



Memo

To:	Catholic Education Ballarat Employees
From:	Fiona Murphy, Organisational Development Manager
Subject:	Enrichment Scholarships 2025
Date:	August 2024

Enrichment Scholarship 2025

Background and rationale

We invite eligible Catholic Education Ballarat (CEB) employees to apply for an Enrichment Scholarship. Up to four Enrichment Scholarships may be available to CEB employees in 2025.

Eligibility

Subject to a recommendation by a review panel, a period of enrichment leave may be granted by where the applicant:

- has completed five years (or more) of continuous service with CEB
- continues to be an employee for the 2025 school year
- willing to access their accrued annual leave or long service leave to attend/participate in the Enrichment opportunity
- has not previously accessed other enrichment leave entitlements
- has not recently received CEB support for significant professional development or immersion/study tour; and
- agrees to pay any Fringe Benefits Tax associated with the Enrichment Scholarship

Members of the Leadership team are ineligible for this scholarship.

The Scholarship

The intent of the Enrichment Scholarship is a commitment to:

- professional and spiritual renewal supporting capability and growth
- enhancing wellbeing through opportunities for reflection, renewal, and learning; and
- aligning enrichment opportunities with CEB strategic priorities.

The Enrichment Scholarship provides for up to \$5,000 for directly related costs. In addition to program costs, the Enrichment Scholarship can be used in support of travel, accommodation and meal costs related to the program or event.

Successful applicants agree to use their accrued annual leave or long-service leave entitlements while participating in their nominated enrichment program.

Expectations of recipients

The actual timing of leave must be negotiated with the Team Leader to enable best outcomes for the enrichment opportunity on balance with DOBCEL service and operational commitments.

The recipient must complete a leave application for approval by the Team Leader and forwarded to Payroll ahead of the taking of leave.

A process must be negotiated with the Team Leader to capture some of the learning/enrichment following the enrichment opportunity for sharing with CEB colleagues.

The recipient must keep all invoices or tax receipts associated with claimable costs.

Examples of appropriate use of scholarship

- Pilgrimage or facilitated spiritual retreat
- School visitation program investigating specific education strategies in another diocese
- Attendance at conference
- An in-country immersion experience with Catholic Mission
- As a complement to diocesan study sponsorship

Application process

1. Review the eligibility requirements and scholarship details and ensure that you meet the requirements.
2. Prepare an application letter/email (minimum one-single sided page, maximum two pages) outlining:
 - The proposed Enrichment Program and timing (attach supporting documentation)
 - How the proposed program will enrich you spiritually/personally/professionally and/or increase your capability within your current role
 - How the proposed program will enhance your ability to support/enhance the Ballarat Diocesan Education Community Strategic Priorities (*Partnering, a step further*)
 - The estimated costs of the proposed program (program costs, and travel, accommodation, meal costs. Where possible attach supporting documentation)
3. Submit your application for the Enrichment Scholarship 2024 via email to Fiona Murphy fmurphy@dobcel.catholic.edu.au by **Friday 27th September 2024**.

Selection of Scholarship recipients is through discernment by the Directorate team and based on the merit of each application. Application outcomes will be personally communicated to applicants by Friday 18th October 2024.

Review of this Enrichment Scholarship: The Enrichment Scholarship is not automatically provided each year. It will be reviewed annually by the Executive Director Catholic Education.

Responsibility of: Tom Sexton, Director of Catholic Education