

## **Preservice Teachers in the final year of your course seeking casual work in the ACT Catholic schools, colleges or early learning centres**

Preservice teachers who are in the final year of your course can gain casual teacher approval when within 10 weeks of course completion. You can thus teach as a casual during term 4.

Send your application to The Director, Catholic Education, PO Box 3317, Manuka ACT 2603; or email it to [ceo\\_registry@cg.catholic.edu.au](mailto:ceo_registry@cg.catholic.edu.au).

Please use the [Application for Casual Teacher Approval Form](#) when applying.

You are advised to submit your application to Catholic Education by **1 June of your final year**, to allow time for interviews and processing by the start of term 4. Applications can be submitted any time after 1 June but may not be able to be processed in time for you to have casual approval for the start of term 4.

*NB: You can submit your application for casual teacher approval to Catholic Education BEFORE you apply to TQI. Leave the application to TQI until after your interview. To apply to TQI you need a letter of support from Catholic Education, and this will be given at the interview. (However, you will receive casual teacher approval only after you have completed your TQI registration.)*

**Contact the Casual Relief Officer at the Catholic Education Office on 6234 5455 if you have any questions about gaining casual teacher approval while in the final year of your course.**

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

- Send your application to The Director, Catholic Education, PO Box 3317, Manuka ACT 2603; or email it to [ceo\\_registry@cg.catholic.edu.au](mailto:ceo_registry@cg.catholic.edu.au).
- Teachers whose application is accepted will attend a system registration interview at the Catholic Education Office in Manuka.
- 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 Catholic Education.
- Your completed documentation will be processed.
- When you provide your TQI registration, 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](#)