



Sponsorship: Higher Education Studies Procedures

Reviewed: August 2020

Ratified:

Next Review: 2023

Procedures

- Each year specific funding from the Catholic Education Office Ballarat (CEOB) will be assigned for sponsorship for staff pursuing academic qualifications in Educational Leadership, Religious Education, Theology or Wellbeing
- Sponsorship funding is based on the cost of university fee per unit and will usually be provided on the basis of one-third from the Catholic Education Office, one-third from the school and one-third from the applicant. The Director of Catholic Education will have discretion to vary this arrangement in specific situations.
- The proposed course of study should be demonstrably relevant to the applicant's professional role in the school community as validated by the principal's endorsement.

Applications:

- Applications for sponsorship will be advertised in Term 4 via the CEOB website.
- Courses that are recommended by CEOB as meeting the requirements for diocesan sponsorship will be listed in Term 4 via the CEOB website.
- All applicants must have Principal endorsement to be considered for sponsorship, as the school is acknowledging part payment of applicant's study costs. For CEOB staff that would be endorsement by their Team Leader.
- Applicants are responsible for enrolling in the respective course of study.
- The cost of each unit of study undertaken must be provided in the application, otherwise the minimum sponsorship allocation may be provided.
- As part of their application, applicants need to clearly articulate in approximately 500 words, their vision of what this study will mean for:
 - themselves
 - students in the school
 - Catholic Education
- Applicants must be in employment in Catholic schools in the Diocese of Ballarat or in the Catholic Education Office Ballarat for the duration of the year in which funding is awarded at least 0.5FTE.
- Applicants **will not** have accessed any other funding source for the study being undertaken.
- If staff members transfer from one school, or office, to another within the year that funding is awarded, the sponsorship may be re-negotiated.
- In negotiation with their Principal, Governing Authority (in the case of a Principal) or Staff Team Leader (in the case of CEOB staff), successful applicants may pursue the following options as to how they would like their funding to be allocated:
 - To pay University Fees - evidence of payment, or the request for payment, must be presented to the principal/school bursar or the CEOB (which ever applies) before such funding can be released.
 - As replacement funding for time release to a maximum of 8 days.
 - As reimbursement for travel and/or accommodation expenses - exact details and

receipts must be kept and presented to the principal/school bursar or the CEOB (which ever applies) in order for such funding to be released.

- To pay Administration Fees - evidence of payment, or the request for payment, must be presented to the principal/school bursar or CEOB (which ever applies) before such funding can be released.
 - A combination of any of the above - limited by the original amount of funding awarded to the individual, and subject to the same conditions as stated above.
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- If a teacher is finding it difficult to pay fees upfront when enrolling, they are to request support from the school, which can then negotiate a repayment plan if required.
 - At the end of the academic Semester Sponsorship recipients are required to provide proof of successful completion of study for that Semester, to their Principal, who will in turn notify CEOB. Failure to do this may result no sponsorship payments.
 - Further sponsorship will not be considered without satisfactory completion of previous units.
 - Sponsorship funding is granted for **one year only** and may not be deferred.
 - New applications for funding must be made for each year of the course.
 - If a scholarship recipient withdraws from a unit or units of study, the CEOB and the principal and bursar of the school must be notified.
 - The allocation of sponsorship will vary in any given year in accordance with the demand. The Director of Catholic Education and the Deputy Director (Director of Religious Education) will have discretion to vary this arrangement in specific situations.

Process for approval and prioritising of applications:

- A panel will be formed. Membership of the panel will consist of a representative of the Director of Catholic Education, a representative of the Director of Religious Education, a primary principal, a secondary principal, a primary teacher, a secondary teacher and Executive Officer from CEOB.
- The panel will process and recommend to the Director suitable applicants to be considered for sponsorship.

Courses that meet the following requirements will be considered for diocesan sponsorship

Religious Education and Theology

- Studies pursued to meet the requirements of the CECV Policy *Accreditation to Teach and to Teach Religious Education or Lead in Catholic Schools in Victoria*. A current list of recommended courses can be found on the CEOB website. Accreditation study will be fully funded 2/3 from CEOB and 1/3 from the school.
- Other studies in Religious Education, Theology, Spirituality and Catholic Identity, particularly at Masters' level. In line with diocesan policy, Catholic Education Ballarat will fund one third of the cost, the school will fund one third of the cost and the participant will fund one third of the cost for these studies at Masters' level.

Educational Leadership and Wellbeing

- Applicants will normally be required to have Accreditation to Teach and to Teach Religious Education or Lead in Catholic Schools, according to CECV Policy. The Director may grant exemptions in specific circumstances.
- Catholic Education will publish annually, those courses which have been approved for Sponsorship for Educational Leadership and Wellbeing. These will normally be courses

offered by Catholic institutions and courses which are seen as priorities for Education in the Diocese.

- Applicants for *Master of Education (Student Wellbeing)* should be in a specific Student Wellbeing position, part of the Wellbeing Leadership Team **or** a member of the school Leadership Team.

Unused/Additional Funding

- In a given year, if part of the funding available for Sponsorship is not distributed or additional funding is available, the Director has discretion to use these funds for sponsorship for other higher education courses. The level and requirements will be determined by the Director.

Supporting documents

Diocesan Education Vision and Mission Statements

Partnering: A Step Further - Strategic Directions 2020-2024

Characteristics of a Highly Effective Catholic School (CHECS)

DOBCEL Performance Development and Review Policy and Procedures

Diocesan Leadership Framework

Awakenings – Religious Education Curriculum

Accreditation to Teach and to Teach Religious Education or Lead in Catholic Schools in Victoria Policy (CECV)

Appendix

Application Template