



Authorisation Process

Information for perspective Special Religious Education (SRE) teachers

Thank you for considering becoming an SRE teacher. These steps will help you understand what is involved in becoming an SRE teacher and the ongoing requirements for SRE teachers. As you read, we pray you will also discern whether you are the right person to teach SRE. **Contact your parish leader to discuss becoming an SRE volunteer before beginning this authorisation process.**

Recognition for prior learning is available.

Initial

- Step 1:** Apply for a Working with Children Check (WWCC) [here](#). If you don't have the internet, please visit a Service NSW office. You will need your WWCC number before you can complete step 2.
- Step 2:** Complete the Diocesan [Volunteer Induction Handbook and forms](#). The parish will send the forms to Volunteers@mn.catholic.org.au and the Diocesan HR (Human Resources) office will email the parish office notifying them that the parishioner is cleared to volunteer. The parish would then communicate this information to the volunteer.
- Step 3:** Complete Unit 1 of the CCRESS (Catholic Conference of Religious Educators in State Schools in NSW-ACT) online training (email mission@mn.catholic.org.au to request login details). Note: This MUST be completed before you can enter a classroom. Once you have completed this unit, email mission@mn.catholic.org.au to verify completion of the unit and your parish will then be notified.
- Step 4:** Read the Diocesan [Code of Conduct](#) with your parish SRE coordinator or Parish Secretary/Leader who will then sign this section on the Authorisation form. (This could be done with Step 2).
- Step 5:** Complete the [SRE Authorisation Form](#) and have it signed by your Parish Leader. After completion, the parish will give you a copy and also forward a copy to the Formation and Education Office.
- Step 6:** Complete the [Declaration Form](#) and email to mission@mn.catholic.org.au

Step 7: Your Parish office will be sent an SRE Authorisation card for your Parish Priest to sign and authorise you to commence teaching. Please carry this card when attending schools.

Within 2 months

Step 7: Complete Course 2: Safeguarding in Parishes training in the first six months. Email mission@mn.catholic.org.au when you have completed this course.

Within 12 months

Step 8: Continue CCRESS online training (Modules 2-9). Once you have completed all units, email mission@mn.catholic.org.au to verify completion.

Ongoing

As part of the review process SRE teachers agree to:

- Attend at least one ongoing training or formation day per year. NOTE: Reflection days DO NOT count as ongoing training
- Complete a teacher self-reflection every 12 months (not compulsory for SRE assistants).
- Update CCRESS online Child Protection training through open learning portal every 3 years
- Renew Working with Children check every 5 years.
- Renew SRE Authorisation form every 5 years.
- Update Office of Safeguarding training every 6 years.

NOTE: Authorisation for following year will NOT be given if the ongoing requirements have not been met for the previous year.