CATHOLIC EDUCATION
COMMISSION OF WESTERN AUSTRALIA

PROFESSIONAL RENEWAL LEAVE

INFORMATION BOOKLET

2013
Professional Renewal Leave

The following information is intended to assist you in making a successful application for Professional Renewal Leave.

Background Information

Following Catholic Education Commission of Western Australia's (CECWA) approval, Professional Renewal Leave commenced in 1996. PRL has as its objective:

"to create a reservoir of high quality leadership capability across the Catholic School system in Western Australia."

This objective is met in part by providing opportunities for Principals, Assistant Directors, Principal Schools Advisors (PSA’s) and Team Leaders to undertake substantial and significant professional development through a full time course of study, research, or professional experience related to the leadership domains.

Applications are considered by an advisory panel made up of:
- Assistant Director, People and Organisational Services
- Secondary principal
- Primary principal
- Principal School Advisor
- The Team Leader, Staff Records & Payroll team at the Catholic Education Office of Western Australia (CEOWA).
- Team Leader, Leadership, Employment and Community Relations
- Executive Officer, Consultant (PRL) Workforce Relations Team

The panel recommendations are forwarded to the Director of Catholic Education for final approval.

Eligibility Criteria

The panel examines the applications to ensure that all the eligibility criteria are satisfied. These are:

- the applicant has had sufficient number of years' experience as a Principal, Assistant Director, Principal Schools Advisors (PSA’s) or Team Leaders to qualify for PRL - 10 years or the pro rata provision;
- the proposal encompasses substantial and significant full time professional development, which is related to one or more of the new Leadership Framework domains four key areas of leadership in Catholic schools.

Professional Renewal Leave and Long Service Leave

Applicants who are eligible for Professional Renewal Leave (PRL) and Long Service Leave (LSL) may wish to consider combining the leave. Irrespective of whether the LSL and PRL are combined or not it is highly unlikely for two periods of substantial leave to be granted in consecutive years.
Sufficient Number of Years

Ideally applicants will have accrued the maximum of ten weeks at the time of making the application. However, a pro-rata provision currently applies where people who have accrued a minimum of five weeks are eligible to apply. In the event of there being more applications than funds available, priority will be given to eligible personnel with the greater PRL accrual.

Leave Accrual

Eligible persons accrue one week of PRL for each year of continuous service in the nominated leadership position.

Accruals cease at 10 weeks and do not accrue beyond this point

If applicants are eligible for 10 weeks PRL and choose to take only 6 weeks, they may only reapply when their pro rata accrual has reached the minimum of 5 weeks.

Selection Criteria

The expectation is that the course/research/professional experience will be full time equivalent over the period of time approved.

The professional development undertaken by successful applicants must be:

- aligned with the leadership framework
- significant and substantial

The advisory committee will also:

- consider the situation of the individual with respect to contract period
- consider the applicants' length of period of service in Catholic education

Expenses the PRL Fund Will Cover

A detailed breakdown of costs needs to be listed in the application for the selection panel to consider. For applicants studying overseas the costs should be converted to the Australian dollars equivalent. Costs not listed in the application will not be covered.

The PRL fund will cover the cost of the applicant's salary while on leave and up to $12,000 AUD (ie $1,200 AUD per week) for:

- registration fees
- accommodation costs
- an allowance to cover the cost of materials directly related to the course books, research and photocopying

At the completion of the course of study all receipts/invoices related to the course costs, accommodation and materials need be to clearly outlined in a summary spreadsheet and contain the date of expense, description of expense, amount and currency

NOTE: Where the course of study exceeds the PRL period then only pro-rata course costs will be met.
Expenses the PRL Fund Will Not Cover

The PRL fund will not cover the cost of:

- any travel expenses
- preparation time e.g. for pre-reading
- items of a personal nature such as gift and toiletries
- alcohol and meals

Applications

1. Information about PRL will be available electronically during Term One.
2. Applications in full must be on the approved form located on the CEOWA website (www.ceo.wa.edu.au).
3. The closing date for applications is 5 September 2012.

Report to the Director

At the completion of the PRL a report will be submitted to the Director. This will then be made available for other principals and team leaders to read. The report needs to include:

1. An outline of the course or study undertaken as related to the Leadership domain
2. A critical evaluation of the experience outlining its strengths and weaknesses
3. A description of the benefit derived by the applicant
4. Recommendations regarding suitability for other eligible personnel to attend

The report (1500-2000 word limit) should be submitted by the end of the term after the period of PRL unless there are exceptional circumstances.

All relevant documentation will be sent to successful applicants once the application has been approved.

FURTHER INFORMATION

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