or their equivalent (e.g. six Accreditation to Teach Content Courses). **These courses can either be completed for non-award or through the successful completion of assignments at Masters level, they can be used for Credit at Notre Dame University.**
 - 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 13-14.

Transitional arrangements

As current teaching and other professional staff accept new or updated contracts from January 2021 they are required to participate in the relevant study and/or formation programs.

Accreditation for Middle Leaders in Catholic Schools

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 for Teachers, Psychologists and non-teaching staff in Leadership roles in Catholic Schools):
 - Three **tertiary** courses or their equivalent (e.g. six Accreditation to Teach Content Courses). **These courses can either be completed for non-award or through the successful completion of assignments at Masters level, they can be used for Credit at Notre Dame University.**
 - Staff transferring from overseas or interstate can apply for recognition of prior learning.
4. 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 in order 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 13-14.

Transitional arrangements

As current leaders accept new or updated leadership contracts from January 2021 they are required to participate in the relevant study and/or formation programs.

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 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:
 - Completion of three **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. Twelve hours professional learning on the pedagogy and methodology of Religious Education in Western Australia developed by the Catholic Education Office Western Australia 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 13-14.

Transitional arrangements

As current Religious Education teachers accept new or updated contracts from January 2021 they are required to participate in the relevant study and/or formation programs.

Accreditation for Leadership in Catholic Schools

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:
 - 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 to Teach Religious Education.
 - Staff transferring from overseas or interstate can apply for recognition of prior learning.
3. 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 in order 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 13-14.

Transitional arrangements

As current leaders accept new or updated leadership contracts from January 2021 they are required to participate in the relevant study and/or formation programs.

Accreditation for Leadership of a Catholic Education Community

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

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

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 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?

Accreditation to Work 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
0.41 FTE to 0.7 FTE	A total of 10 hours faith formation and/or knowledge component
0.71 FTE to 1.0 FTE	A total of 15 hours faith formation and/or knowledge component

Accreditation for Teachers, Psychologists and non-teaching staff in Leadership roles in Catholic Schools – Accreditation for Middle Leaders – Accreditation to Teach Religious Education – Accreditation for Leadership in Catholic Schools 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
0.41 FTE to 0.7 FTE	20 hours Ongoing Renewal, with a minimum 10 hours from the knowledge component
0.71 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.

Accreditation for Employees at 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 3 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.

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

Ongoing Renewal of Accreditation as outlined in the Accreditation Framework.

CEWA Accreditation Pathway Overview – Office

CATEGORY	TARGET GROUP	MINIMUM REQUIREMENTS	ONGOING RENEWAL
<p>Accreditation to Work at the Catholic Education Office</p> <p>(Equivalent to: Accreditation to Work in a Catholic School)</p> <p>Full details p20</p>	CEO Salary Level B to I (or equivalent)	<p>Catholic/committed to Catholic ethos</p> <p>Orientation</p> <p>Faith Story & Witness</p> <p>Knowledge Component:</p> <p>Three 6-hour modules over four years</p>	See pp 24-25
<p>Accreditation for Teachers and Consultants at the Catholic Education Office</p> <p>(Equivalent to: Accreditation for Teachers, Psychologists and non-teaching staff in Leadership roles in Catholic Schools)</p> <p>Full details p21</p>	CEO Salary Level J and over (or equivalent) and Psychologists	<p>Catholic/committed to Catholic ethos</p> <p>Orientation</p> <p>Faith Story & Witness</p> <p>Study Component:</p> <p>Three tertiary courses in theology or scripture or their equivalent (e.g. 6 Content Courses) over five years</p>	
<p>Accreditation for Middle Leaders at the Catholic Education Office</p> <p>(Equivalent to: Accreditation for Middle Leaders in Catholic Schools)</p> <p>Full details p 22</p>	CEO Salary Level K and over (or equivalent) who are not required to hold a teaching qualification for their position	<p>Catholic/committed to Catholic ethos</p> <p>Orientation</p> <p>Faith Story & Witness</p> <p>Study Component as for Accreditation for Teachers and Consultants at the Catholic Education Office</p> <p>12-hour (two day) leadership professional learning developed by the Catholic Education Office</p>	

<p>Accreditation for Leadership at the Catholic Education Office</p> <p>(Equivalent to: Accreditation for Leadership in Catholic Schools)</p> <p>Full details p23</p>	<p>For members of Executive, School Improvement Advisors, Regional Officers and Team Leaders who are required to hold a teaching qualification for their position</p>	<p>Catholic Orientation</p> <p>Faith Story & Witness</p> <p>Study Component as for Accreditation for Teaching and Other Professional Staff at the Catholic Education Office plus a further three tertiary courses, with two completed at Masters level</p> <p>12-hour (two day) leadership professional learning developed by the Catholic Education Office</p>	<p>See pp. 24-25</p>
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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
- 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 at 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.

This Accreditation is for staff at Catholic Education Office Salary Level B to I (or equivalent).

What is required?

1. Orientation
2. Faith Story and Witness
3. Knowledge 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 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 24-25.

Accreditation for Teachers and 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.

This Accreditation is for all Catholic Education Office CEO Salary Level J and over (or equivalent) and Psychologists. 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 **tertiary** courses in theology or scripture approved for Accreditation by Catholic Education Western Australia or their equivalent (e.g. six Accreditation to Teach Content Courses). **These courses can either be completed for non-award or through the successful completion of assignments at Masters level, they can be used for Credit at Notre Dame University.**
 - 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 24-25.

Transitional arrangements

As current teachers, consultants and psychologists at the CEO accept new or updated contracts from January 2021 they are required to participate in the relevant study and/or formation programs.

Accreditation for Middle Leaders at 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 staff at Salary Level K and over (or equivalent) 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):
 - Completion of three **tertiary** courses in theology or scripture approved for Accreditation by Catholic Education Western Australia or their equivalent (e.g. six Accreditation to Teach Content Courses). **These courses can either be completed for non-award or through the successful completion of assignments at Masters level, they can be used for Credit at Notre Dame University.**
 - Staff transferring from overseas or interstate can apply for recognition of prior learning.
4. Twelve hours professional learning developed by the Catholic Education Office. Participants need to be appointed to a leadership position in order 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 24-25.

Transitional arrangements

As current leaders accept new or updated leadership contracts from January 2021 they are required to participate in the relevant study and/or formation programs.

Accreditation for Leadership at 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 who are required to hold a teaching qualification for their position.

What is required?

1. Orientation
2. Faith Story and Witness
3. 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 Teachers and Consultants at the Catholic Education Office.
 - Staff transferring from overseas or interstate can apply for recognition of prior learning.
4. 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 in order 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 24-25.

Transitional arrangements

As current leaders accept new or updated leadership contracts from January 2021 they are required to participate in the relevant study and/or formation programs.

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?

Accreditation to Work 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
0.41 FTE to 0.7 FTE	A total of 10 hours faith formation and/or knowledge component
0.71 FTE to 1.0 FTE	A total of 15 hours faith formation and/or knowledge component

Accreditation for Teachers and Consultants at the Catholic Education Office - Accreditation for Middle Leaders at the Catholic Education Office - Accreditation for Leadership at 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
0.41 FTE to 0.7 FTE	20 hours Ongoing Renewal, with a minimum 10 hours from the knowledge component
0.71 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.