

Implementation Guidelines for Accreditation Policy

Gaining accreditation

In accordance with the requirements of the policy, teachers in Victorian Catholic schools are expected to gain accreditation within five years of obtaining ongoing employment. To facilitate this, they must apply in the online Teacher Accreditation Platform (TAP) to gain their accreditation after having met the specific criteria.

Individual teachers and schools are required to submit and review all applications for accreditation via TAP, including:

- Accreditation to Teach in a Catholic School
- Accreditation to Teach Religious Education or Lead in a Catholic School
- maintaining accreditation
- approving professional learning.

Applications for accreditation from individual teachers are administered by the respective diocesan education offices. Accreditation is granted by the Catholic Education Commission of Victoria Ltd (CECV).

Accreditation to Teach in a Catholic School

Registered teachers may be accredited to teach in a Catholic school when they have completed 25 hours of approved professional learning within five years of commencing employment, balanced across the areas of:

- the aims and objectives of the Catholic school
- faith development
- Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic social teaching).

The professional learning hours can be completed in a variety of ways, including via inservice training, diocesan and regional seminars, and formal courses as approved by the relevant diocese. These may be undertaken in an online, mixed-mode or face-to-face environment.

An ongoing record of attended inservices has to be maintained by the teacher on TAP. In order to be admissible, all listed professional learning must have been attended within the 10 years prior to the application.

Application process to gain Accreditation to Teach in a Catholic School

An application has to be submitted via the CEVN website <https://cevn.cecv.catholic.edu.au> in TAP. Teachers need to select the accreditation level they wish to apply for, in this case: Accreditation to Teach in a Catholic School.

In the 'ALL ACCREDITATION INSERVICES' section, teachers have to mark their attendance for past inservices and then seek their principal's endorsement. Schools can also bulk upload attendance lists for inservices already held and the approved hours will be allocated into teachers' profiles. Once teachers have reached the minimum required hours balanced across the accreditation categories, an 'Apply' button will appear on their dashboards. They will then be able to submit the application to their respective diocese.

Accreditation to Teach Religious Education or Lead in a Catholic School

Registered teachers may be accredited to teach Religious Education or lead in a Catholic school when they have successfully completed formal, assessed study in Religious Education, Theology or Catholic Leadership within five years of commencing employment. (Note that a qualification in Catholic Leadership must include four units of Religious Education or Theology, with all courses approved by agreement of the diocesan heads of Religious Education.)

Recognition of prior learning will only be credited for formal, assessed courses undertaken within the preceding 10 years. Therefore, it is advisable for teachers to apply for accreditation as soon as they complete their studies.

At the discretion of the diocesan heads of Religious Education, registered teachers may also be accredited to teach Religious Education or lead in a Catholic school when alternative evidence of eligibility is demonstrated (for example, non-typical pathways).

Application process to gain Accreditation to Teach Religious Education or Lead in a Catholic School

An application has to be submitted via the CEVN website in [TAP](#). Teachers need to select the accreditation level they wish to apply for, in this case: Accreditation to Teach Religious Education or Lead in a Catholic School.

Teachers must upload their university transcript as mandatory evidence where indicated on the 'DASHBOARD'. A course catalogue will be displayed, requiring teachers to choose the course they studied and upload their transcript. Teachers will then have to go back to their dashboards and click on the 'Apply' button to submit their application.

Recognition of prior accreditation

Across the Victorian dioceses, there is a reciprocity of Accreditation to Teach in a Catholic School and Accreditation to Teach Religious Education or Lead in a Catholic School. Accreditation issued in Australian dioceses outside Victoria may be accepted as recognition of accreditation, but will be assessed on a case-by-case basis by the relevant diocese.

Maintaining accreditation

In accordance with the requirements of the policy, teachers in Victorian Catholic schools are expected to maintain accreditation in each five-year period following the initial gaining of accreditation.

For teachers or leaders returning from periods of extended leave (i.e. more than 12 months), the maintenance period commences from the year of their return to work. Where leave is taken for periods of 12 months or less, the maintenance period remains unchanged.

Professional learning requirements for maintaining accreditation

According to the policy:

- Accreditation to Teach in a Catholic School requires 25 hours of approved professional learning in each five-year period
- Accreditation to Teach Religious Education or Lead in a Catholic School requires 50 hours of approved professional learning in each five-year period.

In order to count towards the maintenance of accreditation, all professional learning hours must be undertaken within the same five-year period.

Verification process for maintaining accreditation

Principals will apply for school-based professional learning to be recognised for accreditation purposes on TAP, verifying teachers' attendance and therefore endorsing the designated hours and that the learning demonstrates a balance across the required areas.

Teachers will be notified when their period of accreditation is about to expire. In extenuating circumstances, they may apply to the relevant diocesan education office for an extension to the maintenance period. Principals and governing bodies of schools are responsible for monitoring the maintenance of accreditation through TAP, which they can use to run reports.

To maintain the standards required by the policy, dioceses will:

- audit schools on a regular basis
- maintain a database of teachers whose accreditation is current
- liaise with principals to enact the policy.

Approving professional learning

For the purpose of accreditation, applications for approval of school-based or external professional learning are administered by the respective diocese on TAP according to the requirements of the policy and agreement of the diocesan heads of Religious Education. Although professional learning applications may be approved retrospectively, they must be no older than five years.