



**CATHOLIC  
EDUCATION  
MELBOURNE**

SPONSORED STUDY 2020

# Executive Master of Business Administration

(with optional study tour)

## Overview

Catholic Education Melbourne has partnered with Australian Catholic University (ACU) to offer a unique postgraduate qualification to leaders in Catholic education. The Executive Master of Business Administration (EMBA) is customised for leaders in Catholic education and now includes the option of participating in a study tour. The course aims to deepen business skills and develop crucial capabilities in the following areas:

- strategic leadership and sustainable practices
- ethical accounting and financial analysis
- business skills for educational leadership
- behavioural theories and practices for effective people management
- approaches to governance, marketing and social responsibility.

## Why study the EMBA course?

Increasing accountability and changes in funding structures have led to a need for the Catholic education sector to develop greater business acumen. The EMBA has been created to accelerate leaders' functional and strategic understanding of the management process. Through experiential learning models, it builds confidence and knowledge in applying analytical tools that promote sound and sustainable decision-making.

## Why study the EMBA course at ACU?

ACU is dedicated to making positive differences to self, system and society creating inspired and empowered leaders. The ACU EMBA is now rated as one of the top MBAs in Australia (GMAA and *CEO Magazine* rankings). ACU is a CRICOS registered provider: 00004G.

## Who should undertake the course?

This course is designed for leaders in Catholic education who have a desire to make ethical, informed and sustainable decisions, yet face the challenge of balancing stakeholder expectations and tight financial resources.

The qualification is ideal for:

- principals
- deputy principals
- senior leaders (or aspiring principals)
- business managers/bursars.

## Eligibility

All applicants should hold one of the following:

- a four-year bachelor's degree in Education or equivalent
- a bachelor's degree in an area other than Education and a recognised teaching qualification
- a bachelor's degree in an area other than Education and a Graduate Certificate in Educational Studies or equivalent
- a bachelor's degree in an area other than Education, but relating to Business Administration, i.e. Accounting or Finance (Business or Administration).

## Guidelines

Sponsored Study is being offered under the following provisions. The applicant must be:

- accredited to teach in a Catholic school (or accredited to teach Religious Education)
- currently employed as a teacher/leader in the Archdiocese of Melbourne (above 0.8 FTE).

## Course map

EMBA Cohort 7 (intake 2020) – Year 1				
Unit code	Unit name	Delivery location	Delivery dates	School year
MGME641	Organisational Dynamics and Behaviour	CLC, East Melbourne	13–17 January	School holidays
MGMT646	Governance	CLC, East Melbourne	20–24 April	Term 2, week 2
BUSN602	Money Management	CLC, East Melbourne	6–10 July	School holidays
HRMG601	HR Management	CLC, East Melbourne	12–16 October	Term 4, week 2

### Mode

All units are delivered through a residential intensive mode at the Catholic Leadership Centre (CLC) in East Melbourne. This model promotes a collaborative and practical approach to learning, and provides participants with the opportunity to engage in rich dialogue with the benefit of having assessments well underway by the completion of the residential component.

### Duration

Catholic Education Melbourne sponsorship is for a maximum of three years (typical course completion) and is dependent on successful completion of each unit.

### Course costs and sponsorship

This course is currently offered by Catholic Education Melbourne at a special fee of \$2,400 per 10-point unit. Catholic Education Melbourne will sponsor one-third of this unit cost, the employing school will contribute one-third (upon approval from the Principal) and the student will contribute one-third directly to ACU.

As the EMBA program is a compulsory residential course, there is an additional cost of \$940 per unit. The same cost-sharing ratio as outlined above (i.e. one-third for each party) will apply to the residential cost.

Sponsored Study does **not** include:

- the student services and amenities fee (SSAF)
- teacher replacement costs or study leave
- the cost of books or reading materials
- any late enrolment fees.

In accordance with Australian Taxation Office (ATO) guidelines, the self-funded contribution may also be tax deductible.

Applicants successful in gaining sponsorship pay their third up-front in full to ACU or defer fees to the ATO via FEE-HELP. Further information is available from the Australian Government's [Study Assist](#) website.

### How to apply

The Sponsored Study application form can be accessed via the CEVN website <https://cevn.cecv.catholic.edu.au> under *Professional Learning / OPL*.

### Endorsement

An applicant for Sponsored Study who **is not** a Principal needs approval from their Principal. In OPL, Endorsement is a mandatory field that has been integrated into the application process. On registering:

- the Principal will be prompted to review and endorse the Sponsored Study application
- the Endorsement will be visible to both parties once completed
- the OPL system will not accept incomplete applications.

### Endorsement (continued)

An applicant for Sponsored Study who **is** a Principal needs approval from their Parish Priest/Canonical Administrator/Congregational Leader. In OPL, Endorsement is a mandatory component of the application process. On registering, the Principal will need to:

- download the Endorsement form, have it completed by the relevant external party and email it to [sponsoredstudy@cem.edu.au](mailto:sponsoredstudy@cem.edu.au)
- switch to 'Manager' to endorse and add a Supporting Statement, such as 'Pending submission of Endorsement from Parish Priest/Canonical Administrator/Congregational Leader'
- complete submission as a 'Learner', noting that the OPL system will not accept incomplete applications.

### Information session

An information session will be held on **Thursday 22 August 2019** from 4 to 5 pm. This can be accessed live via Cisco Webex or in person. If you would like to participate via Webex, a link will be forwarded to you on Tuesday 20 August 2019 so you can join the session. If you would like to attend in person, the location will be James Goold House, Room 5.1, 228 Victoria Parade, East Melbourne.

Please indicate your attendance preference via email to Sharon Lehtonen [slehtonen@cem.edu.au](mailto:slehtonen@cem.edu.au) or Tammy D'Nazareth [sponsoredstudy@cem.edu.au](mailto:sponsoredstudy@cem.edu.au) by Thursday 15 August 2019.

### Online Sponsored Study applications in OPL via the CEVN website

<b>ACTIVITY NAME</b>	Sponsored Study 2020: Executive Master of Business Administration (EMBA)
<b>ACTIVITY CODE</b>	20SP0520A
<b>APPLICATIONS OPEN</b>	Friday 2 August 2019
<b>APPLICATIONS CLOSE</b>	Friday 20 September 2019
<b>COURSE CONVENOR (CEM)</b>	Ms Sharon Lehtonen <b>T:</b> 9267 0357/9267 0228 <b>E:</b> <a href="mailto:slehtonen@cem.edu.au">slehtonen@cem.edu.au</a>