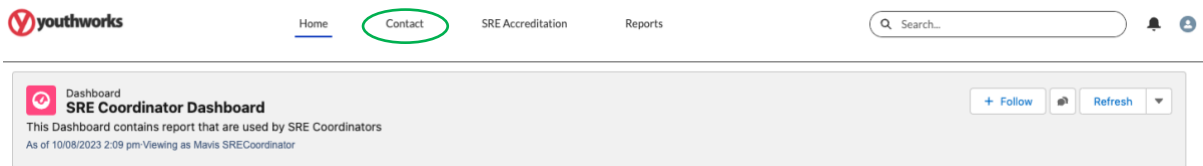


# Updating a Teacher/Helper's Contact or Accreditation Information

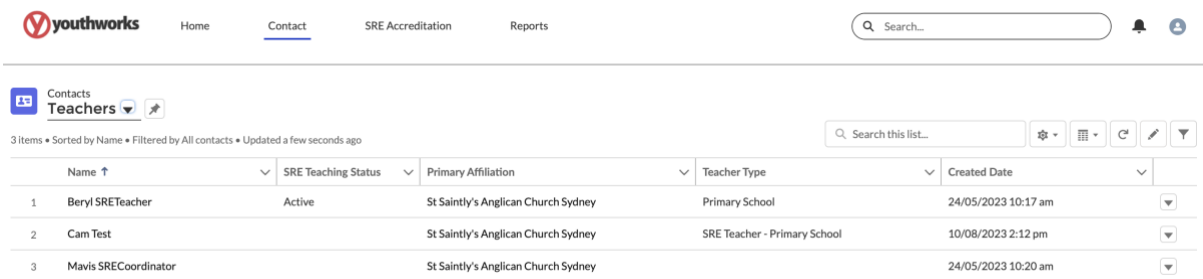
When you need to update a teacher/helper's contact information, or a piece of their accreditation information follow the steps below:

- 1) Log in to the SRE Coordinator Community using your email address and password at:  
<https://youthworks.my.site.com/srecoordinators>

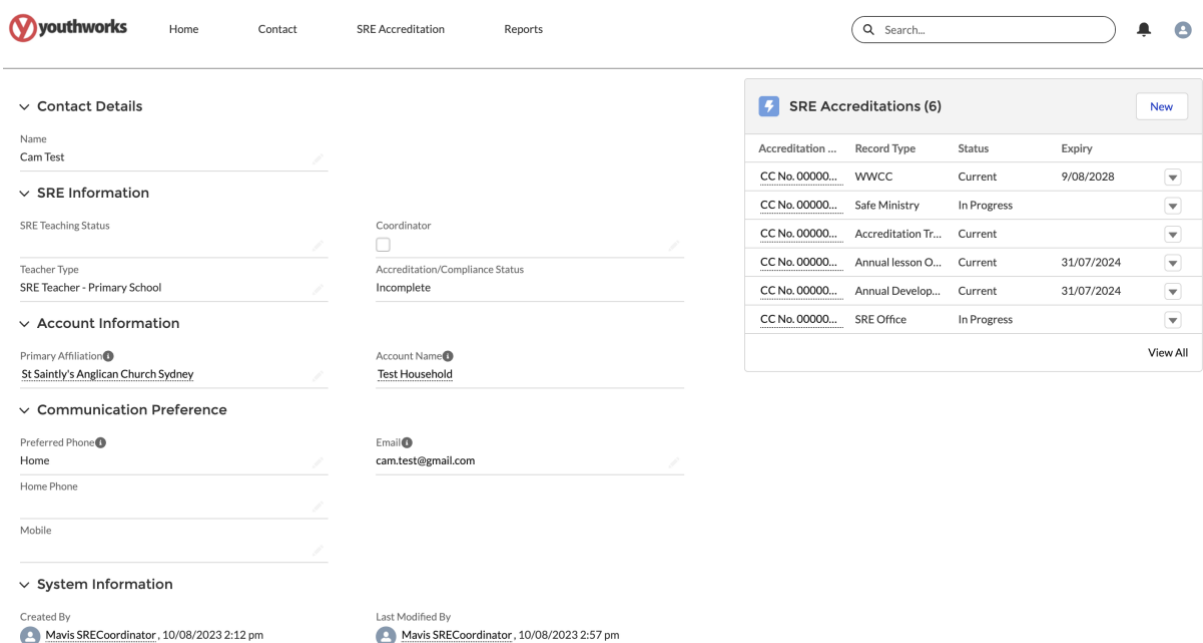
- 2) Click on the "Contact" link at the top of the page.



- 3) This will take you to the contact page. Locate the teacher/contact in the list and click on their name to take you to their contact record.



- 4) You will open the contact page for the teacher/helper that you want to update information for. Their contact details are on the left-hand side and their accreditation requirements on the right-hand side.



5) If you need to update a piece of contact information (name, email, mobile etc.) then hover your cursor over any of the fields and the small pencil will appear. Click on the pencil to open the edit window and then update the information accordingly. Then click save.

Communication Preference

Preferred Phone

Home

Home Phone

Mobile

6) If you need to update an accreditation record (WWCC, Safe Ministry, Lesson Observation etc.) then click on the Accreditation link (the column that starts with CC No. ...) next to the appropriate Record Type. This will open the relevant accreditation record where you can edit and save the required accreditation record. You do not need to create a new SRE Accreditation. Simply update the existing record with the up to date information.

**SRE Accreditations (6)** New

Accreditation ...	Record Type	Status	Expiry
CC No. 00000...	WWCC	Current	9/08/2028
CC No. 00000...	Safe Ministry	In Progress	
CC No. 00000...	Accreditation Tr...	Current	
CC No. 00000...	Annual lesson O...	Current	31/07/2024
CC No. 00000...	Annual Develop...	Current	31/07/2024
CC No. 00000...	SRE Office	In Progress	

[View All](#)

## WWCC

Contact Bob Tester	Owner Donald Trumpet
Record Type WWCC	Status Current
* WWC Number <input type="text"/>	* WWCC verified by parish <input type="text"/>
	Reminder 6 weeks
	* Expiry <input type="text"/>
<p>System Information</p> <p>Created By Donald Trumpet, 14/06/2023 11:38 am</p> <p>Last Modified By Donald Trumpet, 13/09/2023 11:22 am</p>	
<p><span>Cancel</span> <span>Save</span></p>	

You will need to update:

- The WWCC number. Note that if it is not in a valid format, you won't be able to save the record.
- The date that the teacher's WWCC was verified by the parish.
- The Expiry Date for the WWCC.

Then click 'save'

The status changed from 'in progress' to 'current' and the 6 week reminder field completed.

You can then click on the teacher's name to return to their contact record. You will see that the information for the WWCC has been updated.

**SRE Accreditations (6)** New

Accreditation ...	Record Type	Status	Expiry
CC No. 00000...	WWCC	Current	9/08/2028
CC No. 00000...	Safe Ministry	In Progress	
CC No. 00000...	Accreditation Tr...	In Progress	
CC No. 00000...	Annual lesson O...	In Progress	
CC No. 00000...	Annual Develop...	In Progress	
CC No. 00000...	SRE Office	In Progress	

[View All](#)

## Safe Ministry

Contact <b>Bob Tester</b>	Owner Donald Trumpet
Record Type Safe Ministry	
<b>Safe Ministry Training</b>	
* Date Requirement Completed 2/06/2023	Status Current
Completed with SafeMinistry.Training	Reminder 6 weeks
	Expiry 2/06/2026
<b>Safe Ministry Check</b>	
* Safe Ministry Check 6/09/2023	
<b>System Information</b>	
Created By Donald Trumpet, 14/06/2023 11:38 am	Last Modified By Donald Trumpet, 13/09/2023 11:23 am
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

For the Safe Ministry record you will need to update:

- The date that Safe Ministry Training was completed.
- Who it was completed with. For most teachers it will be SafeMinistry.Training.
- You will also record here the date the SRE teacher's Safe Ministry Check was completed.

Click save, and similarly to the WWCC the status, expiry and reminder fields are updated.

Click on the teacher's name to return to their contact page.

## Accreditation Training

Contact <b>Bob Tester</b>	Owner Donald Trumpet
SRE Accreditation Form completed 14/06/2023	Status Current
<b>Accreditation Requirements</b>	
Module 1 - Contexts for SRE <input checked="" type="checkbox"/>	Module 4 - Group management in SRE <input checked="" type="checkbox"/>
Module 2 (PS) - Sensitive issues in PS <input checked="" type="checkbox"/>	Module 5 - Biblical Theology <input checked="" type="checkbox"/>
Module 2 (HS) - Engaging students <input checked="" type="checkbox"/>	Module 6 (HS) - Sensitive Issues in HS <input checked="" type="checkbox"/>
Module 3 (PS) - Teaching Connect <input type="checkbox"/>	
Module 3 (HS) - Teaching Think Faith <input checked="" type="checkbox"/>	
<b>RPL</b>	
RPL Module 2 <input type="checkbox"/>	RPL Module 2 details <input type="checkbox"/>
RPL Module 3 <input type="checkbox"/>	RPL Module 3 details <input type="checkbox"/>
RPL Module 4 <input type="checkbox"/>	RPL Module 4 details <input type="checkbox"/>
RPL Module 5 <input type="checkbox"/>	RPL Module 5 details <input type="checkbox"/>
<b>Other Information</b>	
What Approved Provider Curriculum? yes - Sydney Anglican Approved Curriculum	

This is where you will record the accreditation modules that the teacher has completed.

The first thing you will update is the date the SRE Accreditation Form was completed. This is when the form is completed and signed by the Snr Minister approving the teacher to teach.

Then mark the check boxes according to the accreditation modules that the teacher has completed, note the High School and Primary school options for modules 2 & 3.

If the teacher has Recognised Prior Learning for any modules, note those below with the RPL details – degree etc. Do not also check the related box above.

Then also note what curriculum is being used. Sydney Anglican Curriculum being Connect (Incl. Beginning with God & Big Questions) or Think Faith.

Then click save.

The Accreditation Level (Helper, Teacher – High School or Primary School or both) will update according to the modules that have been completed.

## Annual lesson Observation

Contact  
Cam Test

Record Type  
Annual lesson Observation

Date Requirement Completed

Completed with  
--None--

- ✓ --None--
- Youthworks
- Local Parish Trainer
- Other
- External

Owner  
Mavis SRECoordinator

Status  
In Progress

Reminder

Expiry

Last Modified By  
Mavis SRECoordinator, 10/08/2023 2:30 pm

**Save**

For a new teacher, they need to be observed teaching a class as they start. When that is completed, fill that in here and note who completed the observation.

When you click save you will notice that expiry automatically fills to the 31<sup>st</sup> of July the following year.

Contact  
**Cam Test**

Record Type  
Annual lesson Observation

Date Requirement Completed  
8/08/2023

Completed with  
Local Parish Trainer

Owner  
Mavis SRECoordinator

Status  
Current

Reminder  
July

Expiry  
31/07/2024

Created By  
Mavis SRECoordinator, 10/08/2023 2:30 pm

Last Modified By  
Mavis SRECoordinator, 10/08/2023 2:52 pm

System Information

## Annual Development Training

Contact  
Cam Test

Record Type  
Annual Development Training

Date Requirement Completed

Completed with  
--None--

- ✓ --None--
- Youthworks
- Local Parish Trainer
- Other
- External

Owner  
Mavis SRECoordinator

Status  
In Progress

Reminder

Expiry

Last Modified By  
Mavis SRECoordinator, 10/08/2023 2:30 pm

**Save**

Like the Annual Observations, the date that the annual development training is completed is filled in here. A new teacher does not need to complete Development Training until their second-year teaching, however it will be best practice to update a new teacher's development training to the date that they completed their modules. This will ensure that the following year they will be reminded if their Development Training requirement is expiring.

Like Observations, the expiry will be set to the 31<sup>st</sup> of July.

## SRE Office

Contact Cam Test	Owner Mavis SRECoordinator
Record Type SRE Office	Status In Progress
<p>▼ SRE Office Use Only</p> <p>Date card was sent by MST required</p>	
<p>▼ System Information</p> <p>Created By Mavis SRECoordinator, 10/08/2023 2:30 pm</p> <p>Last Modified By Mavis SRECoordinator, 10/08/2023 2:30 pm</p>	

The SRE Office record shows when an authorisation card has been sent to the new teacher. This cannot be edited by the coordinator but is there to inform the coordinator when the card has been sent. The SRE Office checks a report each week and will send cards to all new teachers who have been added. If needed urgently, then email the SRE office.

As you update the SRE Accreditations for your teacher the fields will update in the table on their contact page.

<p>▼ Contact Details</p> <p>Name Cam Test</p> <p>▼ SRE Information</p> <p>SRE Teaching Status</p> <p>Teacher Type SRE Teacher - Primary School</p> <p>▼ Account Information</p> <p>Primary Affiliation St Sainth's Anglican Church Surnew</p>	<p>Coordinator <input type="checkbox"/></p> <p>Accreditation/Compliance Status Incomplete</p> <p>Account Name Test Huvicahnd</p>
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SRE Accreditations (6)				New
Accreditation ...	Record Type	Status	Expiry	
CC No.00000...	WWCC	Current	9/08/2028	▼
CC No.00000...	Safe Ministry	In Progress		▼
CC No.00000...	Accreditation Tr...	Current		▼
CC No.00000...	Annual lesson O...	Current	31/07/2024	▼
CC No.00000...	Annual Develop...	Current	31/07/2024	▼
CC No.00000...	SRE Office	In Progress		▼

View All

The Accreditation/Compliance Status will also update as they complete their WWCC, Safe Ministry and Accreditation Training Modules to reflect, Current, Incomplete or Expired. This will show 'Current' if WWCC, Safe Ministry & Accreditation Training are all 'Current'. This will show 'Incomplete' if one (or more) of these requirements are 'In Progress'. This will show 'Expired' if one (or more) of these requirements are 'Expired'.