

To Whom It May Concern:

This is the ACC NSW Authorisation form for a **Volunteer SRE Teacher/Helper**.
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 basic SRE teacher training.
- agree to use only ACC NSW approved curriculum.
- read the ACC SRE Manual.
- read a copy of the Volunteer Church Workers Code of Conduct and agree to uphold it.

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 VOLUNTEER SRE AUTHORISATION/RENEWAL FORM

Once you have completed this Application/Renewal please return it to:
NSW ACC SRE, 30 Raymond Street, GILGANDRA NSW 2827 or email it to:
sre@nswacc.org.au

1. Applicant's Details

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

Please choose either a: 1yr authorisation \$15
 3yr authorisation \$40

I am applying for a: renewal, I **don't** need a new lanyard.
 renewal, I **do** need a new lanyard.
 new application

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	Teacher or Helper?

Curriculum Used:

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

2. Minister's Reference cannot be a relative of the Applicant & must hold ACC credentials.

Name of Credentialed Pastor giving reference:	
Church Name	
Denomination	
Church Address	
Email Address	

Minister's 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 know, is a safe person to work with children. I take responsibility for endorsing the authorisation of this applicant.

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

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

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

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

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

4. 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

5. SRE Teacher Accreditation Training - For training options contact sre@nswacc.org.au

- Yes** I have completed a basic training course for SRE teachers and/or updated my training in the last 3 years.
- No** Your authorisation will not be processed. Contact sre@nswacc.org.au for training options.

Date:

Location

You must attach a copy of your certificate of completion of training/update.

6. 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>

Date:

Signature:

7. 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:

8. GENERAL CONDITIONS

Please read the following conditions carefully so you understand what is expected of ACC SRE teachers.

1. I agree to carry out my tasks as an SRE teacher/helper included in the conditions on this form in accordance with the principles and values consistent with the church's 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.

Applicant's Signature:

Date:

9. 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 NSW ACC and my SRE Coordinator.

Applicant Name

Applicant's Signature

Date

10. Payment

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

- Please choose either a:
- 1yr authorisation \$15
 - 3yr authorisation \$40

Bank Transfers to:

Account Name: ACC NSW

Reference: SRE 'surname' 'first initial' (eg. SRE Smith J)

Bank: Commonwealth Bank

BSB: 062 000

Account Number: 15234519

Date of transfer: _____

11. Application Checklist

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

Make sure you have completed all the above for your application to be processed.

12. 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).