

is often the practice in larger schools where the Human Resources department keeps records for staff and provides a printout each year.)

or

The school records the professional learning that relates to Accreditation currency in LExICON in the Training section. We have developed an [instructional video](#) and the [LExICON handbook](#) also provides further information on how this can be achieved.

Option 2 Shared responsibility

The school and staff member keep records of professional learning for Accreditation currency. The school keeps a record in the training section of LExICON of attendees on retreat days, professional learning in Christian Studies. The staff member files certificates of professional learning undertaken, eg Christian Studies workshops, Dialogue Australasia workshops. The school may also choose to provide certificates for school-based offerings so that staff members can also keep a record.

Option 3 Staff responsibility

The staff member keeps a record of their professional learning for Accreditation currency in similar ways as required for teacher registration. Some states have capacity for this to be recorded in the teacher registration portal.

LExICON recording

LEA will advise staff when their currency date will need renewing upon achieving their Accreditation status and one year prior to their renewal date.

Schools are encouraged to use LExICON to run a Theological Status Report each year to identify those staff who will need to renew their Accreditation and advise the staff to gather their documentation. The school may also provide any school records of professional learning such as staff retreats that meet the Accreditation currency expectations. These may have been recorded in the Training section of LExICON or the school HR system.

To renew the Accreditation currency, the principal and/or professional learning coordinator meet with the staff member to review the records. They determine if currency has been achieved and the Accreditation currency date is renewed in LExICON. If Accreditation currency has not been achieved, the principal works with the staff member to develop an appropriate plan.

LEA can provide information about renewing the Accreditation currency date or enter the data for schools.

What might this look like in practice?

Example 1

A school provides a day each year for a staff spiritual and theological retreat. Attendance is recorded on the school HR system or in the training section of LExICON. Christian Studies teachers engage with a Christian Studies curriculum improvement workshop in lieu of a staff meeting each term with a focus on an aspect of theology or pedagogy facilitated by the CS leader or regional CS leaders. The school records attendance in their HR system or in the training section of LExICON. Accreditation currency dates are renewed in LExICON each five years after a meeting between the teacher and principal.

Example 2

Each teacher has a professional learning plan that includes a section that relates to Accreditation. In the first three years of service the focus of the professional learning plan will involve the completion of Connect (At) and Christian Studies teachers will also complete Equip 1 and 2 (Ac). It is the responsibility of individual staff members to document their professional learning that attends to Accreditation. Each year the school involves staff in a retreat day and promotes the regional Christian Studies workshops for Christian Studies teachers as a way of supporting Accreditation currency. The school records attendance in their HR system or in the training section of LExICON. Accreditation currency dates are renewed in LExICON each five years after a meeting between the teacher and principal.