

Frequently Asked Questions

IMPORTANT: The information covered on our FAQs page is correct at time of publication and may be subject to change. This page will be updated regularly

Last Update 8/08/2017

Significant changes to the Australian Qualifications Framework came into effect in 2015. This is the basic guideline for all Tertiary Institutions given by the Department of Industry. The changes affected those who commenced new courses from 2015. These include an increased number of units required in Masters level courses, and thus increased duration of these courses. We would expect that for those who cannot claim credit for prior qualifications, part-time study may take 3 years part-time (12 units), as opposed to 2 years (8 units) in the previous format.

From 2017, to enable Catholic Education Melbourne to sponsor more teachers, Sponsored Study Support for Further Studies in Religious Education/Theology courses will be subsidized on the following basis:

Sponsored teachers will be required to pay \$458 towards the cost of each unit upfront per semester + SSAF, the school will be required to pay \$458 towards the cost of each unit per semester for the duration of this Sponsored Study and Catholic Education Melbourne will pay the remaining cost of each unit per semester for the duration of this Sponsored Study.

Potential applicants should note that any offer of Sponsored Study support will be subject to funding availability.

(Please Note: Teachers can apply only for one Sponsored Study program from the available Sponsored Study Support options for 2017 offered by Catholic Education Melbourne)

1. When can we expect Sponsored Study applications to open?

Each mid year (subject to funding), the Executive Director advises principals via the Catholic Online Mail for Schools (COMS) that Sponsored Study applications are open for the following academic year. This comes with all the instructions that can be forwarded to interested teachers. The Sponsored Study application period usually closes 4 to 6 weeks after applications open.

2. What is Sponsored Further Study in Religious Education/Theology?

Catholic Education Melbourne supports teachers to pursue Further Studies in Religious Education (RE) and Theology as part of the Sponsored Study scheme offered by this Office. Sponsored Study is open to teachers who are already accredited to teach Religious Education in a Catholic School and are permanently employed 0.8 FTE or above. Applicants must be a resident of Australia or hold Australian Citizenship. Sponsored Study is available for a range of studies that can be undertaken at the Australian Catholic University (ACU). The University of Divinity and its campuses, specifically, Catholic Theological College (CTC), and Yarra Theological Union (YTU). Sponsored Study support is for 2 years.

(Please check this page for updates).

3. Do I need to apply again if I am currently sponsored for Further Study in Religious Education/Theology?

NO. You do not need to complete another online application form on CEVN if you are in your first year of a two year Sponsored Study Support. However, If you are currently in your second year of Sponsored Study and are not able to complete your course by the end of your second year (due to deferment during your study period etc.), you will need to apply again for Sponsored Study Support if you are seeking to complete your qualification under sponsorship.

However, you do need to **re-enroll direct** with your relevant university for continued study.

NOTE: Continued Sponsored study support is dependent upon evidence of satisfactory progress and availability of funds.

4. When can we expect Sponsored Study applications to open?

Each mid year (subject to funding), the Executive Director advises Principals via the Catholic Online Mail for Schools (COMS) that Sponsored Study Applications are open for the following Academic year. This comes with all the instructions that can be forwarded to interested teachers. The Sponsored Study Application period usually closes four to six weeks after the opening date.



5. What costs are covered by Sponsored Further Study in Religious Education/Theology?

Sponsored Study Support for further studies in RE/Theology is offered for a 2 year period. From 2017, Catholic Education Melbourne will offer Sponsored Study Support for Further Study in RE/Theology courses will be subsidised on the following basis:

Sponsored teachers will be required to pay \$458 towards the cost of each unit upfront per semester + SSAF, the school will be required to pay \$458 towards the cost of each unit per semester for the duration of this Sponsored Study and Catholic Education Melbourne will pay the remaining cost of each unit per semester for the duration of this Sponsored Study.

6. What costs are NOT covered by Sponsored Further Study in Religious Education/Theology?

For new sponsorships, Sponsored Study Support does not cover:

- Replacement costs or study leave.
- Student Services Amenities (Tertiary Administration) Fees.
- The cost of books and reading materials.
- Any late enrolment fees.

7. Who can qualify for Sponsored Further Study in Religious Education/Theology?

Teachers employed in a Catholic School in the Archdiocese of Melbourne, on a permanent basis (**no less than 0.8 FTE**), who are permanent residents of Australia (or hold Australian citizenship) may apply for Sponsored Study with the Catholic Education Office, Melbourne.

8. Is Sponsored Further Studies in Religious Education/Theology offered midyear?

NO. There are no midyear intakes for Catholic Education Melbourne RE/Theology Sponsored Study.

9. Which institutions offer Further Studies in Religious Education/Theology?

- Australian Catholic University (ACU).



- University of Divinity and its campuses, specifically: Catholic Theological College (CTC) and Yarra Theological Union (YTU).

Applicants are advised to check the relevant Institution's Website(s) for course details.

Links to the institution websites can be accessed via the CEVN website <http://cevn.cecv.catholic.edu.au>.

10. What are the criteria for Sponsorship for Further Studies in Religious Education/Theology?

Applicants must:

- 1.1 be a permanent resident of Australia or hold Australian citizenship;
- 1.2 be currently employed, on a **permanent** basis, as a teacher in a Catholic school in the Archdiocese of Melbourne. Teachers employed part-time, **no less than 0.8 full-time equivalent (FTE)**, are eligible to apply for Sponsored Study Support;
- 1.3 be accredited to Teach Religious Education in a Catholic school;
- 1.4 have at least two years teaching experience in Catholic schools in Victoria;
- 1.5 currently be a Religious Education Coordinator, or teaching Religious Education and/or provide evidence of an intention to continue involvement in Religious Education;
- 1.6 have demonstrated potential for leadership in Catholic education;
- 1.7 have their current principal's endorsement and recommendation;
- 1.8 provide evidence of their commitment to personal and professional formation;
- 1.9 be qualified for entry into the postgraduate program applied for. Teachers are asked to check that their qualifications are correctly entered by their school's administration staff on the CEVN website: <http://cevn.cecv.catholic.edu.au> under Staffing & IR / Personnel / [Personnel Record System](#) (PRS), as this may affect their Sponsored Study outcome; and
- 1.10 be able to complete two units per semester.

NOTE: Preference will be given to candidates who have begun a course of study without Sponsored Study support.

To be eligible for enrolment all applicants should hold:

- A four-year Bachelor degree in Education of equivalent; or



- A Bachelor degree in an area other than Education and a recognised teaching qualification; or
- A Bachelor degree in an area other than Education and a Graduation Certificate in Educational Studies or equivalent.
- A Bachelor degree in an area other than Education and a recognised teaching qualification; or
- A Bachelor degree in an area other than Education or Graduate Certificate in Educational Studies or equivalent.

11. Who determines the successful applicants for Further Studies in Religious Education/Theology?

A selection panel will determine the successful applicants and the selection will be based on the criteria set out above. Number of sponsorships given is determined by demand and availability of funds.

12. Will my Principal be notified if I apply for Further Sponsored Studies in Religious Education/Theology?

YES. Part of the selection process requires all applicants to gain endorsement from their principal to undertake the Sponsored Study. Upon your submission of the online application form on CEVN website (<http://cevn.cecv.catholic.edu.au>), an email entitled ***“Principal Endorsement Form for a Sponsored Study Application”***, will be sent to your principal with an attached **“Principal Endorsement Form”** that needs to be completed and returned to Catholic Education Melbourne by the required date. This endorsement from your principal, also confirms the schools’ agreement to pay \$458 towards the cost of each unit of study for the duration of the Sponsored Study

13. What if the Principal does not submit the “Principal Endorsement Form”?

It is the responsibility of the applicant to ensure that their principal completes the confidential online form and return it to Catholic Education Melbourne by the required deadline. This endorsement from your principal, also confirms the schools’ agreement to pay \$458 towards the cost of each unit of study for the duration of the Sponsored Study



14. Can I check the status of my Sponsored Study for Further Sponsored Studies in Religious Education/Theology?

YES. You will be able to view up-to-date information regarding the status of your Sponsored Study by logging into CEVN and by following these links: ***CEVN/MY PL (IPLS) /My Sponsored study.***

15. How do I apply for Sponsored Further Study in Religious Education/Theology Study each year?

It is expected that the online application form will be available on the CEVN website: <http://cevn.cecv.catholic.edu.au> usually around mid year. (Check on COMS for the Sponsored Study advertisement mid year).

Please note it is the responsibility of the applicant and their school to ensure that appropriate access to CEVN is available before the closing date.

- a) Under ***Professional Learning*** (in the left menu) click ***My PL (IPLS)***.
- b) Click on ***My PL (IPLS)***.
- c) Select ***CEOM Sponsored Study Schedule*** (in the left menu).
- d) Scroll down the **Sponsored Study Category** column and select: ***Further Studies in RE /Theology.***
- e) Click on ***Read More*** of the study relevant to the application.
- f) It is important that teachers explore each of the approved institutions or courses prior to making a decision.

The ***Apply Now*** link will be available when applications open.

(Please Note: The ***“Apply Now”*** link refers to all of the universities and all of the courses not only ACU).

- g) Closing date for applications is usually four to six weeks after opening date.
- h) Applicants will receive an email confirming their application. Applicants' Principals will receive an endorsement form via email to be returned by the required date.

16. When applying online for Sponsored Study, what information will I need to assist in completing the *Online Sponsored Study Application Form*?

The following tips and reminders may be helpful:



- As there is no spell-check available with this form, it is recommended that all text responses to Questions are first created in Word to allow editing and checking.
 - From the Word document, these responses can then be copied and pasted directly into the application form.
 - We suggest you save this Word document for your own records, as the actual system application form cannot be printed or retained after submission.
- It is important **not** to keep the application form open on your computer for long periods of time, as the system could time out without saving your changes.
 - Frequently **Save and Exit** the form. This ensures that your incomplete application is saved.
 - To reopen the partially saved form, log into My PL (IPLS), return to the **Read More** section of the Sponsored Study and select **Edit/Submit Existing Application**.

Course & Institution	Information	Open	Close
Grad Cert in Catholic Studies at ACU Graduate Certificate in Catholic Studies at ACU	IPLS - 2015 Accreditation Studies - Information for A	Edit/Submit Existing Application	22 August 2014
Graduate Certificate in Teaching RE at CTC Graduate Certificate in Teaching Religious Education at CTC	IPLS - 2015 Accreditation Studies - Information for A		

- After completing the key selection criteria and mandatory Questions, select the **purple submit** button to ensure that the online application form is submitted for consideration in the selection process.
- If you try to submit and have accidentally missed responding to one of the mandatory Questions (marked with a red asterisk *****) or you have not selected one of the “yes/no” buttons as your response, the application will not submit. You will be taken back to the top of the page and there will be a red box requesting you to complete missing details.

NOTE: Unless **Submit** is selected, the system does not have a record of your application. Application forms that have been saved, but not submitted, are not received by the system and will therefore not be considered.





Note: Once your form is **submitted**, you will no longer be able to make changes to your application and your Sponsored Study will appear on your **My Sponsored Study** list with a status of **Pending**.

Your principal will receive an automated email requesting the completion and return of an endorsement of your application and agreement that the school will pay \$458 towards the cost of each unit of study for the duration of the Sponsored Study. A copy of this endorsement form will also be emailed to you for your information.

- Selected either “yes” or “no” to the relevant Questions.
- Answered each mandatory Question (Questions with a red asterisk *).

Have you checked if your FTE has been correctly entered in the PRS (Personnel Record System) by your school administration staff? *

If not correct, this will affect your Sponsored Study support outcome.

Please provide any additional feedback

Are you Accredited to Teach Religious Education in a Catholic School (Policy 1.7)? *

This Sponsored Study support is only for teachers Accredited to Teach Religious Education in a Catholic School.

Please provide any additional feedback

- Yes
- No

17. Do I have an option for the Institution I would like to attend?



YES. You have an option as to which institution you apply. However, teachers should **only apply once** with their first choice of Institution.

You should also verify with the relevant Tertiary Institution that your **existing qualifications meet the criteria** of the course, as Sponsored Study support may not be offered or will be withdrawn if you do not meet the criteria of the course.

18. Do I need to apply again if this is my second year of Sponsored Further Studies in Religious Education/Theology?

NO, you do not need to complete another Online Application Form on CEVN as your Sponsored Study is for a 2 year period. Please note: you do need to **re-enroll direct** with your relevant University for continued study.

However, If you are currently in your second year of Sponsored Study and are not able to complete your course by the end of your second year (due to deferment during your study period etc.), **you will need to apply again for Sponsored Study Support if you are seeking to complete your qualification under sponsorship.**

Continued Sponsored Study Support for the following year is dependent upon evidence of satisfactory progress and availability of funds.

19. Who do I contact from the various institutions for Questions about the courses?

Courses Supported for Sponsored Study

Course	Course Contacts
Australian Catholic University (ACU)	
Faculty of Education and Arts: <ul style="list-style-type: none">• Master of Religious Education	Ms Mariette Le Roux Phone: 03 9953 3572 Email: feapg@acu.edu.au Website: www.acu.edu.au/education



University of Divinity (formerly MCD University) and its affiliated Colleges: Catholic Theological College (CTC) and Yarra Theological Union (YTU)	
<u>Catholic Theological College:</u> <ul style="list-style-type: none"> • Master of Arts (Theology) • Master of Theological Studies • Bachelor of Theology (by research) • Bachelor of Theology 	<p>Rev Dr. Kevin Lenehan Associate Dean (Postgraduate and Research) Phone: 03 9412 3333 Email: kevin.lenehan@ctc.edu.au Website: www.ctc.edu.au</p> <p>Dr. Rosemary Canavan Phone: 03 9412 3333 Email: rosemary.canavan@ctc.edu.au Website: www.ctc.edu.au</p>
<u>Yarra Theological Union:</u> <p>Coursework</p> <ul style="list-style-type: none"> • Master of Arts (Theology) • Master of Theological Studies • Bachelor of Theology <p>Research</p> <ul style="list-style-type: none"> • Master of Theology 	<p>Coursework</p> <p>Reverend Dr. Ross Fishburn Phone: 03 9890 3771 ext. 3 Email: dean@ytu.edu.au</p> <p>Research</p> <p>Assoc. Prof. Michael A Kelly, CSsR Phone: 03 9890 3771 ext. 4 Email: m.kelly@ytu.edu.au Website: www.ytu.edu.au</p>
Catholic Theological College in conjunction with Catholic Archdiocese of Melbourne (Office of Evangelisation):	
<ul style="list-style-type: none"> • Graduate Certificate in Guiding Meditation 	<p>Rev Dr. Kevin Lenehan Associate Dean (Postgraduate and Research) Phone: 03 9412 3333 Email: kevin.lenehan@ctc.edu.au Website: www.ctc.edu.au</p>
<ul style="list-style-type: none"> • 	



20. Who determines the successful applicants for Sponsored Further study in Religious Education/Theology?

A selection panel will determine the successful applicants and the selection will be based on the criteria set out above. Availability of places is depended upon the number of applicants and the availability of funds.

21. What period is covered by Sponsored Further study in Religious Education/Theology?

Successful applicants sign an Acceptance of Offer that specifies that funding is for a two year period (subject to funding availability). It is important to note that deferral from a Unit extends the period of study. However, it cannot be assumed that Catholic Education Melbourne Sponsored Study is also automatically extended. The funding is for **2 years only. You will need to reapply for Sponsored Study the following year during the Sponsored Period, (usually mid year), in order to complete the remaining units under Sponsored Study.**

22. In the partnership between Catholic Education Melbourne and each of the Tertiary Institutions, who is responsible for what?

In general terms ***Catholic Education Melbourne is responsible for managing the funding approval arrangements.*** That is, Catholic Education Melbourne will determine the number and the eligibility of people to be sponsored. It will also determine continuation of the Sponsored Study beyond the specified period.

ACU, CTC, YTU & UFT are responsible for the management of the courses including matters such as student enrolment requirements, credits for previous study, the delivery of the units, assessments, leave of absence, etc.

23. What is the process for the Sponsored Study application for Sponsored Further study in Religious Education/Theology?

- All applications, listing **one** preferred place of study and accompanying course, must first be completed **on-line** via IPLS.
- Apply online via CEVN > Professional Learning > MyPL (IPLS) > Select the year you are applying for Sponsored Study > Catholic Education Melbourne Sponsored Study Schedule >Further study in Religious Education/Theology.

Applicants will receive an email confirming their application. Applicants' Principals will receive an endorsement form via email, to be submitted by the required date (this date will be advertised on COMS). This endorsement from the principal, also confirms the schools' agreement to pay one third of the cost of tuition fees for the duration of the Sponsored Study.



- Catholic Education Melbourne will then determine applicants' eligibility for Sponsored Study funding based on assessment by the selection panel.
- An offer from Catholic Education Melbourne will be sent to applicants, and they will be asked to sign an Acceptance of Offer for the Sponsored Study.
- Applicants are to return their Acceptance of Offer of Sponsored Study to Catholic Education Melbourne by the required date on the letter of offer.

24. What is the process for application and enrolment at the Institute of your choice?

After returning their signed Sponsored Study Acceptance of Offer form to Catholic Education Melbourne, successful applicants must then make **direct** application/enrolment to their preferred Course /Institution by the required date. **Contact your relevant Institution for this date.** Successful applicants are responsible for an upfront payment of \$458 towards the cost of each unit per semester + SSAF, for the duration of the Sponsored Study. The teacher will receive an invoice from their chosen Institution in accordance with their procedures.

25. Will this Sponsored Study arrangement for Further Study in Religious Education/Theology be offered next year?

Sponsored Study support is offered to teachers interested in pursuing further studies in Theology or Religious Education in the Archdiocese of Melbourne. Subject to continuing funding, Catholic Education Melbourne will continue to support teachers in the Archdiocese undertaking formal studies.

26. If unsuccessful in my application for Sponsored study in Religious Education/Theology, can I undertake one of these courses at my own cost?

YES.

NOTE: Applicants who have begun a course of study without sponsorship are usually given priority when sponsorship applications are being considered.

27. If I am successful in Sponsored Further studies, can I defer from the course?

There may be circumstances where students find themselves needing to defer studies during their Sponsored period.

If a student applies to the Tertiary Institution for a Deferral of Studies, Catholic Education Melbourne needs to be informed in writing. Deferral of studies usually



extends the period of study and applicants will need to reapply for Sponsored Study to complete the course

28. Is On-Line Sponsored Further study in Religious Education/Theology possible?

Sponsored Further Studies in R.E./Theology are offered predominantly via *face-to-face* mode. However, some electives in the last Semester are offered via Online with Video Conferencing for some Lectures. It is recommended you check with the relevant Universities for more details.

For Sponsored Further Studies queries, you may email:

RESponsoredStudy@ceomelb.catholic.edu.au

Or you may consult:

- Mrs Ann Capp-Perucic, Administrative Officer, RE Accreditation and Sponsorships, Phone: 9267 0228 or
- Ms Anna Colombo, Administrative Assistant, RE Accreditation and Sponsorships,

Phone: 9267 0228

