

SRE Coordinator Community

User Guide



Welcome to the SRE Coordinator Community guide. This document will help orientate you as you familiarize yourself with the system and continue coordinating SRE with the new system that we have set up.

Table of Contents

TABLE OF CONTENTS..... 2

THE TWO HATS OF BEING A SRE COORDINATOR 4

TERMINOLOGY 5

PROCESSES..... 6

TEACHERS/HELPERS WORKING ACROSS PARISHES/DENOMINATIONS 6

1) TEACHERS FROM ANOTHER ANGLICAN PARISH WHO TEACH IN A SCHOOL I COORDINATE. 6

2) TEACHERS FROM MY CHURCH WHO TEACH IN A SCHOOL A DIFFERENT PARISH COORDINATES. 6

3) TEACHERS FROM ANOTHER DENOMINATION WHO TEACH IN A SCHOOL I COORDINATE. 6

EXPIRY DATES AND AUTOMATED REMINDERS 7

AUTOMATICALLY UPDATING ANNUAL DEVELOPMENT TRAINING 7

SRE AUTHORISATION CARD 7

WHEN A TEACHER STOPS TEACHING..... 7

HOW TO GUIDES 8

LOGGING INTO THE SRE COORDINATOR COMMUNITY..... 8

NAVIGATING THE SRE COORDINATOR COMMUNITY 9

THE SRE TEACHER/HELPER CONTACT PAGE 11

ADDING A TEACHER TO THE SRE COORDINATOR COMMUNITY 13

UPDATING A TEACHER/HELPER’S CONTACT OR ACCREDITATION INFORMATION 15

FAQS..... 20

WHAT HAPPENS IF I SEE “WE CAN’T DRAW THIS CHART BECAUSE THERE IS NO DATA.” 20

WHY CAN’T I SEE A TEACHER/HELPER THAT IS AUTHORISED BY MY CHURCH?..... 20

ON THE CONTACT PAGE, WHY I CAN’T SEE ANY TEACHERS?..... 20

WHY CAN’T I SEE ANY TEACHERS/HELPERS ON MY DASHBOARD? 20

WHEN DO I ADD A NEW TEACHER/HELPER?..... 20

WHAT DO I DO IF ONE OR MORE OF A TEACHER/HELPER’S ACCREDITATIONS AREN’T THERE (THERE SHOULD BE SIX)? 21

WHAT DO I DO WITH THE SRE AUTHORISATION FORM? 21

HOW OFTEN SHOULD I BE CHECKING THE SRE COORDINATOR COMMUNITY?..... 21

WHAT DO I DO IF A TEACHER STOPS TEACHING?..... 21

WHAT DO I DO IF A TEACHER MOVES TO A DIFFERENT PARISH? 21

WHAT DO I DO I HAVE A TEACHER WHO ATTENDS ANOTHER CHURCH BUT THEY DON’T HAVE AN SRE COORDINATOR? 21

If you require assistance as you use this system, please get in touch with the SRE Office at sreoffice@youthworks.net

The two hats of being a SRE Coordinator

As we move to our new SRE Coordinator processes & systems, it is worth being reminded of the two hats that an SRE Coordinator wears in their ministry. There is the 'parish/church' hat and the 'school' hat.

- The parish/church hat encompasses the role that the SRE Coordinator has in being the one responsible for SRE in their church.
- The school hat encompasses the role that the SRE Coordinator has in each of the schools in which they are responsible for SRE being taught.

Much of the time these will overlap, but these two hats have implications for how SRE Coordinators interact with and use the new SRE Coordinator Community.

The focus of our new database and coordinator access is on the parish/church hat of the SRE Coordinator. As a coordinator you are responsible for the accreditation of the SRE teachers/helpers that are authorised by your parish. Therefore, you will see all the SRE teachers/helpers in your SRE Coordinator Community that are authorised by your church.

You will not see teachers who are authorised by another Anglican church or by another denomination. See page 4 more discussion around these scenarios.

The other hat of a SRE Coordinator, that of being a coordinator of SRE in one or more schools will require another system for managing class teachers, teachers/helpers from other parishes/denominations and multiple schools. There are any number of systems that a coordinator could use for this from Word documents, Google Sheets, a notebook.

To assist you in this task we have provided an Excel template that you could use to help you manage several schools and/or teachers/helpers from a number of churches/denominations alongside the SRE Coordinator Community database.

We have also provided a template letter that would be best practice to receive from the authorising parish/denomination for any teachers that you coordinate at a school level but are not responsible for their authorisation at your church.

These can be found on the Youthworks SRE website.

Terminology

Salesforce – Salesforce is the Customer Relationship Management (CRM) system that Youthworks users to store and maintain individual’s contact information and teacher accreditation.

SRE Coordinator Community – This is the portal that SRE coordinators will use to access and maintain the contact information and SRE Accreditation Requirements for the SRE teachers and helpers that are authorised by their parish.

Dashboard – This is the term used to describe the home page of the SRE Coordinator Community.

The screenshot shows the SRE Coordinator Dashboard with three main report sections:

- My SRE Teachers and Helpers:** A table with columns 'Contact: SRE Teaching Status' and 'Record Count'. The 'Active' status has a record count of 36.
- Upcoming DT and Obs. Expiries by Person:** A table with columns 'Contact: Contact Name' and 'Record Count'. It lists Bob Tester (1), Donald Trumpet (1), and Evelyn Carron (2).
- Upcoming DT and Obs.Expiries:** A table with columns 'SRE Accreditation: Record Type' and 'Record Count'. It lists Annual Development Training (1) and Annual Lesson Observation (3).

Contact – This is the term used to refer to each individual within the SRE Coordinator Community. Each person is a contact.

Contact Record – Each person has their own unique record for their personal information as well as their accreditation records.

Accreditation Record/Type – Each SRE accreditation requirement is its own unique record within Salesforce. There are six accreditation records: WWCC, Safe Ministry, Accreditation Training Modules, Annual lesson Observation, Annual Development Training, SRE Office.

Reports – These are collections of similar information relating to different aspects of SRE coordinating. E.g. All active SRE teachers/helpers, Safe Ministry Training that is expiring in the next six weeks, a list of all teachers’ WWCC numbers and expiry dates. These reports populate the fields on the SRE Coordinator Dashboard.

SRE Community – Screen flow to create new teacher This is the process for creating a new teacher within the SRE Coordinator Community (and the Youthworks Salesforce database). It is located at the bottom of the home page.

The form titled 'SRE Community - Screen flow to create new teacher' contains the following fields:

- * First Name: Text input field with a red asterisk icon.
- * Last Name: Text input field with a red asterisk icon.
- * Email: Text input field containing 'you@example.com'.
- * Teacher Type: Dropdown menu with '--None--' selected.
- Next: Blue button at the bottom right.

Processes

In addition to the guides on the following pages, there are several other processes to be aware of as a SRE Coordinator as we migrate to this new system.

Teachers/Helpers working across parishes/denominations

The new SRE Coordinator Community will contain the accreditation information for any SRE teacher/helper your parish authorises. That is, if the rector of your parish has signed the authorisation form, then the teacher/helper will come under your responsibility. In practice in churches this will mean the SRE Coordinator for a parish being responsible for all SRE teachers that the rector of that parish authorises.

Below are three scenarios of what this may look like:

1) Teachers from another Anglican parish who teach in a school I coordinate.

If there is a teacher/helper authorised by another Anglican parish that teaches in a school that you coordinate, then the teacher/helper's rector should complete the authorisation form and the teacher/helper will appear on the other church's SRE database. The rector of the parish should write annually to the other parish acknowledging that they have authorised the teacher and their accreditation is up to date. The teacher will receive reminders when accreditation is expiring, and the authorising church's coordinator will see the alert for the teacher's expiring accreditation. The coordinator of the school in which the teacher/helper is working, may ask for any further evidence/accreditation expiry dates for their records if they wish.

2) Teachers from my church who teach in a school a different parish coordinates.

This is the reverse of above. If the rector of the church you attend is the one who has signed the authorisation form for the teacher/helper, then that should be added to your SRE database and as the coordinator for your parish, you are responsible for monitoring their accreditation. The teacher will receive emails when an accreditation type is expiring and they will appear on your SRE Coordinator Dashboard in the relevant areas. You/your rector will provide a letter/evidence of the teacher/helpers approval to teach to the other parish/es that the teacher/helper works in annually.

3) Teachers from another denomination who teach in a school I coordinate.

The responsibility of authorising SRE teachers/helpers lies with the provider that is authorising them. If you are working in a Combined Christian SRE arrangement with other denominations, then the teachers/helpers from other providers are the responsibility of their church/provider. As such, they will not appear in the Youthworks SRE Coordinator Community.

However, if you are the coordinator in such an arrangement, you should do your due diligence to ensure that all teachers that you are coordinating in a school are authorised. This will most likely be a letter from the teacher/helpers authorising pastor (or similar) confirming their authorisation status. As coordinator you may ask for expiry dates for WWCC etc. for your records if you wish.

Expiry Dates and Automated Reminders

We have set up automated reminder emails to be sent to teachers/helpers for the accreditation types that expire (i.e. WWCC, Safe Ministry Training, Annual Observations & Annual Development training). Reminders require that an expiry date is set, so no email will be sent if the accreditation record isn't completed.

WWCC & Safe Ministry Training accreditation record expiry reminders will be sent six weeks before the expiry date. These will be sent to teachers/helpers to prompt them to update their training/checks.

Annual Observations & Development Training are annual requirements (that is, must be completed each calendar year), however expiry dates have been set to the 31st of July the year after the accreditation requirement was completed. Eg. If an observation was completed in either March or October 2022, the expiry will be set to 31/7/2023. Reminders will then be sent mid-year if the requirement has not been updated in the first half of the year to remind the teacher that they still need to complete the requirement that calendar year.

Automatically Updating Annual Development Training

If a teacher attends a Youthworks run development training (SRE Conference, SRE Development training month in May, or another development training through the year), we will facilitate the updating of the teacher's accreditation records within the SRE Community. This will depend on the teacher providing their WWCC number upon registration for the training. As coordinator, you will see these changes reflected in the teacher accreditation records in your dashboard.

SRE Authorisation Card

The SRE Office checks a report each week and there will be a weekly mailout of cards to all new teachers who have been added and have their accreditation requirements fulfilled.

This will be reflected with the date the card was sent within the SRE Coordinator Community in the SRE Office Accreditation record but cannot be edited by a coordinator. If needed urgently, then email the SRE office.

The SRE Office will also maintain and record the biannual update of authorisation cards.

When a Teacher Stops Teaching

When a teacher stops teaching you will go to their contact record and under the "SRE Information" section, edit the SRE Teaching Status field, and mark the teacher as "inactive."

The screenshot shows a form with the following elements:

- SRE Information** section:
 - SRE Teaching Status**: A dropdown menu is open, showing options: --None--, Active, Inactive (checked), and Archive.
 - Coordinator**: A checkbox that is unchecked.
 - Accreditation/Compliance Status**: A dropdown menu set to "Incomplete".
 - Account Name**: A text field containing "Test Household".
- Communication Preference** section:
 - Preferred Phone**: A dropdown menu set to "Home".
 - Home Phone**: An empty text field.
 - Email**: A text field containing "cam.test@gmail.com".
- Buttons: "Cancel" and "Save" buttons are located at the bottom right of the form.

How to Guides

Logging Into the SRE Coordinator Community

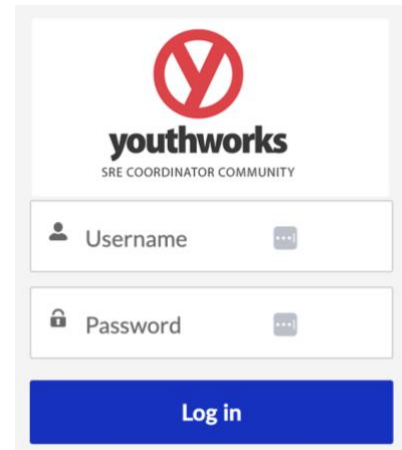
The link that you will use to access the SRE Coordinator Community is (bookmark this for later):

<https://youthworks.my.site.com/srecoordinators>

First Time Getting Set Up

When you are first set up as a coordinator you will receive an email containing a link inviting you to join the “SRE coordinators Community”.

Click on the link and you will be taken to either the SRE Coordinator Community login page or to create a password to log in.



The image shows a login form for the Youthworks SRE Coordinator Community. At the top is the Youthworks logo, which consists of a red circle with a white 'Y' inside. Below the logo, the text 'youthworks' is written in a bold, black, sans-serif font, with 'SRE COORDINATOR COMMUNITY' in a smaller, all-caps font underneath. The form has two input fields: the first is labeled 'Username' and has a person icon to its left and a clear button to its right; the second is labeled 'Password' and has a lock icon to its left and a clear button to its right. Below these fields is a prominent blue button with the text 'Log in' in white.

If you already have an account set up with CEP Store

(<https://www.cepstore.com.au/>) with the same email address, this email and

password will now also work for the SRE Coordinator Community. If you do not remember your password, then clicking on ‘forgot password’ will update your password for both sites.

If you do not have a CEP Store account, the link in the email will take you through the process to create a password which you can then use to log in to the SRE Coordinator Community. Once you have created this password, the same login information will also work for the CEP Store should you ever wish to purchase material from there.

Logging in each time you use the SRE Community

When you need to access your teacher/helper SRE data simply follow the link below and sign into the SRE Coordinator Community.

<https://youthworks.my.site.com/srecoordinators>

Navigating the SRE Coordinator Community

When you log in to the SRE Coordinator Community you will come to the SRE Coordinator Dashboard. There are several things that you will see on this page.

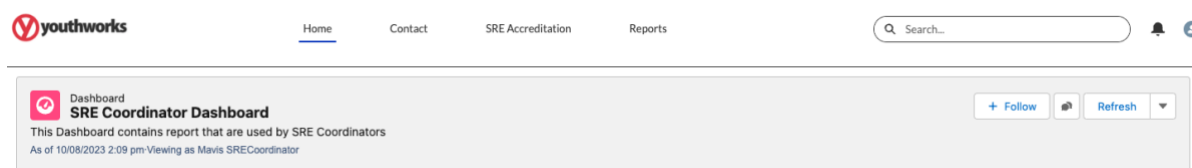
At the top of the page you will see four links to the pages you may use as you coordinate SRE.

Home – link to this page.

Contact – A list of all of you SRE teachers/helpers.

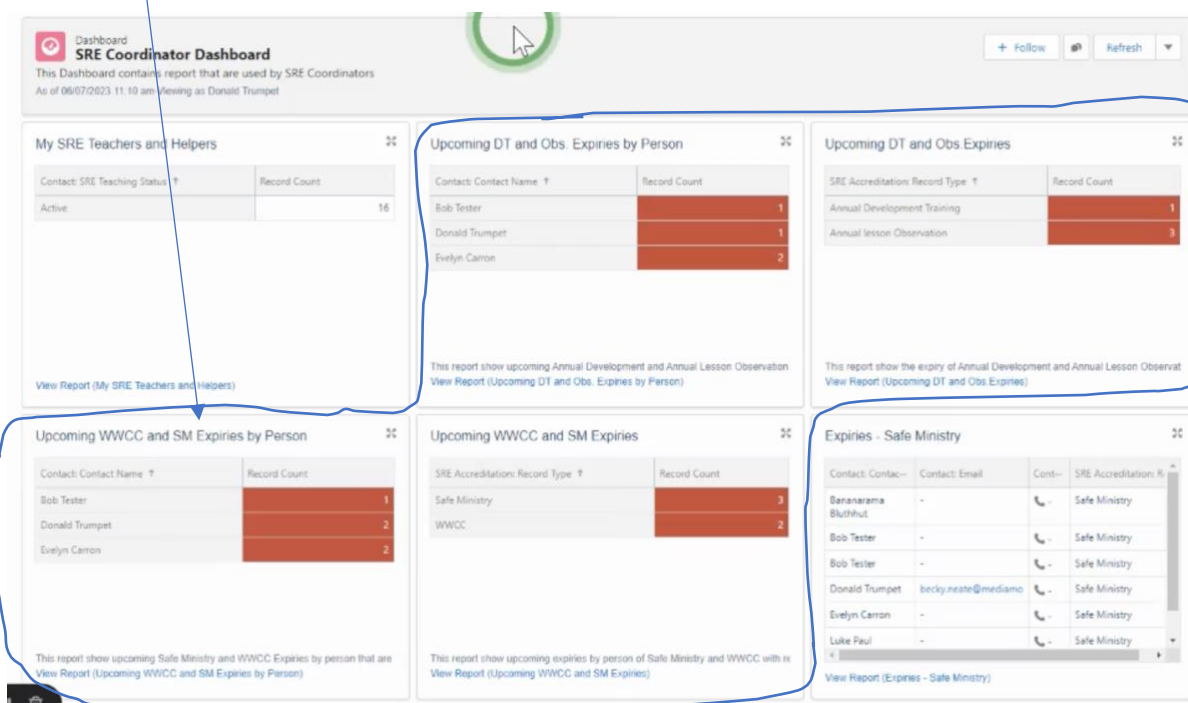
SRE Accreditation – A list of each individual accreditation record for you teachers.

Reports – This is where you will see the reports that have been created of the relevant information for you SRE teachers/helpers.

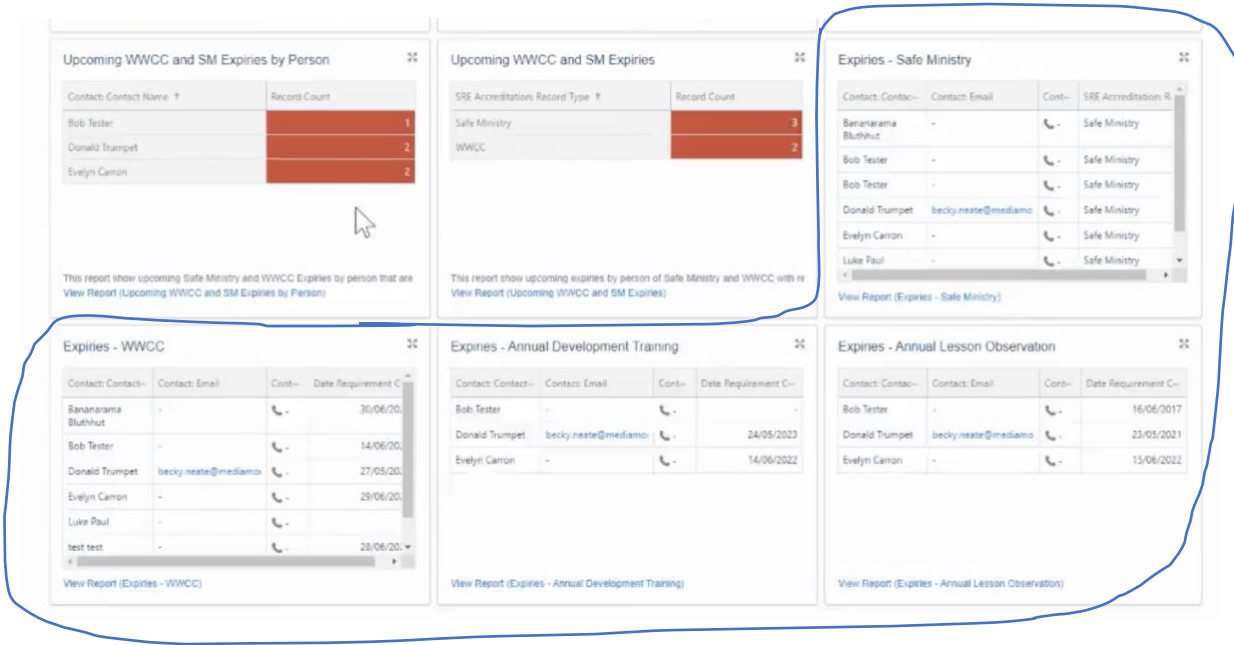


On the home page itself there are several squares of information for you as a coordinator. These have been built to be the first point of call for what you need to do as an SRE Coordinator. There are three sets to work through.

Then first is a link to the report of all the current SRE teachers that your parish has approved to teach.



The second set of four dashboards are your 'need attention' alerts. There are showing teacher who have an accreditation requirement expiring soon or have a requirement that has expired.



The third set of dashboards are links to reports that show the different accreditation requirements for all of your teachers and including expiry and other relevant details.

By clicking and of the blue links at the bottom of each square which starts with “View Report...” you will be taken to the report that holds the information for that accreditation type and more information that you may need to follow up your teacher/helper.

At the bottom of the page, you will see the form for adding a new SRE teacher/helper.

SRE Community - Screen flow to create new teacher

* First Name

* Last Name

* Email

* Teacher Type

[Next](#)

The SRE Teacher/Helper Contact Page

Each teacher as a 'contact record' which contains all of their personal information and their SRE accreditation records.

The screenshot shows the contact page for Bob Tester. The left sidebar contains sections for Contact Details, SRE Information, Account Information, Communication Preference, and System Information. The SRE Information section includes fields for SRE Teaching Status (Active), Teacher Type (SRE Teacher - High School), Coordinator, and Accreditation/Compliance Status (Incomplete). The Account Information section shows Primary Affiliation (Norwest Church) and Account Name (Bob Tester Person). The Communication Preference section shows Preferred Phone (Home) and Email (bobtester@gmail.com). The System Information section shows Created By (Donald Trumpet, 14/06/2023 11:38 am) and Last Modified By (Donald Trumpet, 14/09/2023 12:43 pm).

The SRE Accreditations table on the right is as follows:

Accreditation ...	Record Type	Status	Expiry
CC No. 00000...	WWCC	Current	14/06/2026
CC No. 00000...	Safe Ministry	Current	2/06/2026
CC No. 00000...	Accreditation Tr...	Current	
CC No. 00000...	Safe Ministry	Current	2/06/2025
CC No. 00000...	Annual lesson O...	Expired	31/07/2023
CC No. 00000...	Annual Develop...	Current	31/07/2024

On this page you can see their contact information on the left and their SRE Accreditation records at the top right.

You can update contact information and some SRE teacher information by editing these records.

You should keep up to date the 'SRE Teaching Status' and the 'Teacher Type' fields.

The 'Accreditation/Compliance Status' will update automatically according to the status of the teacher's WWCC, Safe Ministry and Accreditation Training accreditation records.

There are different accreditation records for each SRE teacher. They are:

- WWCC number
- Safe Ministry
- Accreditation Training Modules
- Annual lesson Observation
- Annual Development Training
- SRE Office

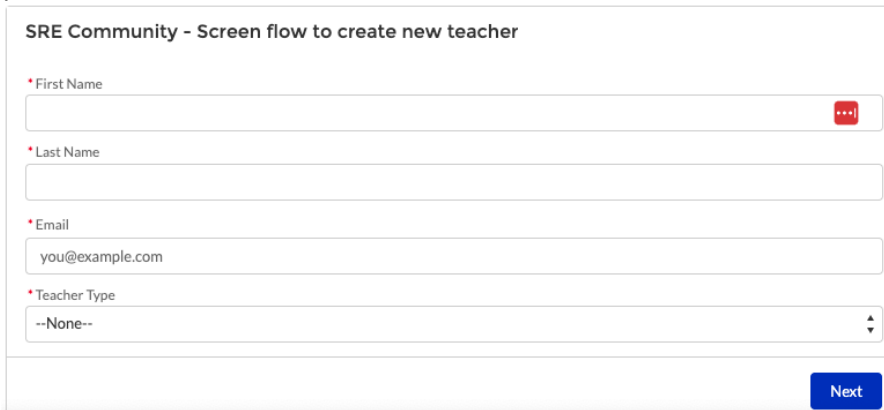
By clicking on the link in the "Accreditation..." column, you will open the record for that accreditation requirement. (ie. CC No. 0000...)

Accreditation ...	Record Type	Status	Expiry
CC No. 00000...	WWCC	In Progress	
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	

The SRE Accreditation records will show the status – in progress, current or expired - and expiry dates for each record.

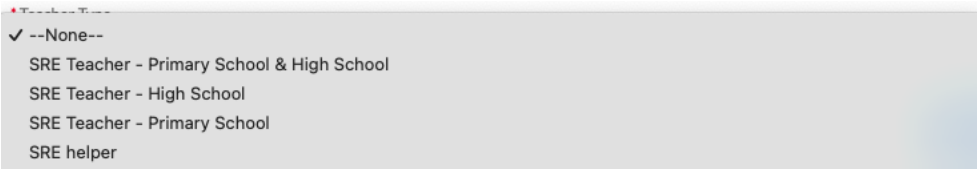
Adding a Teacher to the SRE Coordinator Community

At the bottom of the coordinator dashboard there is a form to begin the process of creating a new teacher in your SRE teacher database.

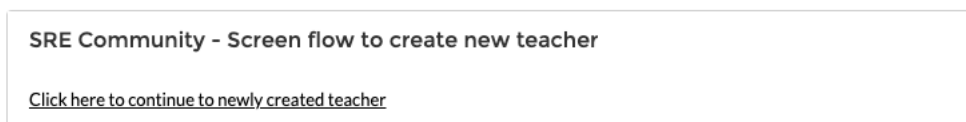


You will need to fill in all the follow fields to create the record.

- First Name:
- Last Name:
- Email: *(if the teacher doesn't have an email, then use the coordinator's email, this will mean that the coordinator is sent expiry reminders)
- Teacher Type: select whether the new person is a SRE helper or teacher, and if teacher what role.

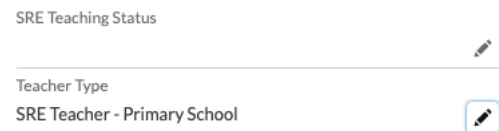


Once you have filled in all the fields, click next, and then on the link "click here to continue to newly created teacher":



You will then be taken to the contact record page for your new teacher. There are a couple of edits you can do immediately.

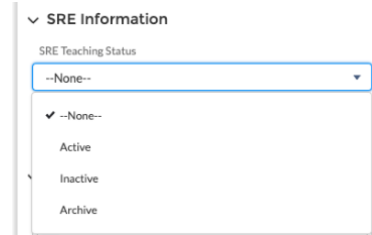
By clicking on any of the 'pencil' icons on the page it will open the editing view where you can update the records.



You can then update the SRE Teaching Status field:

If the teacher/helper is going to start immediately, select 'active' as their teaching status.

If the teacher/helper is not starting immediately but you are beginning add their information, you can set their status to 'inactive' until they begin teaching.



▼ SRE Information

SRE Teaching Status

--None-- ▼

- ✓ --None--
- Active
- Inactive
- Archive

to

Add a home or mobile number under the communication preference section.

▼ Communication Preference

Preferred Phone ⓘ

Home ▼

Home Phone

Mobile

Then click save at the bottom.

You will then update the relevant accreditation records for the new teacher. For instructions on how to do this, see the guide on "Updating a Teacher/Helper's Contact or Accreditation Information."

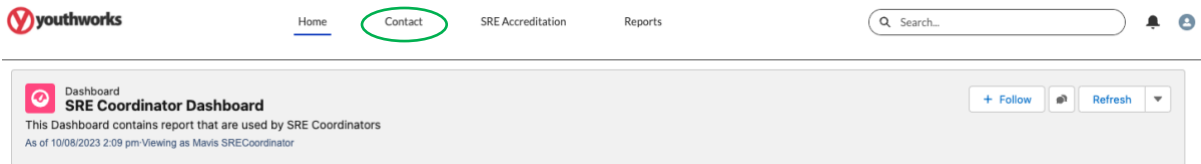
Updating a Teacher/Helper's Contact or Accreditation Information

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

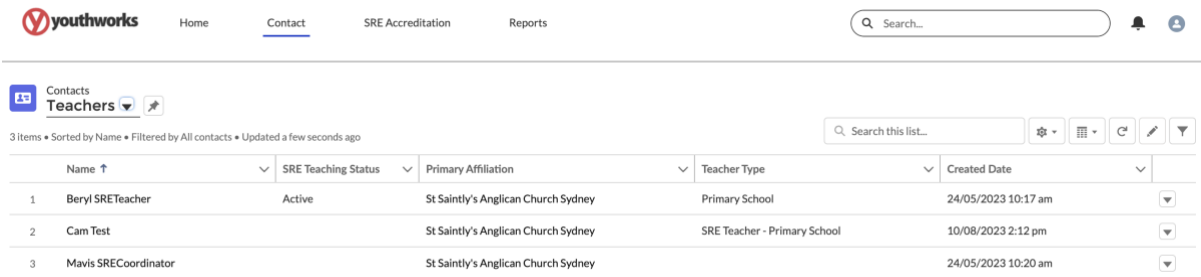
- 1) Log in to the SRE Coordinator Community using your email address and password at:

<https://youthworks.my.site.com/srecoordinators>

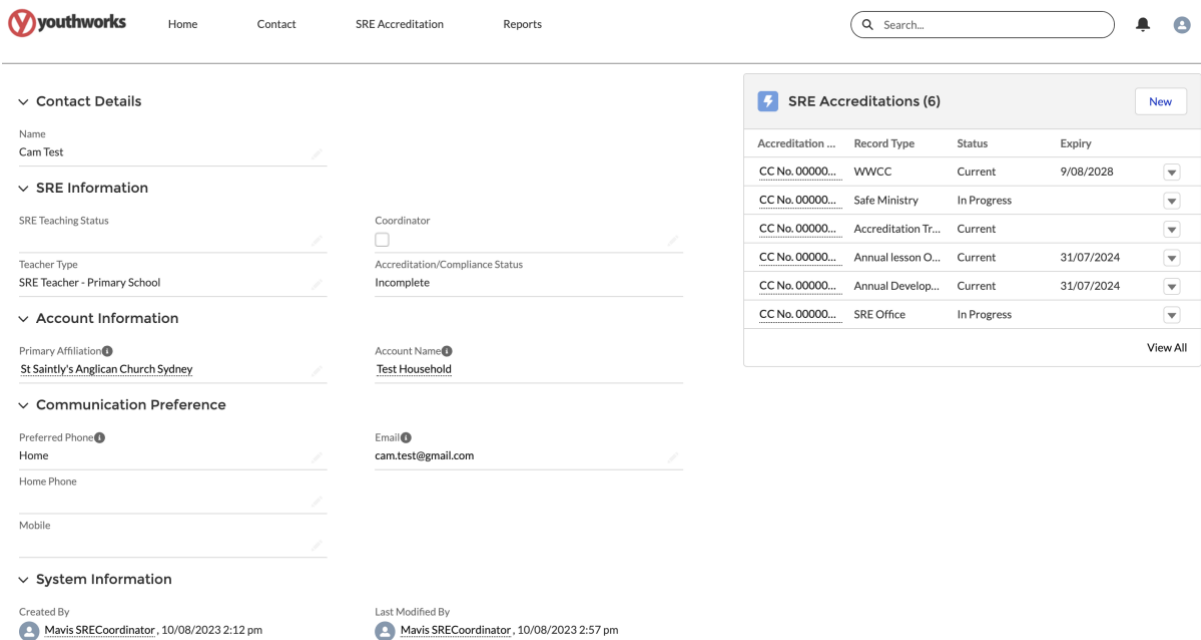
- 2) Click on the "Contact" link at the top of the page.



- 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 1

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
 Record Type: WWCC
 Owner: Donald Trumpet
 Status: Current

*WWCC Number

*WWCC verified by parish

Reminder: 6 weeks

*Expiry

System Information
 Created By: Donald Trumpet, 14/06/2023 11:38 am
 Last Modified By: Donald Trumpet, 13/09/2023 11:22 am

Cancel Save

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 Bob Tester	Owner Donald Trumpet
Record Type Safe Ministry	
Safe Ministry Training	
* Date Requirement Completed <input type="text" value="2/06/2023"/>	Status Current
Completed with <input type="text" value="SafeMinistry.Training"/>	Reminder 6 weeks
	Expiry 2/06/2026
Safe Ministry Check	
* Safe Ministry Check <input type="text" value="6/09/2023"/>	
System Information	
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.

--None--

SafeMinistry.Training

Other NCAA Safe Church approved 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 Bob Tester	Owner Donald Trumpet
SRE Accreditation Form completed 14/06/2023	Status Current
	Accreditation Level SRE Teacher - High School
Accreditation Requirements	
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"/>	
RPL	
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"/>
Other Information	
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 31st 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 31st of July.

SRE Office

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

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.

▼ Contact Details	
Name Cam Test	
▼ SRE Information	
SRE Teaching Status	Coordinator <input type="checkbox"/>
Teacher Type SRE Teacher - Primary School	Accreditation/Compliance Status Incomplete
▼ Account Information	
Primary Affiliation St Sainth'e Anleian Church Surtnev	Account Name Teet Hvicahuld

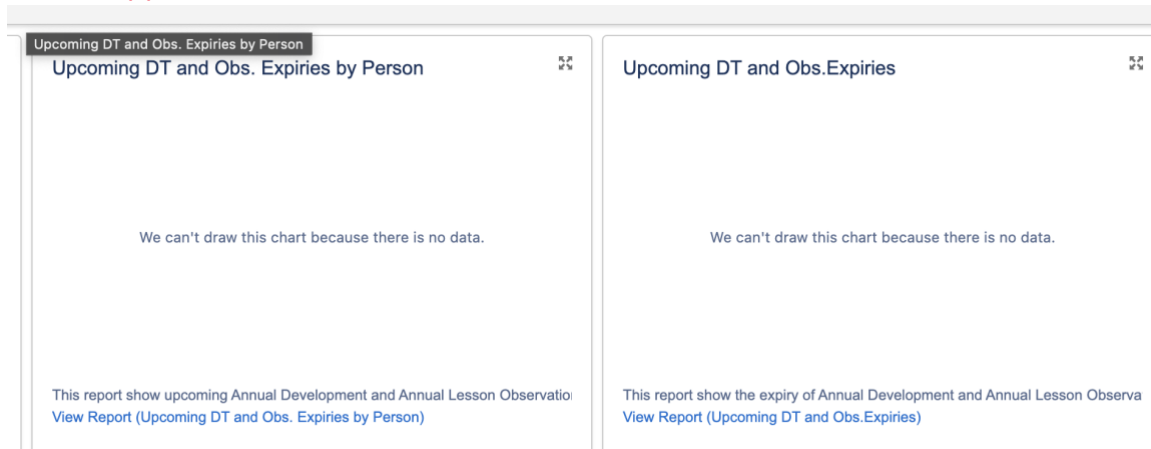
SRE Accreditations (6)				New
Accreditation ...	Record Type	Status	Expiry	
CC No. 00000...	WWCC	Current	9/08/2028	▼
CC No. 00000...	Safe Ministry	In Progress		▼
CC No. 00000...	Accreditation Tr...	Current		▼
CC No. 00000...	Annual lesson O...	Current	31/07/2024	▼
CC No. 00000...	Annual Develop...	Current	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'.

FAQs

What happens if I see “We can’t draw this chart because there is no data.”



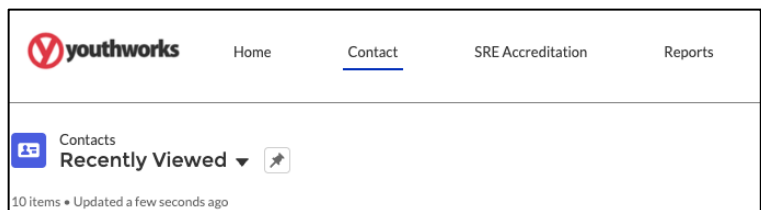
Give yourself a pat on the back! There are no teacher's that you coordinate that have these accreditation requirements expiring in the next six weeks.

Why can't I see a teacher/helper that is authorised by my church?

This is most likely because the connection between the teacher/helper and your parish in Salesforce. Email sreoffice@youthworks.net and we will fix it for you.

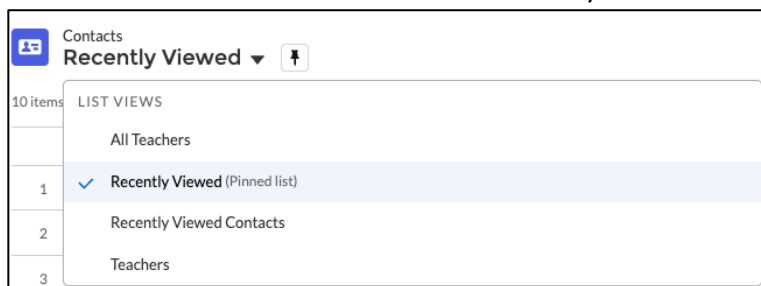
On the Contact page, why I can't see any teachers?

When you first open this page, it defaults to showing 'Recently Viewed' teachers. If this is the first time you are logging on or you have viewed any teachers yet, there is nothing to show.



Click on the small arrow and a list will appear. Select 'All Teachers' or 'Teacher's and this will show you all of the teachers/helpers you are coordinating.

You can click on the small 'pin' icon to pin this list so this shows each time you return to this page.



Why can't I see any teachers/helpers on my dashboard?

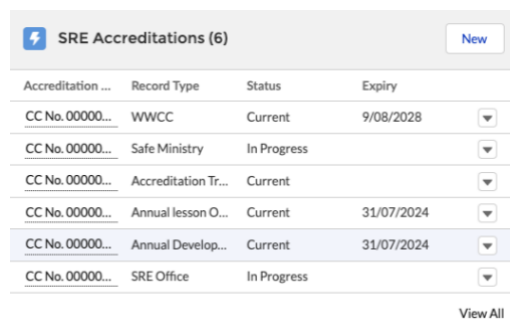
This is most likely because the connection between your account or your teachers' accounts and your parish in Salesforce isn't correct. Email sreoffice@youthworks.net and we will fix it for you.

When do I add a new teacher/helper?

The expectation will be that a new teacher/helper is added to the SRE Coordinator Community when they have completed the relevant accreditation training and the SRE Authorisation Form has been signed by the rector of the parish authorising them to teach SRE. This will ensure that when they are added, you as a coordinator will be able to fill in the appropriate accreditation records for the teacher.

What do I do if one or more of a teacher/helper's accreditations aren't there (there should be six)?

As part of the data migration there were some errors in the data in the Google Sheets which meant that all of the accreditation records may not have been created. If there are missing accreditation records you will need to create the record. In the teacher/helper's contact page, click on "New" in the SRE Accreditation box, and select the appropriate accreditation type and complete the information.



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	

What do I do with the SRE Authorisation Form?

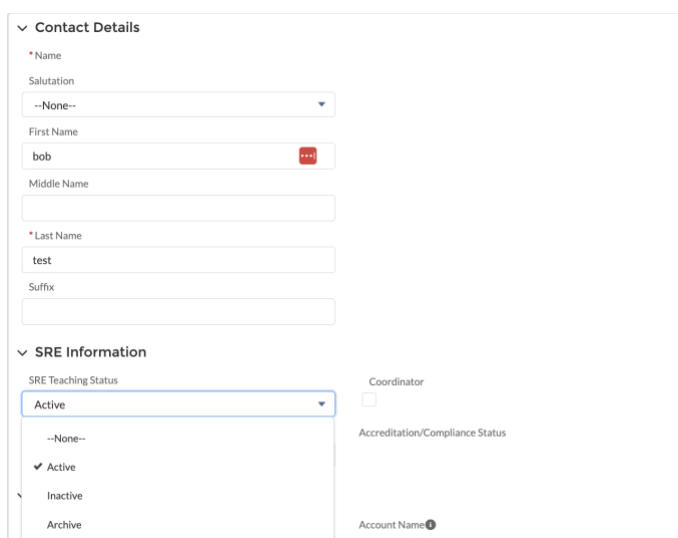
In the same way as has been current practice, the parish authorising the SRE teacher/helper is responsible for storing the SRE Authorisation Form in their records.

How often should I be checking the SRE Coordinator Community?

Given that expiry reminders are sent six weeks prior to an accreditation type expiring and that a teacher/helper will appear in one of the 'alert' tables on the SRE Coordinator Dashboard at the same time, we would recommend that a coordinator logs on around once a month to check if there are any accreditation types expiring soon.

What do I do if a teacher stops teaching?

If a teacher/helper finishes/stops teaching SRE, then you will need to change their status from Active to Inactive. This will ensure that they/you don't get reminders/alerts that they have any authorisation requirements expiring.



Contact Details

* Name

Salutation
--None--

First Name
bob

Middle Name

* Last Name
test

Suffix

SRE Information

SRE Teaching Status
Active

Coordinator

Accreditation/Compliance Status

Account Name
test Household

What do I do if a teacher moves to a different parish?

If a SRE teacher/helper moves to a different parish then please email the SRE office and we will change the parish that the teacher/helper is connected with and their SRE status.

What do I do if I have a teacher who attends another church but they don't have an SRE coordinator?

In this case, we will most likely set them up on your SRE Coordinator dashboard. If they are an existing teacher and you can't see them on your dashboard, please email the SRE Office and we will fix this for you.