

# Guidelines for the Brother John Taylor Fellowship

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## General

### 1.1 Eligibility

Applicants must be involved in Catholic school education in NSW either as employees or as colleagues in associated organisations, e.g. the Council of Catholic School Parents, Religious Institutes, universities. Applicants need to have either current employment of at least five years or be in a current contract which commits them to five years of employment/commitment which involves Catholic school education.

### 1.2 Age

Fellows must be at least 28 years of age when they are awarded the Brother John Taylor Fellowship (the Fellowship). No upper age limit is prescribed but generally awards will be made to those whose major contribution to their field lies before them.

### 1.3 Nature of Project

The Fellowship will be awarded for the purpose of pursuing an investigative project of a kind that is not readily achievable while engaged full-time employment.

### 1.4 Opportunity

The Fellowship will not ordinarily be awarded to those in a position to obtain or access opportunities for overseas research or experience, or to those employees where existing programmes for research are available to the applicant.

### 1.5 Submission of Application

The application must be submitted using the application process provided by Catholic Education Commission NSW (CECNSW). Potential applicants with a disability that prevents them using CECNSW's application process will be provided with an alternative means of submission upon contacting CECNSW. An applicant may submit only one application per year.

### 1.6 Interviews

Applicants must be available to attend an interview, in person if required. Australian citizens temporarily overseas will be considered if they will be available to attend an interview in Australia and are prepared to return to Australia on completion of their Fellowship.

### 1.7 Media

One of the aims of the Fellowship is to enhance and promote Catholic teaching and education. Applicants must therefore be prepared and available to conduct occasional interviews with mainstream and/or Catholic media if they are successful in securing the Fellowship.

### 1.8 Joint and Multiple Applications

The Fellowship will normally only be awarded to individual applicants and for individual projects.

### 1.9 Amount of Award

The maximum available travel funding is \$25,000 per Fellowship. The value of each Fellowship will vary and is based on the amount of travel required, the destinations and the cost of the Fellow's salary/replacement. CECNSW will cover the lesser of replacement or salary costs, which are not otherwise covered by employers' professional development or other study leave provisions. An employer will pay salary and replacement costs which will be reimbursed by CECNSW up to \$20,000 per Fellow. The Fellowship should not impact on employees' leave entitlements unless these are drawn upon to provide leave.

### 1.10 Support from Other Sources

CECNSW will take account of any other existing sources of support for a project and will normally avoid duplicating the activities of other bodies. Only in special circumstances may a Fellowship be held concurrently with another award. In such circumstances CECNSW may reduce the amount of its Fellowship by the amount received from another source.

### 1.11 Duration of Fellowships

The Fellowship will usually be for a minimum of four weeks and a maximum of six weeks although longer itineraries are not precluded if this can be justified. Any additional time outside of the approved itinerary will be at the Fellow's own expense and in consultation with and at the discretion of the employer.

## 2. Conditions of Award

### 2.1 Contract

The awarding of a Fellowship is subject to the Fellow agreeing to be bound by the conditions laid down in a Contract signed between CECNSW and the Fellow. A Fellowship cannot commence until CECNSW receives an executed copy of the Contract from the Fellow.

## 3. BJT Fellowship Travel and Basic Allowances

### 3.1 BJT Fellowship Travel

CECNSW will pay for all approved Fellowship travel and, whenever possible, arrange for tickets to be issued to a Fellow before departure.

### 3.1.1 Major Travel

All major travel will be by air, in economy class. Travel will begin and terminate at the airport nearest to the Fellow's home address. The route and/or sequence of places to be visited may be varied to reduce costs.

### 3.1.2 Supplementary Travel

Surface travel may be authorised to supplement air travel.

### 3.1.3 Internal Travel Allowances

If it is not possible to pre-purchase tickets to cover all travel, an Internal Travel Allowance will be paid in advance to allow the Fellow to purchase the necessary tickets.

## 3.2 Basic Fellowship Allowances

CECNSW will pay in advance to the Fellow:

- 3.2.1 Incidental Travel Allowance: a fixed allowance to assist with incidental travel expenses
- 3.2.2 Internal Travel Allowance: a variable allowance which is payable under the conditions in paragraph 3.1.3 above
- 3.2.3 Overseas Living Allowance: a variable allowance to assist with a Fellow's living expenses while overseas

## 4. Supplementary Fellowship Allowances

In certain circumstances, supplementary allowances may be payable.

### 4.1 Miscellaneous Expense Allowance

Requests for fees above \$500 must be accompanied by formal documentation at the time of application. However the full or partial cost of fees or tuition not included on the initial application cannot be approved.

### 4.2 Dependant's Allowance

The Fellowship may be used to support a Fellow's dependants when neither the Fellow nor the partner has sufficient means to meet their family's financial commitments whilst the Fellow is overseas.

## 5. Calculation and Payment of Allowances

Allowances are calculated and paid on the following basis:

### 5.1 Income

No account is taken of a Fellow's family income in calculating any allowances.

### 5.2 Amount

Allowances are calculated based on the number of weeks of the approved Fellowship.

### 5.3 Overseas Living Allowance

An allowance as a contribution towards overseas living costs will be calculated and paid based on the country or countries visited and length of stay.

### 5.4 Deductions

The allowances paid to a Fellow by CECNSW may be abated by the amount received under an award from another source.

### 5.5 Savings

Unexpended amounts of an allowance granted for one purpose are not transferable to another purpose.

### 5.6 Payment

Allowances will be paid after approval of the Final Programme or 2–4 weeks before the Fellow's departure date, whichever is later. Miscellaneous Expense Allowance will be paid up to the total amount granted upon presentation to CECNSW of appropriate receipts, or the account will be paid directly by CECNSW, on presentation of a formal invoice.

## 6. Tax Implications for Fellows

### 6.1 Income Tax

Income tax liability of a Fellow is a matter for decision by the Commissioner of Taxation and CECNSW has no responsibility or authority in the matter. Any allowances paid to Fellows are likely to be treated as assessable income. CECNSW recommends that Fellows keep receipts for all expenditure during their Fellowship and seek independent advice with respect to their eligibility for claiming tax deductions.

### 6.2 GST Liability

There may be GST implications for allowances paid to Fellows who are self-employed or hold an ABN. Any GST liability will be borne by CECNSW and will not affect the amount of funds allocated to the Fellow for their Fellowship.

## 7. Applications

### 7.1 Application Forms

All applications must be made using the online Application Form on CECNSW's website. The purpose of the Application Form is to enable CECNSW to equally compare and assess applicants and their proposed projects in order to draw up short-lists for interview.

## 8. References

### 8.1 Referees & Employer

An applicant is required to provide the names, email addresses and contact phone numbers of three referees. CECNSW will contact the referees directly as needed. CECNSW reserves the right to contact

an applicant’s employer. The substance of these conversations will be confidential between CECNSW and referees and the employers.

## 9. Application Papers

### 9.1 Retention & Destruction

All papers forwarded by applicants for a Fellowship become the property of CECNSW. Unsuccessful applications will be destroyed.

## 10. BJT Fellowship Selection Process – Indicative Timing

30 September	Applications close
3 October	Assessment of all applications and short-listing begins
5 October	Short-list finalised
10-21 October	Short-listed candidates interviewed
24-28 October	Consideration of interviews and nomination of successful Fellow
31 October	Recommendation to CECNSW Chair and employer notified
4 November	Offer to successful Fellow
14 November	Announcement and Presentation
21 November	Appointment of Mentor

10.1 Each application will initially be assessed by a Panel of senior Catholic educators appointed by CECNSW.

10.2 Each application will be assessed on the merit of the proposed project, applying the following criteria:

- Has the applicant demonstrated excellence in their career in Catholic education?
- Is the research/investigation project of value for NSW Catholic schools now and in the future?
- Is there evidence that the applicant will be able to successfully complete and report on the proposed research/investigation?
- Is the applicant a “fit and proper person of good character” and a person who actively supports the purposes of Catholic education?

10.3 Based on the panel’s initial assessment, applicants will be short-listed for interview. The Executive Officer is responsible for contacting applicants for interview to arrange suitable interview times. It is essential that the applicant is contactable at all times and it would be wise to make alternative arrangements if an applicant is likely to be away from their normal place of work or residence as detailed on their Application Form. Applicants who have not been selected for an interview will be notified as soon as possible.

10.4 Interviews will be conducted by a panel comprising members of the Advisory Committee, Commissioners and persons knowledgeable in matters pertaining to Catholic schools.

- 10.5 The Advisory Committee's Executive Officer will be responsible for convening the interview panels.
- 10.6 Applicants must attend interviews in person. Any applicant unable to attend an interview will be advised to apply again the following year.

## 11 Selection of Fellows

- 11.1 Applicants will be ranked in order of preference after the completion of interviews. The top three applications, ranked one to three, will be forwarded to the Chair of CECNSW
- 11.2 The CECNSW Chair will decide to whom the Fellowship will be offered. The decision of the Chair will be final and taken at the absolute discretion of the Chair.
- 11.3 It will not be mandatory to award a Fellowship each year.
- 11.4 Before a Fellowship is awarded, CECNSW will conduct a 'fit and proper person' check with referees and other persons before the Fellowship will be offered.
- 11.5 The Fellowship will be offered to the prospective Fellow and, upon acceptance, a public announcement will be scheduled at a suitable time.
- 11.6 Successful Fellows should expect media contact and commitments to follow the announcement. This contact may continue well past the time of the initial announcement.
- 11.7 Unsuccessful applicants may be advised at the following stages of the selection process:
- Following the short listing.
  - Following the successful applicant's acceptance of the Fellowship.

## 12 Mentors for Fellows

### 12.1 Selection

The BJTF Advisory Committee will maintain a list of Mentors to support Fellows. Mentors are persons with the experience to support Fellows in the completion of their projects. Mentors will not be financially remunerated by CECNSW for their work as mentors.

### 12.2 Appointment of Mentors

The Advisory Committee will appoint at least one Mentor for each Fellow.

### 12.3 Role of Mentors

The role of Mentors is to advise Fellows on how to plan, implement, complete and report on their project. It will be the responsibility of the Fellow to obtain the advice of the Mentor.

## 13. Brother John Taylor Fellowship Contract Extract

The following Conditions of Award form part of the Brother John Taylor Fellowship Contract that is provided to every selected Fellow. The award of a Fellowship is made subject to the applicant's

agreement to be bound by the following conditions. The Fellowship will not commence until CECNSW receives an executed copy of the Brother John Taylor Fellowship Contract.

*NOTE: the conditions below are included for the information of applicants and no action is required.*

### 13.1 Timing

Unless otherwise agreed to by CECNSW, the Fellowship must commence between 1 January and 1 July in the year following the award. If it is not commenced within this time the applicant may, at the absolute discretion of CECNSW, forfeit the Fellowship.

### 13.2 Approved Programme

CECNSW will advise the applicant of the Fellowship' approved programme details.

### 13.3 Final Itinerary

It is the responsibility of the applicant to prepare a Final Itinerary based on the approved programme. The Final Itinerary must be submitted to John Kitney (Director – Corporate Services, CECNSW) for approval at least four weeks before the applicant's proposed departure date. The Final Itinerary must include travel and research details of the Fellowship programme. CECNSW reserves the right to withhold approval of the Final Itinerary for reasons of security, personal safety, health or if it considers the itinerary does not reflect the Approved Programme.

### 13.4 Personal Travel

The Final Itinerary may include personal travel to destinations other than those contained in the Approved Programme, however, personal or private travel does not constitute part of the Fellowship and approval by CECNSW of the Final Itinerary does not denote approval of such travel and CECNSW's approval is not to be implied.

### 13.5 Ascertainment of Earnings and Liabilities

If requested by CECNSW, the applicant must:

- 13.5.1 Give written authority to obtain from an employer, details of any earnings during the tenure of the BJT Fellowship; and
- 13.5.2 Provide CECNSW with a written statement regarding liability for dependants and/or salary of spouse or partner.

### 13.6 Expenses

The applicant acknowledges that the Fellowship is not an award of a specific sum of money, but is payment by CECNSW of travel expenses and allowances approved by CECNSW, subject to clause 18 of these conditions. CECNSW accepts no responsibility for any other travel or expenses incurred by the applicant.

### 13.7 Change in Circumstances

CECNSW reserves the right to cancel or terminate a Fellowship if the applicant changes employment or vocation and in the opinion of CECNSW the purpose for which the Fellowship was awarded may, by reason of such change, not be substantially fulfilled, or if for any reason the applicant's Proposed Programme is not approved by CECNSW.

### 13.8 Health

The granting of a Fellowship is subject to an assurance that the successful applicant does not suffer from any ailment or disability that might interfere with the completion of the approved Fellowship programme. As such, the Fellowship is subject to the condition that CECNSW may require the applicant to furnish a health report after examination by a medical practitioner, or practitioners, approved by CECNSW. If CECNSW is not satisfied with the health of the applicant, as evidenced by the health report, CECNSW may terminate or decline to provide the Fellowship.

### 13.9 Passports and travel requirements

The applicant will be responsible for obtaining all necessary passports, visas and other travel documentation.

### 13.10 Insurance

CECNSW will fund medical and travel insurance for the applicant. Each applicant must complete an application form (supplied by CECNSW) and forward this to CECNSW's insurance broker. CECNSW must hold a copy of the applicant's application for insurance and the policy number issued to the applicant by the insurer, before approval will be given for the applicant to embark on the Fellowship. Applicants should review the medical and travel insurance and arrange any additional cover relevant to their personal circumstances. Additional medical and travel insurance is the responsibility of the applicant.

### 13.11 Use of Time/Paid Work

The applicant must devote the whole of the time covered by the Fellowship to the requirements of the Fellowship.

### 13.12 Security and Personal Safety

The awarding of a Fellowship and the approval by CECNSW of an applicant's Proposed Programme does not constitute a representation or warranty by CECNSW in relation to the security or personal safety of the applicant. The applicant is responsible for their own security and personal safety during the Fellowship and must take all appropriate steps and make all necessary enquiries to ensure their own security and personal safety. CECNSW is not responsible for any act of terrorism, war, warlike activities or any act of a military power.

### 13.13 Illness

Illness that reduces the effective tenure of a Fellowship does not automatically entitle the applicant to an extension of the original period of the Fellowship, but CECNSW may, on application, grant such extension if it thinks fit.

### 13.14 Refunds

Any monies or tickets paid or issued to the applicant in respect of a part of the Fellowship that is not completed, must be repaid to CECNSW within 30 days of a request from CECNSW.

### 13.15 Return to Australia

The applicant undertakes to return to Australia at the end of the Fellowship and apply the knowledge gained. If an exemption to this requirement is granted, CECNSW will maintain its liability to meet the cost of the applicant's return airfare to Australia for a maximum period of one year from the date of purchase.

### 13.16 Publications

The intellectual property and copyright of all reports and material submitted to CECNSW vests in CECNSW as agent for the Province of Sydney.

### 13.17 Publicity and ongoing support

The applicant agrees to actively promote the knowledge of the aims and ideals of the Fellowship and to be as supportive as possible of the Fellowship before, during and after its completion.

### 13.18 Fellowship Report

13.18.1 The applicant must, within 10 weeks of the date of completion of the Fellowship (being the date the applicant returns to Australia), submit to CECNSW a Fellowship Report (one hard copy and one electronic copy) detailing the activities and research undertaken during the Fellowship. CECNSW will withhold the amount of \$2,000.00 which would otherwise be payable by CECNSW to the applicant until the Report is submitted to and approved by CECNSW. The applicant further agrees that they shall forfeit the \$2,000 withholding by CECNSW if they do not submit their Report within 10 weeks of the completion of the Fellowship.

13.18.2 The applicant warrants that their Fellowship Report will be original and will not infringe the copyright of any person, or contain anything which is, or the incorporation of which into the Fellowship Report will be actionable for defamation, interference with privacy, breach of confidence, contempt of court, passing-off or contravention of any other private right or of any law.

### 13.19 Indemnity

13.19.1 The applicant indemnifies CECNSW against all loss, liability and expense arising out of or in connection with all activities of the applicant in the course of the Fellowship. To the fullest extent allowed by law, the applicant releases CECNSW from any claim it may have against CECNSW including any claim for negligence.

13.19.2 The applicant indemnifies CECNSW against loss, liability and expense arising out of any intellectual property infringement or defamation proceedings brought against CECNSW to the extent such proceedings arise out of the publication of any report submitted to CECNSW by the applicant.

### 13.20 Meaning of CECNSW

In this document, 'CECNSW' means Catholic Education Commission NSW, the Brother John Taylor BJT Fellowship Advisory Committee, and the officers and employees of Catholic Education Commission NSW.

### 13.21 Privacy Statement - Applications

CECNSW's privacy policy complies with the National Privacy Principles (NPPs) embodied within the Privacy Amendment (Private Sector) Act 2000. Your privacy is respected by CECNSW and personal information will be handled in a sensitive manner.

Information collected on the Application and by contacting referees and other persons will be used for the purpose of selecting Fellows and will be provided to CECNSW Staff Members, Selection Panel and Advisory Committee Members.

The applicant acknowledges that CECNSW will access such personal and professional information as is necessary for CECNSW to satisfy itself that the applicant is a “fit and proper person of good character”. Such personal information will include but is not limited to a criminal record check inclusive of a working with children check.

A successful applicant’s name, address, contact details, employment details and the subject of the Fellowship will be provided to the media as part of a media release at the time the annual Fellowship Awards are announced. These details may also be published in CECNSW’s Annual Report and may be used to promote the Fellowship Awards with the media.

Successful applicants’ details may be provided to CECNSW’s travel consultants for the purpose of arranging travel. A successful applicant’s details may also be provided to overseas organisations for the purpose of arranging courses, tuition or conference bookings on behalf of that applicant.

A Fellow’s name, subject area and Fellowship Report will also be published on CECNSW’s website so that the community can easily access the reports and benefit from the Fellowship experience.

If you do not provide all the information requested on the forms, CECNSW will be unable to process your application.

You are able to access and update the personal information that CECNSW holds about you at any time.