

To Whom It May Concern:

This is the ACC NSW Authorisation form if you are participating in a **Special Religious Education (SRE) Assembly or Seminar**.

Please note: This authorisation **only** allows you to participate in Assemblies or Seminars and **does not authorise you to teach SRE**.

You may photocopy and distribute this form as required.

You may only choose a one year Authorisation for \$15.

To become approved for this role you must fulfil the following:

- Have a current Working with Children Check (WWCC) number
- Complete and maintain a Safer Churches or equivalent SCTA (Safe Church Training Agreement) Workshop
- Agree to only participate in Special Religious Education (SRE) Assemblies or Seminars
- Read the section on Seminars p50-56 in the NSWACC SRE Handbook. (<https://www.nswacc.org.au/wp-content/uploads/2018/07/ACC-NSW-SRE-Handbook-.pdf>)

Teaching SRE in State Schools is a great opportunity and we thank you for your dedication in 2019 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 SRE ASSEMBLY/ SEMINAR AUTHORISATION

Keywords for the purpose of completing this form:

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

SRE Coordinator: the contact person who 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: Department of Education requirements.

1. Applicant's Details

Applicant's Name:		
Address:		Postcode:
Phone Number:		
Email Address:		

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 Seminar Supervisor is:	
Denomination:	
Contact Phone Number:	
Email Address:	

2. Supervisor's Declaration

I assure that the applicant has read and understood the Department of Education's Code of Conduct and Religious Implementation procedures. I further assure that the applicant to the best of their ability will abide by the Department of Education's Code of Conduct and understands their obligations when in a school.

Signed by Supervisor:		Date:	
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3. Ministers Reference (cannot be a relative of the Applicant)

Name of Credentialed Pastor giving reference:	
Church Name	
Church Address	
Church Phone Number	
Email Address	

I, _____ of the church named above recommend that the applicant, _____, is a suitable person to receive authorisation to be involved in Special SRE Assemblies or Seminars. 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.

Surname		Date of Birth	
WWCC Number		WWCC 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	
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You must attach a copy of your certificate of completion

6. ACC Volunteer Code of Conduct

[] I have read, understood and agree to uphold the Volunteer Code of Conduct.

<https://accvic.com.au/wp-content/uploads/2016/03/ACC-Volunteer-Declaration-and-Code-of-Conduct-29022016.pdf>

Date:		Signature:	
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7. SRE Teacher Accreditation Training

It is not mandatory that you complete SRE Training to be Authorised to present an SRE Assembly or Seminar. Please complete one of the following:

Yes I have completed a basic training course for SRE teachers.

Date:

Location:

You must attach a copy of your certificate of completion of any SRE training.

No but I have read and understood the Department of Education's Duty of Care AND Religious Implementation Procedures Policies. I am aware of my obligation to provide seminar content that is age appropriate and sensitive to the students involved.

http://www.dec.nsw.gov.au/detresources/Duty-of-care_aINKBMeyYD.pdf

<https://education.nsw.gov.au/policy-library/associated-documents/REimplementproced.pdf>

Signature:

Date:

8. NSW ACC Handbook

I have read and understand the information regarding seminars in the NSW ACC Handbook.

<https://www.nswacc.org.au/wp-content/uploads/2018/07/ACC-NSW-SRE-Handbook-.pdf>

Signature:

Date:

9. GENERAL CONDITIONS

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

1. I agree to carry out my tasks as a Special SRE Assembly/Seminar presenter 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 Volunteers Code of Conduct.
3. I acknowledge the 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 my authorising agent.
7. 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.
8. 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 and my SRE Coordinator.
9. I agree to achieve and maintain all required training and accreditations required by ACC NSW of an SRE teacher and understand that if I allow them to expire I am no longer permitted to participate in SRE.
10. 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 an SRE teacher/helper

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	

12. Payment

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

- 1yr authorisation for \$15

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

13. Submit Application

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

NSW ACC SRE
30 Raymond Street
GILGANDRA NSW 2827

sre@nswacc.org.au

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).