

2025 TEACHER & HELPER REAUTHORISATION OUTLINE

It is great to be able to offer you reauthorisation to continue teaching for another 3 years! Follow our simple check list below with some additional explanation notes as well.
Contact our office if you need anything clarified as you proceed through the journey to reauthorisation.

CHECK	STEPS TO TAKE
CHILD PROTECTION REQUIREMENTS	
<input type="checkbox"/>	Is your Working with Children Check (WWCC) valid and in date? If less than 3 months left, start the process of renewing. Did you know you can store your WWCC on your Service NSW app?
<input type="checkbox"/>	Check if your Creating Safe Spaces is due for renewal. If you have less than 3 months left, it's time to update! Complete Part 1 online and Part 2 via Zoom/face to face
<input type="checkbox"/>	Department of Education annual Child Protection course (see additional notes pg. 2)
ENDORSEMENT & COMPLIANCE	
<input type="checkbox"/>	Pastor completes the Pastor Endorsement Declaration (new for 2025. See additional notes pg. 2)
<input type="checkbox"/>	Read the updated SRE Handling Complaints Policy & Flowchart (see additional notes pg. 2)
<input type="checkbox"/>	Re-familiarise with the Association's related policies and procedures (see additional notes pg. 2)
REFRESHER TRAINING & MODULE 6 FULFILMENT	
<input type="checkbox"/>	Complete Refresher training via Zoom or face to face (subject to availability. See additional notes regarding RPL options). Training details can be found on our website or by contacting our office.
<input type="checkbox"/>	Ensure you have submitted an Observation Lesson /Self-Reflection/Survey in the last 12 months. Organise to have this completed if it has been longer than 12 months. (See notes for RPL conditions).
<input type="checkbox"/>	Ensure you have completed additional two hours of ongoing Professional Development Training related to SRE. (See notes for what qualifies).
RE- APPLICATION & TEACHING	
<input type="checkbox"/>	Complete the reauthorisation form and submit to our office either via email or post. Please note email is preferred method as post will slow up the application process.
<input type="checkbox"/>	Once the processing of your application is complete, you will receive an email notification with a new letter to teach/help. You will also receive a new authorisation card which acts as your school identification. Your card is valid for 3 years.

Additional Information

Child Protection Training- Please note we do not accept other denominations child protection training for current teachers. Your Creating Safe Spaces training in most cases is now not required for renewal until 4 years (previously 3). If you aren't sure your expiry date, please contact our office.




DoE Child Protection -Currently recommended, not mandatory for volunteer teachers. In paid HS roles may be required. Contact our office to discuss. The course is very informative and actually worth doing. We strongly recommend completing this.

Pastor Endorsement Declaration- New in 2025. Due to updates in Baptist Association policy, it is now required your pastor signs a pastor endorsement declaration at the time of reauthorisation. This is because pastors and people can move churches in the authorisation cycle, we need to be confident you are still actively involved in your church. Please ensure your current pastor completes this separate form and lodges with our office as part of your reauthorisation application. If there is no pastor in your church, a senior member of the leadership team acts in this role.

Screening Questionnaire & Criminal Declaration- As part of your application form, you will see statements that reaffirm that your circumstances have not changed since you were last authorised and completed the original screening declaration and also the DoE criminal declaration.

Recognition for Prior Learning- Trained school teachers may qualify for recognition of Prior learning for Refresher 2 only. In most cases this will only be granted for recently retired teachers, or those still currently teaching in a part time capacity and have evidence of recent employment. Contact our office for further information. Additional documentation must be submitted if they have not already been at your last authorisation cycle. We still recommend completing both Refreshers as helpful updates and reminders are included.

Module 6 Requirements- 2025 will see some changes to Module 6. To align with our obligations with the DoE, teachers and helpers are required to demonstrate they are committing to ongoing training and professional development. Each Approved Provider determines how that will look. For Baptist authorisation we have observation lessons, self-reflections and now from 2025 a survey. Along with that we ask for a minimum of two hours of training each year, that is SRE related directly or of value in the SRE context. See our separate Module 6 information sheet for details, including changes to the frequency of requirements.

Contact Shelley Ashton -Team Leader SRE | Baptist Association NSW and ACT
 0298689239  sre@nswactbaptists.org.au  <https://nswactbaptists.org.au/baptistsre/>