

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 inserou coyning

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

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.