

Accreditation

Initial Application for Employee Accreditation



TASMANIAN
CATHOLIC
education commission

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Please print in **BLOCK LETTERS**

Name:

Given Name

Family Name

Name of School, College, TCEO Service or Other:

Suburb/Town:

Current Position:

E.g. – 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 number of pages):

ACCREDITATION STRAND LEVEL/S APPLIED FOR:

Please tick

1

2.1

2.2

2.3

2.4

3



Provisional Accreditation

Full Accreditation

Unsure of appropriate level/s

Office Use Only

Outcome of Application

Strand Level Approved

Manager for Accreditation

Date

Accreditation

Tertiary and/or Other Relevant Qualifications



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Please print in **BLOCK LETTERS**

Please attach certified copies of your tertiary qualifications as detailed below:

Name of Qualification	Institution	Year Conferred

Are you currently accredited in another Diocese?

Yes

No

If YES, please attach certified copies of this Accreditation to the application form.

Please attach certified photocopies of other relevant course awards/qualifications (as briefly described below):

1

2

3

4

Please provide other information that could be useful in supporting your application for Accreditation:

Certification

Please sign and date

I hereby certify that, to the best of my knowledge, the information I have provided in this document is true and accurate.

Applicant's Signature

Date

STRAND REQUIREMENTS

There are three strands of Accreditation in this policy.

Having attained accreditation within a particular strand, currency of Accreditation needs to be maintained by ongoing professional formation and development. Participants maintain their currency of Accreditation by gaining:

- 3 points over three years for STRAND 1
- 6 points over three years for STRAND 2
- 12 points over three years for STRAND 3

Maintenance of currency at a related or higher strand fulfils currency expectations for related strands on lower levels. It is generally expected that participants could go a long way towards maintaining currency simply through participation in approved 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 a prescribed, relevant assignment or reflective task. As a general guide, one accreditation point may be gained following one day's contact (six hours) in an Accreditation approved course OR through completion of an assignment or reflective task of 1,000 words, or an equivalent amount of work.

1.0 STRAND 1

Accreditation to work in Catholic schools

- Applies to all staff working in Catholic schools.

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

(POST GRADUATE – acquired after completing a standard undergraduate program not involving formation in Religious Education)

- Applies to all teachers who acquire the relevant accreditation points over and above a standard undergraduate teacher training program which has no substantive RE component.

2.2 Accreditation to teach Religious Education in Catholic schools

(PRE-SERVICE – about to enter their first year of teaching or EXTENDED SERVICE)

- Applies to teachers about to enter their first year of teaching and who have completed appropriate levels of RE training as part of their undergraduate program.
- Applies also to teachers who have taught RE in a Catholic school in a regular and sustained manner for an extended time period by the commencement of the 2008 school year and have demonstrated the capacity to teach RE in line with the principles of the Archdiocesan curriculum.



- 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, especially in the context of curriculum, pastoral, administrative and TCEO personnel.
- 2.4 Accreditation for Leadership in a Catholic school office/TCEO
(directly related to FINANCIAL or OFFICE ADMINISTRATION)
- Applies to senior administrative leadership from Bursars, senior school office personnel, senior support staff, and TCEO management staff who may assume explicit leadership positions within the school or TCEO.
- 3.0 *STRAND 3*
Accreditation for Senior Leadership in a Catholic school/system
- Applies to senior leadership personnel: Principals, Deputy Principals, Assistant Principals (RE/Learning & Teaching), TCEO personnel and other senior leadership positions that may be established within the context of a school community from time to time.

PLEASE NOTE

- There are two major categories of Accreditation for teachers: Provisional Accreditation and Full Accreditation.
- All teachers working or leading in a Catholic school must be either provisionally or fully accredited.
- All current teachers not fully accredited will be provisionally accredited with the expectation that they will work towards Full Accreditation.
- Provisionally accredited teachers will, from appointment to the staff of the school/once notified by the Principal, have four years within which to gain Full Accreditation.
- New teachers of RE and teachers new to designated leadership roles will normally be granted Provisional Accreditation on the basis that they engage in appropriate formation and induction programs offered by the TCEO (in their first year), abide by the contractual nature of their role, and develop and then submit their Accreditation Professional Learning Pathway Plan towards gaining Full Accreditation.

(Please refer to the Accreditation Policy for full details of the abbreviated notes immediately above.)

NOTE

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

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

PLEASE RETURN COMPLETED FORM TO

Tasmanian Catholic Education Office
PO Box 102
NORTH HOBART TAS 7002
Attention: Accreditation Officer

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Fax: (03) 6210 8844
Email: accreditation@catholic.tas.edu.au