



# Accreditation to Work, Teach & Lead in CSPD Policy

Document Number	687441
Document Type	Policy
Approval Date	26 July 2023
Replaces Document & No.	Accreditation to Teach Religious Education
Owner Service Area	Mission Directorate
Review Date	July 2026
Audience	Public

## 1. Introduction and Purpose

The *Accreditation to Work, Teach and Lead* policy (the Policy) sets out how Catholic Schools Parramatta Diocese (CSPD) will classify and manage the accreditation of all teaching, non-teaching and CSPD staff.

CSPD has a responsibility to put into place appropriate, supportive, yet rigorous pathways for the preparation and ongoing professional learning of teachers, especially in Religious Education, and for the professional and spiritual formation of those who work, teach and lead in Catholic education.

The purpose of the Policy is to allow CSPD to -

- affirm, promote and develop the Catholic Identity of CSPD
  - respond to the changing needs and culture of Catholic schools
  - nurture the formation and mission-based professional learning of all staff
  - provide opportunities for all staff to become familiar with, and engage in the Catholic life of the school
  - ensure the attainment of academic knowledge and skills in the areas of Religious Education and Catholic school leadership
  - recognise, promote and affirm appropriate forms of professional learning relevant to working, teaching and leading in a Catholic school
  - clarify the accreditation status of applicants in order to assist with the selection of staff for teaching or leadership positions in Catholic schools
  - ensure that accreditation at all levels becomes a mandatory expectation of employment and that all staff gain accreditation appropriate to their respective roles
  - ensure that, in keeping with contemporary professional practice, all teaching, non-teaching and CSPD staff, through appropriate professional support and development, maintain the currency of their accreditation and formation status.
-

## 2. Scope

The Policy applies to all teaching, non-teaching and staff across CSPD.

Compliance with the accreditation structure (A-E) outlined in this document is a mandatory requirement of CSPD. The Policy requires all teaching, non-teaching and CSPD staff to maintain a level of currency depending on their level of accreditation as outlined in the Accreditation Category Information pages.

The Policy requires that all school staff accepting a new role or undertaking leadership after the date of implementation will hold appropriate Catholic Education accreditation, or gain it within a specified period of time. All future appointments of staff across CSPD will be made with a view to realising the purpose of this policy. Further, discretion is given to the Executive Director of Schools to set an appropriate level for any position in relation to CSPD.

The Policy recognises CSPD as the accrediting authority. This will include recognising and validating prior accreditation obtained in other Dioceses. The Policy is designed to support portability and equity across the dioceses in NSW / ACT. It affirms the mutual obligations of the CSPD to support staff attainment of accreditation and the responsibility of staff to undertake and maintain their individual accreditation status.

---

## 3. Definitions

**CSPD** means the Catholic Schools Parramatta Diocese and includes the CSPD Support Teams and schools.

**CSPD Support Teams** means Catholic Schools Office at CSPD. It applies to the central offices and office-based staff.

**WTL** means/refers to the Work Teach and Lead Policy.

## ACCREDITATION LEVELS

There are five levels of accreditation:

<b>Category A</b>	Administration/ Support/ Ancillary/ General support staff who work in a Catholic School and other identified CSPD staff.
<b>Category B</b>	Teachers in a Catholic school <u>(not teaching Religious Education)</u> .
<b>Category C</b>	Middle Leaders (Coordinators and leaders at Middle Management Level) in a Catholic school and certain designated CSPD Support Teams staff.
<b>Category D</b>	All teachers of Religious Education.
<b>Category E</b>	System appointed Senior Leaders (Principal, Assistant Principal and Religious Education Coordinator/ or Equivalent) in a Catholic school and other identified CSPD staff.
<b>Currency</b>	Each category of accreditation has specific currency requirements, pertaining to formation, and in some cases, formal study. Typically, this formation might consist of attendance and participation in CSPD approved Professional Learning (PL) and school-based formation programs and activities.
<b>Academic Qualifications</b>	In some cases further academic qualifications are required. This is formative to the capacity of the teaching of Religious Education and the leadership required in our Catholic system. Academic study consists of undergraduate and postgraduate subjects in either Religious Education, Theology, Scripture or Catholic Leadership.
<b>Provisional Accreditation</b>	The category of Provisional Accreditation applies to those who are yet to satisfy their specific accreditation requirements in categories D and E and can be granted for up to five years.
<b>Special Circumstance Accreditation</b>	Special Circumstance accreditation is sought by those applicants with a faith tradition other than Catholic. Approval for Category D Special Circumstance can only be granted by CSPD's Director of Mission and the Diocese of Parramatta's Vicar General.

## 4. Detailed Information

### 4.1 Work, Teach and Lead accreditation category Information

The information below relates to full-time employees. Staff who are on part-time contracts can calculate their currency requirements on a pro-rata basis i.e a staff member accredited at Category A working at 0.8 will be required to complete 12 hours of maintenance over five years.

<b>Category A Working for Mission in CSPD</b>	
Administration/ Support/ Ancillary/ General support staff who work in a Catholic School and other identified CSPD staff.	
<b>Minimum Requirements &amp; Delivery Mode</b>	<p>Newly-appointed School Support Staff who have direct contact with students, parents or teachers and identified CSPD Support Teams staff will participate in the equivalent of a one day staff induction.</p> <p><b>When</b></p> <p>Within the first 12 months of their employment. The program may be held over several sessions. School-based staff: The Principal, in consultation with the Parish Priest, will organise the staff induction.</p>
<b>Program Aspects</b>	<ul style="list-style-type: none"> <li>● Introduction to Catholic identity and working in a Catholic workplace</li> <li>● CSPD guidelines / expectations</li> <li>● If a school-based program, the discussion of the school's Vision and Mission Statement</li> <li>● Discussion of the relationship of these documents to an individual's work</li> <li>● Partnership with families and parishes</li> <li>● Mission Team online induction in working in a Catholic School.</li> </ul>
<b>Who</b>	<p>Typically</p> <ul style="list-style-type: none"> <li>● Administration Staff</li> <li>● Teachers' Aides / Assistants</li> <li>● School Support Staff</li> </ul>

	<ul style="list-style-type: none"> <li>• ICT School Support Officers</li> <li>• Other identified CSPD Support Teams staff.</li> </ul>
<b>Currency</b>	All School Support Staff and identified CSPD Support Teams staff are expected to attend a minimum of <b>15 hours</b> of formation over a period of <b>five years</b> as a means of maintaining their ongoing accreditation. This could be through participation in annual staff spirituality/formation days.
<b>Tracking</b>	Individual maintenance can be tracked via the Professional Learning Portal. It is the responsibility of the individual to maintain their currency requirements. This is monitored by the school and reviewed by CSPD. Renewal of staff maintenance will be monitored through the Religious Education Dashboard by the school.

## Category B Teaching for Mission in CSPD

Teachers in a Catholic school (not teaching Religious Education).

<b>Minimum Requirements &amp; Delivery Mode</b>	<p>Beginning Teachers are required to participate in the Mission Directorate's <i>Catholic Teacher Formation Program</i></p> <p><b>When</b></p> <p>By the end of the second year of their employment. The program may be held over several sessions.</p>
<b>Program Aspects</b>	<ul style="list-style-type: none"> <li>• Introduction to Catholic identity and working in a Catholic workplace</li> <li>• CSPD guidelines / expectations</li> <li>• Discussion of the school's Vision and Mission Statement</li> <li>• Discussion of the relationship of these documents to an individual's work</li> <li>• Developing Catholic Identity in Schools through supporting specific school or system-based programs</li> <li>• Partnership with families and parishes</li> <li>• Formation opportunities designed to grow an understanding of the Catholic Identity and Mission of CSPD</li> </ul>
<b>Who</b>	All non-RE Teachers and Other identified CSPD Support Teams staff
<b>Currency</b>	Accreditation currency is maintained through participation in a minimum of <b>30</b>

<b>Requirements</b>	<i>hours</i> of formation over each ensuing <b>five year period</b> . This could be through participation in annual staff spirituality/formation days.
<b>Tracking</b>	Individual maintenance can be tracked via the Professional Learning Portal. It is the responsibility of the individual to maintain their currency requirements. This is monitored by the school and reviewed by CSPD. Renewal of staff maintenance will be monitored through the Religious Education Dashboard by the school.

<b>Category C</b> Leading for Mission in CSPD	
Middle Leaders (Coordinators and leaders at Middle Management Level) in a Catholic school and certain designated CSPD Support Teams staff.	
<b>Minimum Requirements &amp; Delivery Mode</b>	<p>All staff seeking appointment to a Category C position must have a strong commitment to the Catholic ethos and the Vision and Mission of the Catholic school.</p> <p>All newly appointed Coordinators and Middle Leaders are required to complete the Mission Directorate's <i>Newly Appointed Middle Leaders' Formation Program</i></p> <p><b>When</b></p> <p>Within the first two years of their appointment. The program may be held over several sessions.</p>
<b>Program Aspects</b>	<ul style="list-style-type: none"> <li>● Leading the faith, life and culture of a school that is authentically Catholic.</li> <li>● Forming intentional disciples who give witness to the Gospel.</li> <li>● Developing Catholic Identity in Schools through supporting specific school or system-based programs.</li> <li>● Building capabilities which impact on leading learning and build collaborative working relationships.</li> <li>● Leading of self and others.</li> <li>● Leading improvement and change.</li> </ul>
<b>Who</b>	<ul style="list-style-type: none"> <li>● All those receiving financial remuneration for coordinator roles in CSPD schools</li> <li>● Other identified CSPD Support Teams staff</li> </ul>
<b>Currency</b>	Accreditation currency is maintained through participation in a minimum of <b>45</b>

<b>Requirements</b>	<b>hours</b> of formation over each ensuing <b>five year period</b> . This could be through participation in annual staff spirituality/formation days as well as three days of formation or professional learning specifically related to Mission. For example this could be to participate (over five years) in a Middle Leaders Retreat and a professional learning day on Catholic identity offered by the Mission Directorate.
<b>Tracking</b>	Individual maintenance can be tracked via the Professional Learning Portal. It is the responsibility of the individual to maintain their currency requirements. This is monitored by the school and reviewed by CSPD. Renewal of staff maintenance will be monitored through the Religious Education Dashboard by the school.

## Category D Teaching for Mission in CSPD

All teachers of Religious Education.

<b>Minimum Requirements &amp; Delivery Mode</b>	<p>Teachers of Religious Education should be Catholic with a strong commitment to the Catholic ethos, and the Vision and Mission of the Catholic school. It is expected that all teachers of Religious Education are Catholics who display a demonstrable commitment to the teachings of the Catholic Church in the areas of faith and morals. In special circumstances, teachers from other Christian denominations may be granted accreditation to Teach Religious Education by the Vicar General.</p> <p>To be accredited at Category D, teachers are also required to have completed:</p> <ul style="list-style-type: none"> <li>• Undergraduate studies which include a minimum of <b>six approved</b> units in Religious Education/Scripture/Theology at a recognised Catholic tertiary institution;</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• A minimum of <b>four CSPD approved</b> post-graduate units of study in Religious Education/Scripture/Theology at a recognised Catholic tertiary institution;</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• A CSPD approved qualification in Religious Education/Scripture/Theology from an endorsed provider.</li> </ul> <p>Upon application, teachers may also be accredited to teach Religious Education if they have previously been accredited or registered as accredited teachers of</p>
---	---



	Religious Education in another Australian Diocese provided that accreditation complies with the minimum requirements listed above.
<b>Who</b>	Teachers of Religious Education and Other identified CSPD Support Teams staff
<b>Currency Requirements</b>	Accreditation currency is maintained through participation in a minimum of <b>45 hours</b> of formation over each ensuing <b>five year period</b> . This could be through participation in annual staff spirituality/formation days as well as three days of formation or professional learning specifically related to Mission. For example, this could be to participate (over five years) in a pilgrimage offered by the Mission Directorate. Or it could be (over five years) to participate in a Retreat for Religious Education Teachers and a professional learning day on Catholic identity offered by the Mission Directorate.
<b>Tracking</b>	Individual maintenance can be tracked via the Professional Learning Portal. It is the responsibility of the individual to maintain their currency requirements. This is monitored by the school and reviewed by CSPD. Renewal of staff maintenance will be monitored through the Religious Education Dashboard by the school.

## Category E Leading for Mission in CSPD

System-appointed Senior Leaders (Principal, Assistant Principal and Religious Education Coordinator/ or Equivalent) in a Catholic school and other identified CSPD staff.

<b>Minimum Requirements &amp; Delivery Mode</b>	<p>Principals, Assistant Principals, Religious Education Coordinators and some CSPD Support Teams Staff are considered to be senior leaders.</p> <p>Those appointed to Senior Leadership positions , including all Senior Leaders in a Catholic school, must be Catholic and display a demonstrable commitment to the teachings of the Catholic Church in the area of faith and morals along with regular participation in Sunday Eucharist.</p> <p>To be eligible for senior leadership positions, employees must also:</p> <ul style="list-style-type: none"> <li>• Be accredited to teach Religious Education (Category D)</li> <li>• Have completed or agree to complete a minimum of <b>four units</b> of study at a postgraduate level (<u>in addition to those used for Category D</u>) in</li> </ul>
---	--

	<p>Religious Education / Scripture / Theology or Catholic Leadership at an approved Catholic tertiary institution.</p> <ul style="list-style-type: none"> <li>• Applicants may be able to combine their contractual obligation of further study at a Masters Level with the four postgraduate required subjects.</li> </ul>
<b>Who</b>	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Assistant Principals</li> <li>• Religious Education Coordinators</li> <li>• Other identified CSPD staff</li> </ul>
<b>Currency Requirements</b>	<p>Accreditation currency is maintained through participation in a minimum of <b>75 hours</b> of formation over each ensuing <b>five year period</b>. This could be through participation in annual staff spirituality/formation days as well as <b>five days</b> of formation or professional learning specifically related to Mission. For example, this could be participation (over five years) in a pilgrimage or immersion program offered by the Mission Directorate.</p>
<b>Tracking</b>	<p>Category E accreditation and currency requirements are tracked by CSPD.</p> <p>Individual maintenance can be tracked via the Professional Learning Portal. It is the responsibility of the individual to maintain their currency requirements. Renewal of staff maintenance will be monitored through the Religious Education Dashboard by the school.</p>

#### 4.2 Provisional Accreditation

The category of Provisional Accreditation applies to those who are yet to satisfy their specific accreditation requirements in the following categories:

**Category D** Teachers of Religious Education and Coordinators in a Catholic Schools

**Category E** Senior Leaders (Principal, Assistant Principal and Religious Education Coordinator) in a Catholic school and certain designated CSPD Support Teams staff

The status of Provisional Accreditation may be granted for up to **five years for Category D and Category E**. In exceptional circumstances Provisional Accreditation may be extended.

#### 4.3 Currency

Each category of accreditation has specific currency requirements, as noted. Typically, this formation might consist of attendance and participation in CSPD approved

- School-based staff faith formation opportunities
- Retreats
- Pilgrimages
- Immersion experiences
- Professional development: conferences, seminars
- Formal tertiary studies in approved fields.

CSPD school and office communities will provide one professional development day per year for the purpose of faith formation towards Accreditation under this Policy.

#### 4.4 Other Diocese accreditation

##### A. NSW/ACT

Portability of previous Category A-E Accreditation in another NSW or ACT Diocese will be recognised and accredited as the equivalent CSPD WTL category.

##### B. REST OF AUSTRALIA

As some Dioceses across Australia have varying accreditation requirements, applicants will be required to apply for accreditation in CSPD as a new applicant. Applicants are encouraged to submit previous accreditation records and decisions will be made on a case-by-case basis.

## 4.5 CSPD Work, Teach and Lead Accreditation Framework at a Glance

Category	Target Group	Classification Requirements	Currency	Provisional Accreditation
A Working for Mission in CSPD	<ul style="list-style-type: none"> <li>Administration Staff</li> <li>Teachers' Aides / Assistants</li> <li>School Support Staff</li> <li>ICT School Support Officers</li> <li>Certain designated CSPD staff</li> </ul>	The equivalent of a one-day (6 hour) staff induction within the first twelve (12) months of their employment.	15 hours over 5 years	N/A
B Teaching for Mission in CSPD	<ul style="list-style-type: none"> <li>All non-Religious Education Teachers</li> </ul>	Beginning Teachers will complete the (4 days) Beginning Teachers Program in their first year and the Beginning Teachers Retreat (2 days) in their second year.	30 hours over 5 years	N/A
C Leading for Mission in CSPD	<ul style="list-style-type: none"> <li>All those receiving financial remuneration for coordinator roles in CSPD schools.</li> <li>Certain designated CSPD staff.</li> </ul>	Strong commitment to the Catholic ethos and the Vision and Mission of the Catholic school.  Complete the Newly Appointed Leaders (NAML) Program provided by the CSPD within 2 years of their appointment.	45 hours over 5 years	N/A
	<ul style="list-style-type: none"> <li>Teachers of Religious Education</li> </ul>	A Catholic with a strong commitment to the Catholic	45 hours over 5 years	

<p>D Teaching for Mission in CSPD</p>		<p>ethos and the Vision and Mission of the Catholic school.</p> <p>Six (6) undergraduate units in Religious Education/Scripture/Theology or equivalent at a Catholic tertiary institution; or</p> <p>Four (4) postgraduate units of study in Religious Education/Scripture/Theology or equivalent at a Catholic tertiary institution; or</p> <p>A CSPD approved qualification in Religious Education/Scripture/Theology from an endorsed provider</p>		<p><i>5 years maximum</i></p>
<p>E Leading for Mission in CSPD</p>	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Assistant Principals</li> <li>• Religious Education Coordinators/Directors</li> <li>• Certain designated CSPD staff</li> </ul>	<p>A Catholic with a strong commitment to the Catholic ethos and the Vision and Mission of the CSPD.</p> <p>Be accredited to teach Religious Education (Category D)</p> <p>Have completed a minimum of four units of study at a postgraduate level (in addition to those used for</p>	<p><i>75 hours over 5 years</i></p>	<p><i>5 years maximum</i></p>

		Category D) in Religious Education / Theology / Catholic Leadership at a tertiary institution.		
--	--	--	--	--

---

## 5. Related documents

- [Application to Work Teach and Lead in Catholic Schools Parramatta Diocese](#)
- [Special Circumstance Exemption Form](#)

---

## 6. Further information

Further information on this policy can be directed to the Mission Directorate via email at [missionaccreditation@parra.catholic.edu.au](mailto:missionaccreditation@parra.catholic.edu.au), or (02) 9840 5600.

---