

PROCEDURE FOR ENLISTING NEW SRE TEACHERS (CATECHISTS)

The following steps should be undertaken in order and no step omitted or skipped.

	APPLICANT	ADMINISTRATION	OFFICE
1.	Complete a New Teacher Application Form	Make 1 copy for Applicant and hold Original at Parish Office	Parish
2.	Arrange Meeting with Parish Priest	If Applicant is successful, reply in writing and supply Annual Engagement Form.	Parish
3.	Complete Annual Engagement Form	Make 2 copies. Copy 1 for Applicant, Copy 2 returned to CCD Office, Original to be held at Parish Office.	Parish
4.	Complete Child Protection Training	Enrol Applicant in OpenLearning CCRESS Online Training and monitor progress. Supply Certificate of Completion	CCD
5.	Complete Mandatory Training	Monitor progress and supply Certificates of Completion for each Unit completed.	CCD
6.		Applicant added to: Parish Register, Authorisation Form for schools, and Parish School Placement Form.	Parish
7.	Attend school/class as an Assistant or Teacher depending on prior experience and skills.		
8.		Applicant added to Diocesan Data Base of: Personal details, Training Record Service Record	CCD
9.		Issue Applicant (new Catechist) with an Authorisation Card	CCD/Parish
9.		Issue Applicant (new Catechist) with a Parish Name Badge.	Parish