



EMPLOYMENT FACT SHEET

CERTIFICATION

The New Zealand Catholic Bishops Conference (NZCBC) has set up a national certification system for teachers and leaders in Aotearoa New Zealand Catholic schools. The handbook for certification is available from National Centre for Religious Studies (NCRS) [Te Kupenga-Catholic Leadership College \(2025\). Certification Handbook for Staff and School Boards in Catholic State-Integrated Schools in Aotearoa New Zealand.](#) or the diocesan office.

Certification Levels are gained by completing approved courses and qualifications in Religious Education and Catholic Special Character. Teachers are expected to acquire credits over a period of time and Certification verifies that this formation has taken place. This continuing personal formation and qualification at each level includes the major components of Catholic Theology, Scripture, Religious Education, Spirituality, and Catholic Special Character. Certification is attained by meeting the requirements for each level.

Certification levels should be viewed as a Poutama or staircase which supports ongoing professional leading in a Catholic context. Those aspiring to Catholic leadership should also consider qualifications at higher levels.

The NZCBC expects those involved in our schools to use this Handbook, and to ensure that all staff achieve appropriate standards of knowledge and understanding. It is essential that School Boards and Principals give highest priority to continuing professional development relating to Catholic Special Character. Particular attention must be given to the level of Certification when making appointments.

Foundation Level

This level is achieved by completing a new to Catholic school induction course that is organized by the diocese. ***This is the introductory level required of all teaching staff in a Catholic school.***

Classroom Level

This is the minimum level for those holding special character positions.

Leadership Level

This is the minimum level required of those holding or aspiring to the positions of Principal or Director of Religious Studies, and those in other significant leadership positions in Catholic schools.

Graduate Level and Graduate Level Q3

Secondary teachers of Religious Education should have a Graduate level qualification in a relevant field. Teachers holding positions of Secondary Director of Religious Studies, HOD Religious Education or their equivalent, which require subject specialist knowledge, should have appropriate Graduate Level qualifications at Bachelor, Masters, or Doctorate levels.