

FAQs for Sponsored Study in RE Accreditation

Frequently Asked Questions

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

Last Update 18/08/2016

Catholic Education Melbourne has entered into partnership with Australian Catholic University (ACU) for the delivery of the Graduate Certificate in Catholic Studies, and Yarra Theological Union (YTU) and Catholic Theological College (CTC) for the delivery of the Graduate Certificate in Teaching Religious Education. YTU and CTC are recognised teaching institutions of the University of Divinity. John Paul II Institute (JPPI), also in partnership, offers a Graduate Certificate of Religious Education (GCRE). These courses meet the requirements of the Catholic Education Commission of Victoria Ltd (CECV) policy 1.7 (Accreditation to Teach RE in a Catholic School).

From 2017, to enable Catholic Education Melbourne to sponsor more teachers, Sponsored Study Support for Accreditation 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 plus the Student Services Amenities fee (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 offered by Catholic Education Melbourne).

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

Each year in July/August (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 4–6 weeks after they open.

2. What is Sponsored Study for RE Accreditation?

Catholic Education Melbourne sponsors Catholic school teachers to undertake Graduate Certificate in Catholic Studies at Australian Catholic University (North Fitzroy), the Graduate Certificate in Teaching Religious Education at Yarra Theological Union (Box Hill/Sunbury), Catholic Theological College (Craigieburn /Werribee) and John Paul II Institute (East Melbourne). These courses are undertaken in intensive mode over two years. There are usually four Saturdays each semester for four semesters to complete the four subjects. On completion of the courses, a teacher would be eligible to apply for Accreditation to Teach Religious Education in a Catholic School.

3. Who can qualify for Sponsored Study for RE Accreditation Studies?

Teachers employed in a Catholic School in the Archdiocese of Melbourne and who are a permanent resident of Australia (or hold Australian citizenship), may apply for Sponsored Study with Catholic Education Melbourne.

4. Will all people who apply for RE Accreditation Studies obtain funding?

NO. The number of people sponsored depends on available funds and the number of applicants.

5. If I have applied previously and was unsuccessful, can I apply again?

YES.

6. Who determines the successful applicants for RE Accreditation Studies?

A selection panel will determine the successful applicants. Availability of places is dependent upon the number of applicants and the availability of funds.

7. If I miss the deadlines for Sponsored RE Accreditation Studies, can I commence study at my own expense?

YES. If you miss this year's deadline, you can commence study at your own expense. You can then re-apply for Sponsored RE Accreditation Studies the following year and preference will be given to candidates who have begun a course of study without initial Sponsored Study support.



8. To which Institutions can I apply to commence study for RE Accreditation, at my own expense?

You can apply direct to one of the institutions listed below. The following people can be contacted for course enquiries:

- Australian Catholic University (Faculty of Theology & Philosophy) for the Graduate Certificate in Catholic Studies (Fitzroy):
Ms Janine Hillman, 5336 5393, Email: janine.hillman@acu.edu.au
Dr Richard Wade, Email: richard.wade@acu.edu.au.
- Catholic Theological College (CTC) in the Graduate Certificate in Teaching Religious Education (Craigieburn or Werribee):
Dr Frances Baker rsm, 9412 3303, Email: frances.baker@ctc.edu.au.
- John Paul II Institute for Marriage and Family (JPII) for the Graduate Certificate in Religious Education (East Melbourne):
Mr Toby Hunter, 9417 4349, Email: thunter@jp2institute.org.
- Yarra Theological Union (YTU) for the Graduate Certificate in Teaching Religious Education (Box Hill):
Assoc. Prof. Michael Kelly, 98903771 ext. 4, Email: m.kelly@ytu.edu.au.

9. What is the Graduate Certificate in Catholic Studies (ACU)?

The course is provided by ACU and comprises four units of study. The course meets the requirements of the Catholic Education Commission of Victoria Ltd (CECV) policy 1.7 (Accreditation to Teach RE in a Catholic School). Three of the units are delivered via 'mixed mode'. Check with ACU for more details.

| Institution | Course | Units of Study |
|--------------------------------|--|---|
| Australian Catholic University | Graduate Certificate in Catholic Studies | <ul style="list-style-type: none">• Introducing Religious Education – EDRE526• Introducing the Scriptures – THBS562• Introducing Theology – THCT563• Introducing Church Life – THCT564 |

ACU Website:

http://www.acu.edu.au/courses/postgraduate/theology/graduate_certificate_in_catholic_studies



10. What is the Graduate Certificate in Teaching Religious Education (Catholic Theological College)?

This course comprises 4 units of study and meets the requirements of the Catholic Education Commission of Victoria Ltd (CECV) policy 1.7 (Accreditation to teach RE in a Catholic School).

| Institution | Courses | Units of Study |
|---|---|--|
| Catholic Theological College (A Registered teaching Institution of University of Divinity) | Graduate Certificate in Teaching Religious Education. | <ol style="list-style-type: none"> 1. BS8600C - Sacred Scripture: A Foundation for Teaching Religious Education and Pastoral Ministry 2. CT8600C - Foundational Theology for Religious Education and Pastoral Ministry 3. CT9601C - Living Christian Faith: Sacramental and Moral Life 4. DR8600C - Introduction to the Principles and Practice of Religious Education |

NOTE: Please check with CTC to confirm the above details and for more information on venues, times and units of study.

CTC Website:

<http://www.ctc.edu.au/Postgraduate-Studies/GradCertTeachRE.aspx>



11. What is the Graduate Certificate in Teaching Religious Education (Yarra Theological Union)?

This course comprises 4 units of study and meets the requirements of the Catholic Education Commission of Victoria Ltd (CECV) policy 1.7 (Accreditation to teach RE in a Catholic School).

| Institution | Courses | Units of Study |
|--|--|--|
| Yarra Theological Union (A College of University of Divinity) | Graduate Certificate in Teaching Religious Education | <ul style="list-style-type: none"> • DR8601Y - Introduction to Scripture for Religious Educators • DR8602Y - Jesus Christ Today: In Church, Mission and Sacraments • DR8603Y - Foundations of Religious Education • DR8604Y – Making our (Christian) Choices in Life: A Value Added Approach |

NOTE: Please check with YTU to confirm the above details and for more information on venues, times and units of study.

YTU Website: www.ytu.edu.au/gctre

12. What is the Graduate Certificate of Religious Education (John Paul II Institute for Marriage and Family)?

This course comprises four units of study and meets the requirements of the Catholic Education Commission of Victoria Ltd (CECV) policy 1.7 (Accreditation to Teach RE in a Catholic School).

| Institution | Course | Units of Study |
|---|---|--|
| John Paul II Institute for Marriage & Family, Melbourne | Graduate Certificate in Religious Education | <ul style="list-style-type: none"> • JP567 Challenges & Strategies in Religious Education • JP573 Introduction to Biblical Studies • JP536 Catechesis in Sacramental Theology |



| | | |
|--|--|--|
| | | <ul style="list-style-type: none">• JP519 The Historical Contexts of Catholic Teaching |
|--|--|--|

NOTE: Please check with JPII to confirm the above details and for more information on venues, times and units of study.

JPII Website:

<http://www.jp2institute.org/index.php/courses/graduate-certificate-in-religious-education>



13. What period does the Sponsored RE Accreditation Studies Cover?

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. It cannot be assumed that Catholic Education Melbourne Sponsored Study will be automatically extended. The funding is for **2 years only**. For those beginning Sponsored Study from 2017, Catholic Education Melbourne Sponsored Study Support for Accreditation 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 plus the Student Services Amenities fee (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.

14. What costs does Catholic Education Melbourne cover for Sponsored Study for RE Accreditation Studies?

Subject to the availability of funds, Sponsored Study covers only the cost of the four units to be completed.

15. What costs are not covered by Catholic Education Melbourne for Sponsored Study for RE Accreditation Studies?

Sponsored Study 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.

16. What additional information do I need to be aware of before I apply for Sponsored Study for RE Accreditation?

Teachers are asked to check that their qualifications are correctly entered by their school's administration staff on the CEVN website

<https://cevn.cecv.catholic.edu.au> under *Staffing & IR / Personnel / Personnel Record System* (PRS), as this may affect their Sponsored Study outcome.

17. How do I apply for Sponsored RE Accreditation Studies?

It is expected that the online application form will be available on the CEVN website <https://cevn.cecv.catholic.edu.au>. This date will be advertised in the Sponsored Study advertisement in COMS (usually July/August each 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.

Visit:

- a) Select **My PL (IPLS)** under **Professional Learning** in the left menu.
- b) Select the **My PL (IPLS)** link.
- c) In the left menu select **CEOM Sponsored Study Schedule**.
- d) Scroll down the **Sponsored Study Category** column and select **RE Accreditation Studies**
- e) Select **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. This date will be in the Sponsored Study advertisement in COMS (usually July/August each year).

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

The closing date for applications is usually 4–6 weeks after the opening date. This date will be in the Sponsored Study advertisement in COMS (usually July/August each year).

Applicants will receive an email confirming their application. Applicants' principals will receive an endorsement form via email. The expected due date will be in the Sponsored Study advertisement in COMS (usually July/August each year).

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

- As it is an online application, you must have appropriate access to CEVN. Please note it is the responsibility of the applicant and their school to ensure that this is in place well before the closing date.
- Applicants should note that while the application period extends to over a month in duration, if the number of applicants exceeds the available funds, there will be a range of factors considered to select successful candidates. In some cases, this may include date of submission of online



application. Applicants are therefore advised not to wait till the last week to lodge their applications.

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 Microsoft Word to allow editing and checking.
 - From the Word document, these responses can then be copied and pasted directly into the application form.
 - **For your record**, we suggest saving this word document as your record of application form responses 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 re-open 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 | PLS - 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 | PLS - 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.

If you have already saved your application, it should be now showing as **'Edit/Submit Existing Application'**. Please thoroughly check section B that you have:

- 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



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

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

Links to each Institutions website are available under the RE Sponsored Study in CEVN.

20. Is my Principal advised that I have applied for Sponsored Study RE Accreditations Studies?

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, 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 confirms the schools' agreement to pay \$458 towards the cost of each unit of study for the duration of the Sponsored Study.

21. What if my 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 returns it to Catholic Education Melbourne by the required date in order for your application to be considered.

22. Do I need to apply again if this is my second year of Sponsored RE Accreditation studies?

NO. You do not need to complete another online application form on CEVN as Sponsored Study is for a 2 year period. Please note: you do need to **re-enroll direct** with your relevant university for continued study.

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.



23. Can I check the status of my Sponsored Study RE Accreditation studies application?

YES. You can view up-to-date information regarding the status of your Sponsored Study in CEVN under **MY PL (IPLS) /My Sponsored study**.

24. What period is covered by the sponsorship?

Successful applicants sign an Acceptance of Offer which 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 and you will need to re-apply for Sponsored Study in order to complete the missed unit/s.**

25. In the partnership between the 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 the continuation of the Sponsored Study beyond the specified period.

ACU, CTC, JPII & YTU 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.

26. What is the approval process for the Sponsored Accreditation Studies in RE?

Successful applicants will receive an offer of Sponsored Study Support from Catholic Education Melbourne and will be asked to sign an Acceptance of Offer for the Sponsored Study and return the acceptance by the required date.

27. What is the process for enrolment at the Institution of your choice?

After returning your 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 the relevant institution for this date.** You will be responsible for an upfront payment of \$458 towards the cost of each unit per semester plus the Student Services Amenities fee (SSAF) for this Sponsored Study. You will receive an invoice from your Institution in accordance with their procedures.



28. Will this Sponsored Study arrangement for RE Accreditation be offered next year?

Sponsored Study Support is a means to obtain Accreditation to Teach Religious Education in the Archdiocese of Melbourne. Subject to continuing funding, Catholic Education Melbourne will continue to support teachers in the Archdiocese of Melbourne undertaking formal studies leading to Accreditation to Teach RE in a Catholic school over two years from 2017. Sponsored Study Support for Accreditation 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 plus the Student Services Amenities fee (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.

29. Is Sponsored Study for RE Accreditation offered midyear?

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

30. If unsuccessful in my application for Sponsored Study, can I undertake one of these courses at my own cost?

YES. Enrolment applications can be made direct to the institutions concerned.

31. Will these courses give me entrance to Masters level courses?

The precise details regarding this arrangement and articulation into specific courses are determined by the institutions. Questions related to this matter should be directed to the relevant course contacts (refer to [Question 8](#)).

32. If I am successful in gaining sponsorship for RE Accreditation sponsored studies, can I defer from the course?

Catholic Education Melbourne Sponsored Study is granted for two sequential years. There may be circumstances where students find themselves needing to defer studies during this 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 re-apply for Sponsored Study to complete the course.



33. Is On-Line study possible for Sponsored RE Accreditation studies?

For online options, please check with the Institution of your choice.

For Sponsored RE Accreditation Studies queries, you may email:

RESponsoredStudy@cem.edu.au

or you may consult:

- Mrs Ann Capp-Perucic, Administration Officer, RE Accreditation and Sponsorship, Phone 9267 0527 or
- Ms Anna Colombo, Administration Assistant, RE Accreditation and Sponsorship, Phone 9267 0347.

