

To Whom It May Concern:

This is the ACC NSW Authorisation form for a **PAID SRE Teacher**.
You may photocopy and distribute these as required.

You can choose from either a 1 year authorisation \$15 or a 3 year authorisation \$40.

To become an approved SRE teacher you must fulfil the following:

- Have an approved Working With Children Check (WWCC) number
- Complete and maintain a Safer Churches or equivalent SCTA (Safe Church Training Agreement) Workshop
- Complete and maintain certificate level SRE teacher training
- Agree to use only ACC NSW approved curriculum
- Read the ACC SRE Manual

Teaching SRE in State Schools is a great opportunity and we want to thank you for dedication in 2018 and beyond.

Please be assured of our commitment to help you in any way we can. We can offer training and advice. Please don't hesitate to contact us.

Ps Barbara Scott

ACC NSW SRE Director
ACC NSW ICCOREIS
Representative

sre@nswacc.org.au

Ps Hannah Shand

NSW State Director
ACC Kids

Ps Stephen Lott

NSW State Director
ACC Youth Alive

2019 PAID SRE AUTHORISATION FORM

Keywords for the purpose of completing this form:

Applicant: the person seeking to be engaged as an SRE teacher in NSW

Employer: the board, association or church who pays the applicant to teach SRE

SRE Coordinator: the contact person that liaises between the applicant, the Church and the School

Authorising Agent: ACC NSW – appointed by Australian Christian Churches to authorise SRE teachers in NSW in accordance with NSW Government: Education & Communities requirements.

1. Applicant's Details

Applicant's Name:		
Address:		Postcode:
Phone Number:		
Email Address:		
Do you hold an ACC Credential? If yes, What is your ACC Credential Number?		

I am seeking to be engaged in SRE at the following schools:

(Please include full name of all Schools. If necessary, attach an extra sheet)

School Name	Primary/ Secondary

Curriculum Used:	
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My SRE Coordinator is:	
Denomination:	
Contact Phone Number:	
Email Address:	

2. Employer Details

Employer's Name	
Address	
Contact Phone No.	
Email Address	

3. Minister's Reference (cannot be a relative of the Applicant)

Name of Ordained Pastor giving reference:	
Church Name	
Denomination	
Church Address	
Church Phone No.	
Credential No.	
Email Address	

Endorsement

I, _____ of the church named above recommend that the applicant, _____, is a suitable person to receive authorisation to teach SRE. He/she attends church regularly and shows the characteristics of Christian discipleship. He/she has not been involved in unsafe practices with children and as far as I can see, is a safe person to work with children. I take responsibility for endorsing the authorisation of the applicant by ACC NSW

Signed:		Date:	
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4. Working with Children Check (WWCC)

For more details on how to obtain a WWCC Clearance Number please go to www.kidsguardian.nsw.gov.au

These details will be verified with the Office of the Children's Guardian.

Please ensure your details with the Office of the Children' Guardian are up-to-date eg. Your maiden name is updated to your married name.

Surname:		Date of Birth:	
WWCC Number:		Expiry Date:	

5. Safer Churches Workshop

I have completed a Safer Churches workshop or equivalent Safe Church Training Agreement (SCTA) endorsed Safe Church Awareness Workshop in the last 3 years.

Date:

Location:

You must attach a copy of your certificate of completion

6. ACC Ministerial Code of Conduct

I have read, understood and agree to uphold the ACC Ministerial Code of Conduct. I understand that even if I do not hold an ACC Credential, ACC NSW expects me to uphold the principals of Ministerial Code of Conduct while I am in a Paid SRE position. (For a copy of the document, please refer to the ACC SRE Handbook)

Date:

Signature:

7. SRE Teacher Accreditation Training - For training options visit www.ICCOREIS.asn.au

- Yes** I have completed a certificate level SRE teacher training course and/or updated my training in the last 3 years.
- Yes** I have completed a certificate level Pastoral Care course.
- No** I am applying for RPL in teaching.
- No** I am applying for RPL in pastoral care.
- None of the Above** Your application cannot be processed. Contact NSW ACC SRE for training options.

Date:

Location

You must attach a copy of your certificates of your training.

You will be notified of recognition of RPL or requirement to update your training

8. NSW ACC SRE Handbook

- I have read and understood the NSW ACC SRE Handbook.
<http://www.nswacc.org.au/wp-content/uploads/2018/03/ACC-NSW-SRE-Handbook.pdf>
- I am purchasing a copy of the Handbook and will read it before I next teach SRE.

Date:

Signature:

9. GENERAL CONDITIONS

Please read the following conditions carefully so you understand what is expected of our SRE teachers and helpers:

1. I agree to carry out my tasks as a paid SRE teacher included in the conditions on this form in accordance with the principles and values consistent with the churches affiliated with the Australian Christian Churches and the guidelines of the NSW Government: Department of Education.
2. I agree to uphold the ACC Ministerial Code of Conduct.
3. I acknowledge that Australian Christian Churches has special responsibilities to the students, their parents and carers, to the school authorities as well as other SRE providers because of the opportunities given to the Australian Christian Churches to instruct students in Special Religious Education.
4. I agree to exercise due care for the safety and behaviour of students when teaching or supervising them.
5. The teaching given to students in the SRE classroom must be at all times delivered with sensitivity in an age appropriate manner at the highest quality possible using an ACC NSW approved curriculum.
6. I acknowledge that I am accountable to ACC NSW as the authorising agent for Australian Christian Churches, and as such I understand that ACC NSW can terminate my engagement as an SRE teacher if I fail to meet my commitments as set out on this form and I agree that upon termination I will cease to teach SRE and promptly deliver my Authorisation Card to NSW ACC SRE. If ACC terminates my authorisation, I cannot continue to be employed as an SRE teacher and will also notify my employer immediately.
7. I understand that this authorisation is for SRE only. If I undertake any other role (eg lunchtime group) within the school, responsibility for this role, rests with my employer and the school.
8. I acknowledge that if any complaint of sexual misconduct or violence is made against me, ACC NSW can terminate my engagement whether or not there has been any investigation of the complaint and whether or not there has been any fault on my part.
9. I acknowledge I have read and understood all pages of this form and have honestly answered all sections required of me. Should any of the details change, I will promptly notify NSW ACC SRE, my employer and my SRE Coordinator.
10. I agree to achieve and maintain all required training and accreditations required by ACC NSW of a paid SRE teacher and understand that if I allow them to expire I am no longer permitted to participate in SRE.
11. In accordance with the Department of Education requirements I understand my date of birth will be provided to the school/s I serve in along with my name and contact details. The school will check my details against the Department of Education 'Not to Be Employed Database' every term. Should I fail this check my Authorisation will be revoked immediately.

I have read and agreed to the above conditions and will uphold them to the best of my ability as a paid SRE teacher.

Applicant's Signature:

Date:

10. DECLARATION

I hereby solemnly and sincerely declare that:

- a) I do not have any criminal conviction which involves any of the following:
- a crime against a minor
 - violence
 - sexual assault
 - provision of prohibited drugs
- b) If I am charged with any crime referred to in (a) I will promptly notify my authorising agent and my SRE Coordinator.

And I make this declaration conscientiously believing it to be true and in accordance with provision of the OATHS Act of 1990.

Applicant Name			
Applicant's Signature		Date	

Witness (**cannot be a relative of the Applicant**)

Witness Name			
Witness Signature		Date	

11. Payment

Payment can be made by **Bank Transfer**:

- Please choose either a:
- 1yr authorisation for \$15
 - 3yr authorisation for \$40
 - I am ordering a NSW ACC SRE Handbook for \$25

Bank Transfers to:

Account Name: ACC NSW
Reference: SRE 'surname' 'first initial' (eg. SRE Smith J)
BSB: 062 000 **Account No.:** 15234519
Date of transfer:

11. Application Checklist

- All fields have been completed in full.
- Form has been signed and witnessed appropriately.
- All required certificates/paperwork have been attached.
- Payment by bank transfer has been completed.

Please make sure you have completed all the above criteria or your application will not be processed

12. Submit Application

Once you've completed the Application Checklist please forward your application to either:

ACC NSW SRE **sre@nswacc.org.au**
30 Raymond Street
GILGANDRA NSW 2827

Once your application has been approved, your SRE Authorisation Card will be sent to you via mail. If you have any questions call 0411 869 804 (Mon-Fri 10am-5pm).