

Process for Gaining Registration as a Religious Instructor 2014

Step 1

Submit the following documentation to the Religions for Peace (RfP):

(a) signed application for registration to include the following:

1. *name, date of birth and WWC Check number and expiry date*
2. *religion in which you will provide instruction*
3. *the religious organisation/agency that has accredited you to deliver the instruction*
4. *your sponsoring church or religious organisation*
5. *details of training that you have undertaken, who delivered it and the date that the training was undertaken*
6. *name of the school(s) in which you will provide the instruction.*

(b) information sheet

(c) proof of qualifications to give religious instruction to school children in the classroom

(d) letter of recommendation as to the applicant's suitability from a member of your religious community

(e) Signed Religions for Peace Australia Inc. Code of Conduct.

Step 2

Apply for a Working with Children Check (WWC Check).

The form is available at any Post Office. There is no charge for volunteers. Please ensure that you read the instructions carefully.

With Item 11 on the WWC form put down both codes 44 and 64.

With Item 12 on the WWC form, list the

Primary organisation as: *Religions for Peace*

Address: *RI Secretary,*

PO Box 1383 Carlton Vic 3053

Contact phone number: *(03) 9350 7378*

The Department of Justice will notify RfP (and you) if your application for a WWC Check has been successful. The WWC Check is valid for 5 years.

When RfP has your application, photo, evidence of qualifications, letter of recommendation and a successful WWC Check, then RfP will apply to the Department of Education for approval of your registration as a religious instructor in government schools. Providing all is in order, you will then be issued with a registration letter and ID Card from RfP.

*Although **the Information Sheet** is not essential for registration, it is very important to return it to Religions for Peace so that we can provide the highest quality of service to our volunteers and to the DEECD.*