

## Casual Teachers seeking to renew registration with the Archdiocese

Teachers seeking to renew casual approval after a period of absence from employment with Catholic Education Canberra Goulburn are advised to contact the Casual Relief Officer at the Catholic Education Office on 02 6234 5455 about what is required to renew approval. A check can be also made of the records still held at the Office, and which you will not need to provide again.

### Approval Process (allow at least 20 working days for this)

- You will need to complete the [Application for Casual Teacher Approval Form](#) to update personal and professional details, provide a current professional referee, the proof of identity and declaration and consent forms, copies of recent qualifications, copies of statements of service, current teacher registration card and working with children clearance.
- Depending on the length of time since your employment with Catholic Education Canberra Goulburn, you may be asked to attend an interview either at one of the schools, colleges or early learning centres or at the Catholic Education Office.
- Satisfactory applicants will receive an offer of casual employment from Catholic Education subsequent to their interview.
- Complete and return your acceptance of the offer to the Catholic Education Office.
- Your completed documentation will be processed.
- When the application is finalised, Catholic Education will email you your casual approval and employee number.
- You can then activate your details on the Employee Self Service web page (you need your employee number to do this).
- Casual approval is valid for the current school year and entitles you to teach in the schools, colleges or early learning centres in accordance with your teaching qualification/s and registration/s.

### Documents to be read in conjunction with your application:

- [Privacy Policy](#)
- [Guidelines for Professional Conduct in the Protection of Children and Young People](#)
- [Religious Education Accreditation of Staff Employed in Catholic Education](#)
- [Teaching in Catholic Schools – a Statement of Principles](#)

Contact the Casual Relief Officer at the Catholic Education Office on 6234 5455 for further assistance, or if you have other questions about renewing casual teacher approval.