

# Accreditation

## Application for Course/Activity Accreditation



TASMANIAN  
**CATHOLIC**  
education commission

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Please print in **BLOCK LETTERS**

Date:

Category of Applicant:

Individual Employee

School, College, TCEO Service  
or Other:

Name:

Given Name

Family Name

Principal/TCEO Officer's Name

Name of School, College, TCEO Service or Other:

Suburb/Town:

Current Position:

Eg. – Teacher, Bursar, AP:RE, Secretary, Education Officer, Principal, Head of Service.

Email Address:

(If no email address, please provide best means of contact – e.g. telephone number)

Attachments:

Are there attachments to this application?

Yes

No

If YES, briefly describe (include no. of pages):

Number of Points Applied for:

Audit:

Task/Assignment:

### Office Use Only

Outcome of Application

Approved

Not Approved

Manager for Accreditation

Date

# Accreditation

## Application for Course/Activity Approval (Individual Employee)



TASMANIAN  
**CATHOLIC**  
education commission

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Please print in **BLOCK LETTERS**

Date:

Name of Course/Activity:

Prime Focus of Course/Activity:  
(Tick one only)

Leadership

Religious Education

Select one domain focus:  
(from either the Leadership or  
Religious Education column - but  
not both)

Spiritual

Scripture

Cultural

Theology

Educational

RE Learning & Teaching

Administrative

Leadership in RE

Pastoral

Spirituality

Briefly describe the course/activity (e.g. key elements/features, mode of presentation, conduct of course, etc.):

Intended Outcomes:

1

2

3

Date/s:

Number of face to face hours:

Venue:

Facilitator:

Name

Organisation

Was/is there a task/assignment to be completed by you with this course/activity?

Yes

No

If yes, please attach details and forward evidence of successful completion of the task/assignment when available.

Please add any further information as appropriate:

Please attached photocopied advertising material for this course/activity and/or any other material you feel would prove useful in determining the outcome of this request for approval.

Applicant's Signature:

# Accreditation

## Application for Course/Activity Approval (School/College/TCEO Service)



TASMANIAN  
**CATHOLIC**  
education commission

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Please print in **BLOCK LETTERS**

Date:

Name of Course/Activity:

Prime Focus of Course/Activity:  
(Tick one only)

Leadership

Religious Education

Select one domain focus:  
(from either the Leadership or  
Religious Education column - but  
not both)

Spiritual

Scripture

Cultural

Theology

Educational

RE Learning & Teaching

Administrative

Leadership in RE

Pastoral

Spirituality

Briefly describe the course/activity (e.g. key elements/features, mode of presentation, conduct of course, etc.):

Intended Outcomes:

1

2

3

Date/s:  Number of face to face hours:  Venue:

Facilitator:

Name

Organisation

Anticipated Number of Participants:

Participant Group (e.g. all staff, Leadership Team, etc):

Please note that without an accurate list of participant names signed off and dated by the Principal/TCEO Officer, accreditation points cannot be added to participants' current totals.

Was/is there a task/assignment to be completed with this course/activity? Yes  No

If yes, please attached details and forward the list of participants who successfully completed the task. Please attach any other material you feel would prove useful in determining the outcome of this request for approval.

Principal's/TCEO Officer's Signature:



### STRAND REQUIREMENTS (abridged)

Having attained Accreditation within a particular strand, **currency** of Accreditation needs to be maintained by ongoing professional formation and development. It is generally expected that employees could maintain currency by participation in local school / college based programs.

The allocation of accreditation points occurs when participants either audit (i.e. attend) a course or audit a course and complete the prescribed assignment or reflective task.

#### 1.0 STRAND 1

Accreditation to work in Catholic schools

- Applies to all staff commencing work in a Catholic school.
- Requires six (6) points and maintenance of currency of three (3) points over a three (3) year period.

#### 2.0 STRAND 2

(Depending upon their professional background and needs, participants may elect to complete one or more STRAND 2 accreditation pathways.)

2.1 Accreditation to teach Religious Education in Catholic schools  
(IN SERVICE – already teaching in schools)

- Applies to all teachers already teaching Religious Education in a Catholic school.
- Requires thirty (30) points and maintenance of currency of six (6) points over a three (3) year period.

2.2 Accreditation to teach Religious Education in Catholic schools  
(PRE-SERVICE – about to enter their first year of teaching)

- Applies to all teachers about to enter their first year of teaching and to teach Religious Education.
- Requires the completion of relevant undergraduate courses deemed equivalent to the attainment of thirty (30) points and maintenance of currency of six (6) points over a three (3) year period.
- However, as no accreditation points have been gained in a postgraduate context, this strand of Accreditation may not be relevant for associated award related requirements.

2.3 Accreditation for Leadership in a Catholic school / TCEO  
(directly related to the broad understanding of LEADERSHIP)

- Applies to leadership positions associated with leadership at a middle management level.
- Requires thirty (30) points and maintenance of currency of six (6) points over a three (3) year period.

2.4 Accreditation for Leadership in a Catholic school office / TCEO  
(directly related to FINANCIAL or OFFICE ADMINISTRATION)

- Applies to administrative leadership from Bursars, senior school office personnel, senior support staff, and TCEO middle management staff.
- Requires thirty (30) points and maintenance of currency of six (6) points over a three (3) year period.

#### 3.0 STRAND 3

Accreditation for Senior Leadership in a Catholic school / system

- Applies to senior leadership personnel: Principals, Deputy Principals, Assistant Principals, AP:REs, Curriculum Coordinators, and TCEO Heads of Service.
- Requires thirty (30) points and maintenance of currency of twelve (12) points over three (3) years.

#### 4. CRITERIA FOR APPROVAL OF COURSES FOR ACCREDITATION (from Administrative Guidelines)

4.1 Criteria for approval of courses / activities offered for Accreditation include:

- 4.1.1 The course / activity will focus on a particular domain/s of Religious Education or Leadership.
- 4.1.2 The course / activity will address specific developmental needs (expressed as outcomes) of the staff / students.
- 4.1.3 The course / activity will ensure appropriate rigour for participants in both material presented and associated assessment tasks.
- 4.1.4 The course / activity, if school-based, will be approved by the Principal.
- 4.1.5 The course / activity, if focused on a Religious Education strand and presented by an external facilitator (from beyond the Archdiocese), will require endorsement from the Archbishop's office.

PLEASE RETURN COMPLETED FORM TO

#### NOTE

For complete documented information on Accreditation please refer to the Accreditation Policy (January 2008) available in all schools or on the TCEO website.

For further clarification on the process of Accreditation, please feel free to contact the Accreditation Officer at the TCEO.

Tasmanian Catholic Education Office  
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NORTH HOBART TAS 7002  
Attention: Accreditation Officer

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