



CATHOLIC EDUCATION
OFFICE OF WESTERN AUSTRALIA

PRINCIPAL PROFESSIONAL RENEWAL LEAVE

INFORMATION BOOKLET

Principal Professional Renewal Leave

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

Background Information

Principal Professional Renewal Leave (PPRL) for principals in Catholic Schools in Western Australia emerged from a review of the Conditions of Employment of Lay Principals in Catholic Schools in July 1995.

The Catholic Education Commission of Western Australia (CECWA) approved rationale stated:

“... to provide principals an opportunity to undertake full-time study, to participate in extended professional development activities, or to experience work beyond education”.

The Object of PPRL was to:

“Create a reservoir of high quality educational and administrative leadership capability across the Catholic school system in Western Australia”.

This Object was to be achieved by providing individuals in senior leadership roles principals, executive members and team leaders of the Catholic Education Office of Western Australia (CEOWA) with the opportunity to strengthen their leadership qualities by undertaking substantial and significant professional development through a course of study or similar experience related to educational, theological, pastoral or administrative responsibilities.

In 2013, the decision was made to increase the allocated funds for PPRL costs (other than salary) to a maximum of \$24,000 for the (10) ten weeks accrued leave (or \$2,400 per week on a pro-rata basis in accordance with existing pro-rata provisions).

Applicants may now access the total allocated funds associated with courses of up to (10) ten weeks (\$24,000) but in a time period shorter than the (10) ten weeks. In so choosing, the principal will forego the period of accrued PPRL associated with the funds utilised.

Eligibility Criteria

A panel examines the applications to ensure that all the eligibility criteria are met.

The membership of the PPRL panel is to include

- Two members from each Principal's Association
- Two members from outside the Catholic Education system in related fields – university, industry, public or independent educator sector
- Director School Improvement

Principal Professional Renewal Leave and Long Service Leave

Applicants who are eligible for PPRL and Long Service Leave (LSL) may wish to consider combining the leave.

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 PPRL accrual.

Leave Accrual

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

Accruals cease at ten (10) weeks and do not accrue beyond this point.

Selection Criteria

Applications for PPRL that meet the current system-wide strategic need for learning are encouraged and this criteria will be included in the selection process.

Please note that under the new PPRL guidelines, pilgrimages (or like) will no longer be approved.

When making application for PPRL, principals are to demonstrate relevance to either or all of the below:

- The four domains of the Leadership Framework for Catholic Schools in Western Australia (Catholic Identity, Education, Community and Stewardship)
- Strategic Directions (currently Learning, Engagement, Accountability and Discipleship (LEAD) and, where applicable
- AITSL National Professional Standard for Principals (leading teaching and learning, developing self and others, leading improvement, innovation and change, leading the management of the school and engaging and working with the community)

Expenses the PPRL Fund Will Cover

The fund will cover the costs associated with travel, ground transport, accommodation and course costs.

Expenses the PPRL Fund Will Not Cover

The PPRL fund will not cover the cost of:

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

Shared System Learning

In lieu of current arrangements where PPRL payments are reimbursed in full at the end of the leave taken PPRL funds are to be paid to the principal (or school) in two payments: 50% upfront once the course has been approved and enrolment accepted and 50% once the reporting requirements have been met.

The 'report' is structured around professional learning and renewal gained at the level of:

- self
- school
- system

The PPRL 'report' is in three parts and comprises (as a minimum):

- a one hour presentation to peers (options of delivery will be further explored, including options such as a roundtable presentation advertised by the CEO and open for all principals to attend, a PPRL symposium once a semester or incorporating the presentations into the Leaders' Forums)
- an 800 word article written made available on the CEO website
- feedback in an appropriate format to School Board and community

All PPRL taken, irrespective of duration, is required to meet the reporting requirements.

Applications

Applications in full must be on the approved form located on the CEOWA website (www.ceo.wa.edu.au).

Extraordinary applications

While it is anticipated the majority of PPRL applications are planned well in advance and are applied for by the above closing date, it is acknowledged that opportunities become available during the year that add significant value to self, school and system.

Therefore, extraordinary applications are accepted throughout the year and assessed on a case-by-case basis, giving consideration to funds available for PPRL for that year.

FURTHER INFORMATION

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