

Preservice Teachers in the final year of your course seeking casual work in the NSW Catholic schools or colleges of the Archdiocese

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.

Applicants who live outside Canberra, submit your application to your nearest Catholic Education school or college. These are listed on the Catholic Education website at <https://cg.catholic.edu.au/about-us/our-schools/>.

Applicants who live in Canberra, submit your application to The Director, Catholic Education, PO Box 3317, Manuka ACT 2603; or email it to ceo_registry@cg.catholic.edu.au.

Please use the [Application for Casual Teacher Approval Form](#) to apply.

You are advised to have your application in to a school or college, or to Catholic Education, no later than **1 July of your final year** to allow time for interviews and processing. Applications can be submitted any time after 1 July but may not be able to be processed in time for you to have casual approval for the start of term 4.

NB: if you apply to NSWETA before September 15 you will incur the current year's fee. If you apply after September 15, you will not be charged a fee for the current year. You can submit your application for casual teacher approval to Catholic Education BEFORE you have the NSWETA accreditation. (However, you will receive casual teacher approval only after you have completed your NSWETA accreditation.)

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)

- Submit your application (see the directions above).
- Teachers whose application is accepted will attend a system registration interview at the school or college (or 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 the Catholic Education Office (*not to the school or college*).
- Your completed documentation will be finalised. Catholic Education will then 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. It entitles you to teach in the schools or colleges 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](#)