

## Frequently Asked Questions

**IMPORTANT: The information covered on our FAQ page is correct at time of publication and may be subject to change. This page will be updated regularly when required.**

Last Updated 22/6/2016

### **1. What is Accreditation? What is it for? What are the two accreditation types?**

Accreditation to teach in a Catholic school is a means of assisting all teachers in Catholic schools to develop a deeper understanding, not only of the nature of the school as part of the Church's mission, but also of their roles as members of staff. This process of formation is seen as an integral part of the Catholic school's mission.

Accreditation to teach Religious Education attempts to cover the same objective as its counterpart. However, it includes the extra dimension of preparing educators in Catholic schools to teach Religious Education in a Catholic school.

The two different types of are Accreditation to Teach in a Catholic School (Policy 1.6) and Accreditation to Teach Religious Education in Catholic School (Policy 1.7). Those granted Policy 1.7 are automatically Accredited to Teach in a Catholic School (Policy 1.6).

### **2. Who should be gaining Accreditation to Teach Religious Education in a Catholic School and what are the requirements?**

Accreditation to Teach Religious Education is governed by CECV Policy 1.7. This policy stipulates that teachers who have a classroom position in a primary school or are responsible for teaching Religious Education in a secondary school need to complete a formal assessed course at tertiary level in the following four areas: Catholic Church's History and Teaching; Biblical

Studies or Scripture; Sacramental Theology and Religious Education Method and Practice.

### **3. Who offers the postgraduate course to gain Accreditation to Teach Religious Education in a Catholic School?**

There are four institutions approved by Catholic Education Melbourne to offer RE accreditation courses. These courses normally involve 2 years of part-time study (1 unit per semester).

To gain accreditation to teach Religious Education, teachers need to complete one of a number of formally-assessed postgraduate courses at the following institutions:

- Australian Catholic University (Faculty of Theology & Philosophy) in the Graduate Certificate in Catholic Studies (East Melbourne):

Ms Janine Hillman, 5336 5393, Email: [janine.hillman@acu.edu.au](mailto:janine.hillman@acu.edu.au);

Dr Elizabeth Dowling rsm, 5336 5380,

Email: [Elizabeth.Dowling@acu.edu.au](mailto:Elizabeth.Dowling@acu.edu.au)

or Dr Richard Wade, Email: [richard.wade@acu.edu.au](mailto:richard.wade@acu.edu.au)

Website: <http://www.acu.edu.au/>

- Catholic Theological College (CTC) in the Graduate Certificate in Teaching Religious Education (Craigieburn or Werribee) –  
Dr Frances Baker rsm, 9412 3303, Email: [frances.baker@ctc.edu.au](mailto:frances.baker@ctc.edu.au)

Website: <http://www.ctc.edu.au/>

- John Paul II Institute for Marriage and Family (JP2I) in the Graduate Certificate in Religious Education (East Melbourne) –  
Dr Gerard O’Shea, 9417 4349, Email: [goshea@jp2institute.org](mailto:goshea@jp2institute.org)

Website: <http://www.jp2institute.org>

- Yarra Theological Union (YTU) in the Graduate Certificate in Teaching Religious Education (Box Hill) –  
Dr Michael Kelly, 9890 3771 ext. 4, Email: [m.kelly@ytu.edu.au](mailto:m.kelly@ytu.edu.au)

Website: <http://www.ytu.edu.au>



You can check the relevant Institution websites for course details.

Teachers entering Catholic education without their Accreditation to Teach Religious Education can apply to Catholic Education Melbourne for Sponsored Study to cover the tuition fees for such courses. This is dependent on continued funding.

#### **4. For Accreditation to Teach in a Catholic School, what counts in accumulating hours in the Categories?**

Accreditation to Teach in a Catholic School is governed by CECV Policy 1.6, for secondary teachers, and primary specialist teachers, such as LOTE, Music, Library, Sport (as long as they are not classroom teachers), **not** teaching Religious Education.

This policy requires that a minimum of 50 hours of non-assessed study be completed under 3 categories. It provides possibilities for completion either through informal school-based in-service activities, diocesan and regional seminars or formal courses.

#### **The Categories are:**

**Category A:** This covers Child, Adolescent and Adult Faith Development;

**Category B:** This covers the Aims, Objectives and Rationale of Catholic Schools;  
and

**Category C:** this covers a broad range of areas, including: Revelation, the Catholic Church, Jesus Christ, Scripture, Church and its Liturgy, Tradition, Sacraments, Morality, Justice and Peace.

While there is some flexibility in the choice of in-services and categories that teachers can choose, we ask that there be **over 10 hours completed in Category A, 10 hours in Category B, and a minimum of 15 hours In Category C.**

#### **5. For Accreditation to Teach in a Catholic School, what courses can I attend to accumulate the hours in the 3 categories?**

Most Catholic secondary colleges run in-house professional development courses throughout the year for their staff – often after school hours. You



may wish to contact the college in your area and ask if you can partake in one or more of their activities with negotiated cost/donation.

Catholic Education Melbourne also runs some programs which have been approved for Accreditation and are available to teachers currently teaching in Catholic schools.

**6. Are there any Independent Providers who have courses approved by this Office that offer Professional Development towards Accreditation to teach in a Catholic School?**

**YES.** There are also several '**Independent Providers**' who have courses approved by Catholic Education Melbourne to offer professional development towards Accreditation to Teach in a Catholic School. These include:

ACRATH; Carmelite Centre (Middle Park); Archbishop's Office for Evangelisation; Catholic Theological College (East Melbourne); Caritas; Christian Brothers Education Commission (Amberley/Treacy); Archdiocesan Office of Youth - Thomas Carr Centre; Australian Catholic University (ACU, Fitzroy); Australian Christian Meditation Community ( Thornbury); Campion Ignatian Spirituality Centre; Champagne at Education Commission; Jewish Museum of Australia; John Paul II Institute for Marriage & Family (East Melbourne); Lasallian Education Services; Mary MacKillop Heritage Centre (East Melbourne); Mercy Education Limited; REMAR (Marist Brothers); Spirituality in the Pub; University of Divinity; Victorian Association of Religious Education; and Yarra Theological College (Box Hill).

**7. Is there an approved course offered by a University that will also cover the requirement of Policy 1.6 (Accreditation to Teach in a Catholic School)?**

**YES.** Another option is the non-award Unit at ACU, St Patrick's Campus, Fitzroy/East Melbourne:

*'Foundation Studies Teaching in Catholic Schools'* (Code: EDRE 429)

**For: students in the BT/BA and others who want to teach in a Catholic school and for non-accredited teachers currently employed in Catholic schools.**

or:

*'Foundations for Teaching in Catholic Schools'* (Code: EDRE 539)

**For: students in the Graduate Diploma Education (Secondary) at ACU who want to teach in Catholic Schools.**



These courses are equivalent. They are offered part-time, (also via on-line mode) as one semester units that are assessed. They each cover all the requirements for 'Accreditation A' in one step. Contact ACU for further Information: Manager, Learning and Teaching, Faculty of Education and Arts; East Melbourne; Phone: 03 9953 3733; Email: [feapg@acu.edu.au](mailto:feapg@acu.edu.au)

Another option is the non-award unit at JPPII Institute for Marriage and Family:

*'Professional Development Course in Catholic Studies'* (Code: JPD various-TBA),

**For: students to meet the requirements in accreditation in Primary and Secondary Schools. This is an online course.**

For more information, you can visit the JPPII

Website: <http://www.jp2institute.org/>

### **8. How long do I have to get my accreditation?**

Under policies 1.6, Accreditation to Teach in a Catholic School, or 1.7, Accreditation to Teach Religious Education in a Catholic School, teachers are required to gain their relevant accreditation within 5 years from commencing on-going employment in the Catholic system in Victoria.

### **9. What are my next steps in getting accredited?**

On the Catholic Education Melbourne website <http://www.cem.edu.au>, under Office Services/Accreditation, you will find more detailed information. You will also find three forms that teachers and schools can download. If you believe you currently meet the requirements of your choice of accreditation you can complete and submit the appropriate form to Catholic Education Melbourne.

### **10. Which Application Form do I complete to gain Accreditation?**

For **Accreditation to Teach in a Catholic School (Policy 1.6)**, you will need to download and complete **'Form A'**.

<http://www.cem.edu.au/office-services/religious-education/accreditation/>

For **Accreditation to teach Religious Education (Policy 1.7)**, you will need to complete and download **'Form B'**.

<http://www.cem.edu.au/office-services/religious-education/accreditation/>



### **11. What supporting documentation do I submit with my relevant Accreditation Application?**

Along with your completed form, you will need to submit a copy of your current VIT Registration, as well as documentary evidence that you have met the above-mentioned criteria. Details are on the form. You do not need to have photocopies endorsed.

### **12. Where can I get information on VIT Registration?**

For information on VIT Registration, you can call 1300 888 067 or visit the website: [www.vit.vic.edu.au](http://www.vit.vic.edu.au).

### **13. Is it possible to gain accreditation hours for Accreditation to teach in a Catholic School by volunteering at a Mission or Community Centre?**

**NO.** The current policy only covers 'in-put' hours attended of a program or in-service delivered by a school/organization that has been approved by Catholic Education Melbourne.

### **14. I have completed a Graduate Certificate in RE / Catholic Studies (Accreditation studies). Am I now accredited?**

**NO.** You need to apply to Catholic Education Melbourne as we need to see a copy of your transcript of studies. Catholic Education Melbourne will assess your application to confirm that the correct units have been completed and must cover the following areas of study:

- Biblical Studies,
- Foundations of Christian Belief,
- Church History and Teaching, and
- Religious Education Method Curriculum.

You can apply for Accreditation to Teach Religious Education in a Catholic School by submitting the following:

- Form B – *Application for Accreditation to teach Religious Education in a Catholic School*, found on: CEVN > Religious Education>CECV Accreditation or the following link: <https://cevn.cecv.catholic.edu.au/RE/accreditation.htm>
- A copy of your current VIT registration card. For information on VIT Registration, you can call 1300 888 067 or visit the website: [www.vit.vic.edu.au](http://www.vit.vic.edu.au)
- A copy of your university transcript, listing the Biblical units completed.



**15. I was advised by the university that I will be accredited once I have completed my university studies. Why has this not happened?**

Even though you may have the qualifications, Catholic Education Melbourne is a separate entity to the university; therefore, it just means that you have not officially applied to Catholic Education Melbourne for Accreditation. You can apply by completing an application form found on: CEVN/Religious Education/CECV Accreditation or the following link: <http://cevn.cecv.catholic.edu.au/RE/accreditation.htm>

**16. I do not have the documentation to prove the professional development sessions that I have attended to apply for Accreditation to Teach in a Catholic School. Can Catholic Education Melbourne provide me with replacement copies?**

**NO.** Catholic Education Melbourne does not keep official records of Professional Development attended by individual teachers. It is up to the teacher to keep these records. You will need to contact your previous schools who should be able to help you with obtaining copies of the documentation of the professional development sessions that you attended.

The schools need to complete and submit Form C – *Application for Approval of an In-service for the purpose of Accreditation to Teach in a Catholic School*. The application will be assessed by the Administration Officer and the school receives approval for in-services held at school level. There will be letters sent from Catholic Education Melbourne to the school giving this approval, outlining the number of hours and the categories for each one.

**17. I obtained my teaching certification overseas and have completed some study in Religious Education, can I use these hours towards my accreditation?**

As Catholic Education Melbourne will need to see a copy of your Transcript of Studies, we recommend that you submit an application so that the Administration Officer, RE Accreditation and Sponsorships, Mrs Ann Capp-Perucic, can assess what you have already completed and can then suggest if you need to complete any other studies.

If not yet employed in a Catholic School in the Melbourne Archdiocese, the forms can be accessed via Catholic Education Melbourne Website: <http://www.cem.edu.au/> under Religious Education / [Accreditation](#). You will also need to gain VIT Registration. For information



on VIT Registration, you can call 1300 888 067 or visit the website: [www.vit.vic.edu.au](http://www.vit.vic.edu.au)

**OR**

Once gaining employment in a Catholic School, you can apply for Accreditation by completing the relevant form found on the CEVN website, under Religious Education / [CECV Accreditation](#).

**18. I obtained my Teaching Certification Interstate and am already accredited to Teach in a Catholic School/Teach Religious Education in a Catholic School. Will these qualifications translate in Victoria?**

You will need to submit an application to Catholic Education Melbourne. The relevant form can be found on the CEVN website, under Religious Education / [CECV Accreditation](#)

**OR**

If not yet employed in a Catholic School in the Melbourne Archdiocese, the forms can be accessed via Catholic Education Melbourne

Website: <http://www.cem.edu.au>.

You will also need to gain VIT Registration. For information on VIT Registration, you can call 1300 888 067 or visit the website: [www.vit.vic.edu.au](http://www.vit.vic.edu.au).

You should also attach any transcripts of studies related to RE/Faith Studies plus any Accreditation Certificate received from an Interstate Catholic Education Office. Once your application is received by Catholic Education Melbourne, this information will then be forwarded to the Administration Officer, RE Accreditation and Sponsorships, Mrs Ann Capp-Perucic for assessment who will be able to respond in more detail.

**19. I have gained the qualifications for my RE Accreditation. However, I am not as yet employed in a Catholic School. Can I still apply for accreditation?**

**YES.** On the application form, simply enter 'not applicable' under **Name of School**.





**20. I am already accredited. However, I am not currently able to locate my Certificate and I need to quote it for an application for a teaching position. How can I get my Accreditation number?**

You can send a request for your Accreditation number by emailing a request to: [accreditationenquiries@cem.edu.au](mailto:accreditationenquiries@cem.edu.au) with the following information:

- Full Name under which you received your accreditation; and
- Employee Number (i.e. your 'CNumber').

**21. I am a qualified teacher, however I have not completed any Faith/Religious Education Units in my Undergraduate Studies, and how do I work towards Accreditation to Teach Religious Education in a Catholic School (Policy 1.7)?**

If you are already employed in the Archdiocese of Melbourne, refer to the '*FAQ for Sponsored Study RE Accreditation*':

<http://www.cem.edu.au/office-services/religious-education/accreditation/>

If you are not currently employed in a Catholic School, refer to **Questions 2 & 3.**

