

## SRE AUTHORISATION SUMMARY

### "STEPS TO TAKE TO RECEIVE YOUR GREEN CARD AUTHORISATION AND STEPS TO TAKE AFTER RECEIVING IT"

1. Please contact Maree at the registry ( [maree.collett@graftondiocese.org.au](mailto:maree.collett@graftondiocese.org.au)) for an Application Form and complete this and return to Maree
2. A welcome letter from one of the two joint SRE Co-ordinators for the Diocese, which details the process to go through in order to get your Green Card, will be sent by the co-ordinators to the candidate when Maree has advised a new application.
3. Ensure you have a valid and up to date Working With Children Check (WWCC)
4. Ensure you have a current Safe Ministry certificate and Faithfulness in Service Certificate which are valid for 3 years. Contact Maree (6642 4122) if you need to do a refresher course or for the latest course details and venues in the Diocese.
5. To ensure your sense of confidence, 7 modules of SRE essential training are offered from various centres in the Grafton Diocese. A list of training sessions will be advertised on the diocese website as they become available or contact one of the SRE co-ordinators about training in your area. Before you start teaching, please provide us with copies of Certificates of Completion for at least modules 1 and 4 (qualified teachers are exempt from module 4). The remaining modules can be completed after the authorisation card has been issued to you. We encourage you to complete the remaining modules in a timely manner. If you are keen to get started, training is also provided online at the following website: <http://training.pynsw.org.au>. The cost is \$100 and we encourage your parish to cover this cost for you.
6. When Maree has checked that all your WWCC, Faithfulness in Service and Safe Ministry Training Certificates are in date, a completed application has been received and evidence of attainment for modules 1 and 4 has been received, a Green Card can be sent. This is your authorisation to teach SRE. It must be signed by the incumbent/Rector of your parish.

For any enquiries about this process or questions of clarification please contact the two joint SRE co-ordinators for the diocese:-

Mr Mark Stuckey (North) [markstuckey@bigpond.com](mailto:markstuckey@bigpond.com) 0428 404 783

Rev Mike Ridge (South) [michaelaridge2@outlook.com](mailto:michaelaridge2@outlook.com) 0427 524 246

7. As soon as you have received your green card authorisation **YOU MUST** visit the SRE section of the Diocesan website [www.graftondiocese.org.au](http://www.graftondiocese.org.au) and familiarise yourself with the following documents:-
1. Teacher Authorisation Processes – which gives details of the department’s Code of conduct which you need to be aware of.
  2. Teacher’s handbook – which gives valuable and practical information about teaching SRE in the classroom and good practice.
  3. Teacher Basic Training – which gives an overview of the basic training standards and dovetails with the SRE training you will have completed online
8. It is the Rectors responsibility to provide to schools in term 1 of the new academic year, a list of the names/contact details and dates of birth of all SRE teachers authorised to teach in that particular school, on parish letterhead. This is an annual requirement from the department.

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