



Background and rationale

The CEB Professional enrichment scholarship demonstrates a mutual commitment to the ministry of Catholic education, by supporting all staff in their continuing growth professionally and spiritually.

This scholarship is open for all CEB staff who meet the eligibility criteria, and who are engaged in an ongoing contract under the CEMEA. CEB senior leadership engaged on a fixed-term common-law contract should look to the CEB Senior Leadership Professional Enrichment Guidelines.

What is professional enrichment?

Professional enrichment refers to activities and opportunities that enhance an individual's faith formation, professional skills, knowledge and overall effectiveness, leading to career growth and personal fulfillment. It goes beyond basic job requirements and aims to develop a more well-rounded and impactful professional.

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 Scholarship

The Enrichment Scholarship provides up to \$5,000 for costs directly related to the approved professional enrichment experience. 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.

Up to four Professional Enrichment Scholarships may be available to CEB employees each year.

Definitions

Fringe benefits tax (FBT) exemption: FBT is a tax levied by the federal government on an employer designed to tax many of those benefits that an employee receives outside their normal taxable income.

Eligibility

A professional enrichment scholarship may be granted by where the applicant meets the criteria below:

- Has completed five years (or more) of continuous service with CEB.

- Continues to be an employee for the following school year (eg: if you are applying for enrichment leave in a particular year, you must be employed at CEB for the duration of that particular year).
- Is willing to access their accrued annual leave or long service leave to attend/participate in the Enrichment opportunity.
- Has not previously accessed other professional enrichment opportunities.
- 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 if applicable.

Expectations of recipients

Timing -

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

Leave -

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

Professional Enrichment Report -

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, generally this would be in the form of a written report or presentation to be submitted within a month of returning to work.

Costs -

The recipient must keep all invoices or tax receipts associated with claimable costs. Claimable costs include things such as the cost of a retreat program or conference, travel, accommodation and meals. Depending on the Scholarship request, costs covered may also include necessary materials .

Examples of appropriate use of scholarship

- Pilgrimage or facilitated spiritual retreat
- School visitation program investigating specific education strategies
- Attendance at a conference
- An immersion experience – for example with [Aussie Camino](#) or [Mary MacKillop Heritage Centre](#)

Application process

1. Review the eligibility requirements and scholarship details and ensure that you meet the requirements. It is advisable that you speak with your Team Leader about your thinking before formalising your application.
2. Complete the online CEB Professional Enrichment Scholarship application form which will workflow to your team leader for endorsement. Applications without team leader endorsement will not be considered.

3. Applications for the Professional Enrichment Scholarship must be submitted by the end of Week 6, Term 3 in the school year before your proposed enrichment activity. Late applications cannot be accepted due to budgeting and planning requirements.

Selection Process

All applications will be reviewed by the Directorate team considering the following –

1. *Meets Eligibility Criteria*
The application must satisfy all the required conditions to be considered.
2. *Endorsed by Team Leader*
A team leader must support or approve the application.
3. *Quality of Responses*
The answers provided in the application form should be relevant, and well-articulated.
4. *Individual Merit and Impact*
The application should demonstrate unique value and show how it will make a meaningful difference to both the individual and DOBCEL.

Application outcomes will be communicated in writing to applicants and their Team Leader by People and Development by the end of week three in term four.

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

CEB Professional Enrichment Scholarship Application form

To apply for a CEB Enrichment scholarship, please complete this [form](#). Once completed your form will workflow to your team leaders for their endorsement. Please ensure your team leader endorses your application form by Friday 29 August 2025.

The application form can be accessed [here](#).

CEB Professional Enrichment Scholarship Application form



The CEB Professional Enrichment Scholarship application form is due by the end of week 9 in term 3 of the year prior to the proposed enrichment experience. Late applications are unable to be considered.

First Name	<input type="text"/>	Last Name	<input type="text"/>
Usual office location	<input type="text"/>		
Team	<input type="text"/>		

Please respond to the following to provide an outline of what activity/activities you will undertake as part of Professional Enrichment (attach relevant details as a separate document if necessary).

1. Program/course/retreat/conference details, including the course or program name, institution/convenor, and location.

Add your response here

2. How will the proposed program enrich or grow you spiritually or professionally within your current role and/or enhance your wellbeing?

Add your response here

3. The timing - dates and duration of the program, including dates of proposed absence from your usual duties at work.

Add your response here

4. How the proposed program will enhance your ability to support and enhance the DOBCEL Strategy 2035 (the proposed activity should support/enhance at least one element or pillar of the DOBCEL 2035 strategy).

Add your response here

5. Additional relevant information. For example:

- If the proposal is to engage with another organisation/individual outside of the Diocese, an in-principle agreement with the organisation/person involved in the proposed program;
- If the proposal is part of a cluster application, who is involved and who is the cluster contact person.

Add your response here

6. Estimate of expenses (please provide a rationale for the estimate).

The applicant **must** attach program costs and estimates/quotes for all expenses listed below. Cost include items such as **Registration/Enrolment fee, Books/equipment/resources, accommodation, travel and related expenses**

	\$
	\$
	\$
	\$
	\$
Total Support Requested	\$

Team Leader Endorsement

Team Leader to recommend the application for consideration by Directorate, comment on the application's relevance and confirm information provided is accurate. If the Team Leader does not support the application, they should promptly discuss the reasons with the employee and explore other suitable professional enrichment opportunities where appropriate.

Employee details are complete and accurate?	Y	N
I have discussed request with team member and support the request for the professional enrichment scholarship?	Y	N
Evidence of costs attached?	Y	N
Leave can be covered within the team?	Y	N

Team leader endorsement

I endorse this application for a Professional Enrichment Scholarship and support the timing and nature of the proposed program should the applicant be successful.

I acknowledge the applicant meets the eligibility criteria.

Team Leader Signature		Date	
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Declaration and applicant signature

I understand that completing this form does not guarantee me a Professional Enrichment Scholarship.

I have completed this form accurately to the best of my ability and provided as much information as possible.

I acknowledge that I comply with the eligibility criteria outlined in the CEB Professional Enrichment Scholarship Operating Procedure.

Employee Signature		Date	
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Please ensure this form is correctly completed, with the required attachments. Forward your complete application to Fiona Murphy, Manager, Organisational Development.

Return completed proposal to:

Fiona Murphy, Organisational Development Manager
Catholic Education Ballarat
fmurphy@dobcel.catholic.edu.au

