

Authorisation Process

Special Religious Education (SRE) Teachers

Catholic Archdiocese of Sydney



Roles of the Authorising Priest, Parish SRE Co-ordinator, Prospective SRE Teachers (Catechists/Helpers) and the CCD¹ Area Faith Education Officers (FEO)

The authorising priest is to discern the suitability of a potential catechist or helper in accordance with the Catholic Archdiocese of Sydney *Safeguarding and Child Protection Manual - Policies & Protocols* (available online by clicking [here](#))

A. To discern the suitability of a person, it is recommended that the authorising priest and the Parish SRE Co-ordinator conduct the following interview process together:

- Thank the prospective catechist or helper for their willingness to serve.
- Use the "Sample interview questions" and, especially if the prospective catechist or helper is from another parish or diocese, the "Tips for conducting reference checks" as found in the Archdiocese's *Safeguarding and Child Protection Manual*.
- Explain what SRE involves, including the **3 initial training requirements**:
- ✓ **1. Before ENTERING a classroom as a catechist or helper** complete *Level 1.1 Safeguarding*. Online option available upon request to Faith Education Officer (FEO)
- ✓ **2. Before TEACHING a class as a catechist** complete *Level 1.2 Using the Authorised Curriculum* (face-to-face training), *Level 1.3 Classroom Management*
- ✓ **3. Complete as soon as possible within first year of service** *Level 1.4 The Bible*, *Level 1.5 Awareness of the Child in the Classroom and Use of Resources*
- Provide the prospective catechist or helper with an opportunity to ask questions and clarify any concerns.

¹ CCD = The Confraternity of Christian Doctrine, i.e. Archdiocese's Parish Catechist Support Office staff

B. Once the authorising priest has conditionally approved the prospective catechist or helper as suitable (i.e. upon the condition of receiving a Working with Children Check clearance number), the following process is then undertaken to validate and authorise the new recruit as a probationary catechist or helper:

- Direct and assist the prospective catechist or helper to apply for a Working with Children Check (WWCC): apply via the ccd.sydneycatholic.org website homepage WWCC button.
- Direct and assist the prospective catechist or helper to complete the **3 initial training requirements** as outlined above. The dates and training locations are listed [here](#) or go to the CCD website's homepage "Register for a Course" button or see the CCD's Newsletter.
- The Parish SRE Co-ordinator notifies their FEO that a prospective catechist or helper has been recruited and has been booked in, or directed to book in, for the Level 1 'induction' course (i.e. 5 Units, 4 hours per Unit, totalling 20 hours of initial training).

C. Once a prospective catechist or helper has:

- **received their WWCC Clearance number** and had their WWCC number **verified** by the authorising priest or his representative,
- and, **before entering a classroom as a catechist or helper**, completed the CCD Level 1.1 "Safeguarding Our Children" (SRE-specific appendix to the Archdiocesan Code of Conduct), which covers safeguarding, child protection, basic classroom management procedures and techniques and use of the approved age-appropriate Catholic SRE curriculum;
- signed the Catholic Archdiocese of Sydney *Code of Conduct for Working with Children* as arranged by the Parish in which they are serving (*Code* available online by clicking [here](#));
- received an SRE authorisation "green card" name-tag to display on school grounds, which has been signed by both the authorising priest and the new catechist or helper;

D. the new catechist/helper should then:

- attend a Catholic SRE class as an observer;
- be appointed to a local public school and Catholic SRE class;
- be given a Teacher's Manual for class preparation and Student Activity Book;
- be orientated to the policies and procedures of the school;

- **before teaching a class as a catechist**, complete *Level 1.2 Using the Authorised Curriculum* (face-to-face training) and *Level 1.3 Classroom Management*;
- be observed by the CCD Area FEO and, if possible, by their Parish SRE Co-ordinator when teaching their class, particularly during their first year of service;
- complete the CCD Level 1 induction/initial training course within their first year of service.

Parish Letter to Public School

The Parish SRE Catechist Co-ordinator ensures that the names, dates of birth and contact phone numbers of existing and new catechists and helpers are provided to the relevant school(s) on Parish Letterhead, signed by the authorising priest.

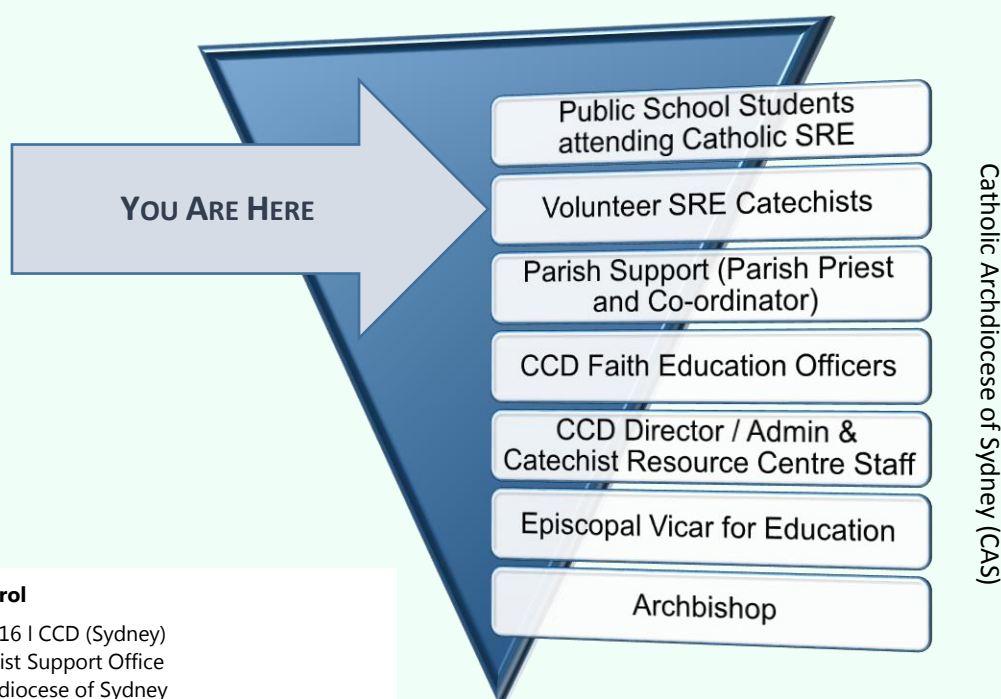
A letter template is available via the CCD website [here](#); or, go to <https://ccd.sydneycatholic.org> homepage, click on “Catechist Support” box, then click on the “Parish Resources” box.

This parish letter must also state (as per the template) that the Approved SRE Provider is the “Catholic Archdiocese of Sydney” so that school principals and auditors can cross-check with the Department of Education’s list of Approved SRE Providers.

Catechist letters of engagement and appointment

The Parish SRE Catechist Co-ordinator ensures that each catechist and helper has signed a letter stating that they are permitted to teach Special Religious Education in public schools, which is called the [Catholic SRE Teacher Engagement Form \(template, click here\)](#) and is issued with a [Letter of Appointment to the Volunteer Catechist or Assistant \(template, click here\)](#). These templates available online as described above.

Support of SRE Catechists within the Catholic Archdiocese of Sydney

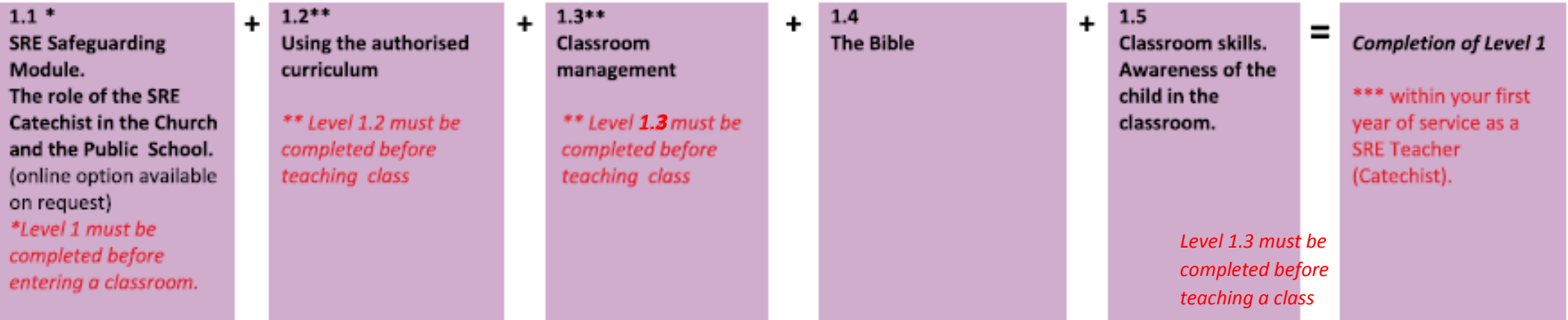


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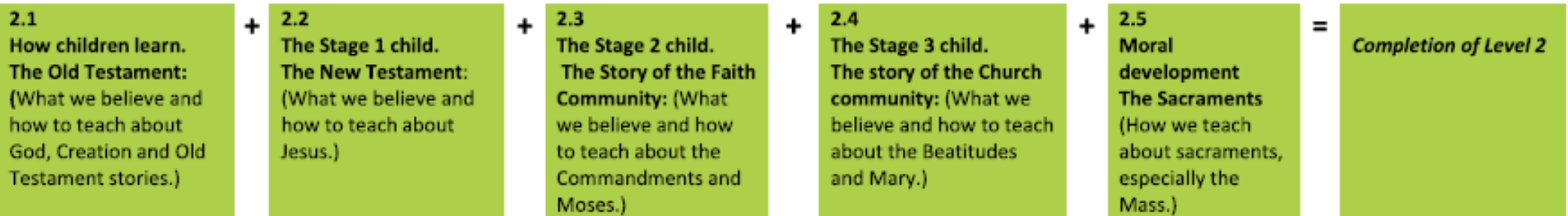
December 2016 | CCD (Sydney)
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 Catholic Archdiocese of Sydney
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Catholic SRE Teacher Training Course Outline

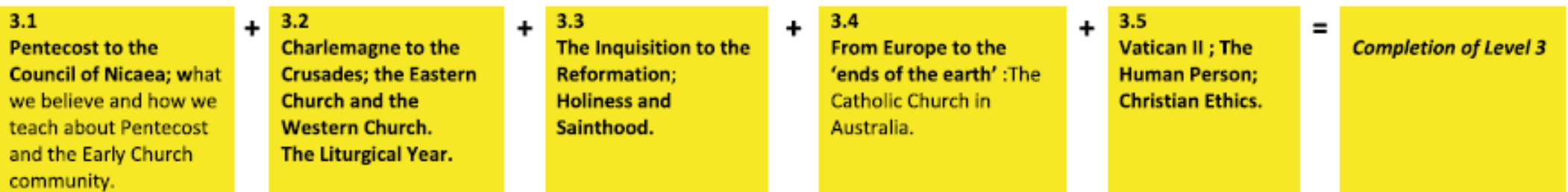
Level 1 ***



Level 2



Level 3



CERTIFICATE OF ACCREDITATION!



Two years' experience as a Catechist