



ASSOCIATION FOR SUPERVISED AND  
CLINICAL PASTORAL EDUCATION IN VICTORIA INC.

## **Reverend Emeritus Professor John Paver Memorial Fund**

### **The John Paver Memorial Trust was established by the then Association for Supervised Pastoral Education in Australia Incorporated (ASPEA Inc.)**

Up to two scholarships per annum for funding towards CPE positions will be made available within ASACPEV Inc. to accredited CPE Centres within Victoria. This arrangement is subject to revision as negotiated by the ASACPEV Inc. Executive Committee. Those CPE participants receiving Fee help or scholarships through the University of Divinity are not eligible for a John Paver Memorial Fund scholarship.

The final decision regarding the successful applicant will be determined in consultation with the President of ASACPEV Inc., the Chair of ASACPEV Inc. Registration and Certification Committee, and the applicant's Centre Director. (In the event that the ASACPEV Inc. President, or the Chair of the Registration and Certification Committee is also the CPE Centre Director then the past President or Chairperson, or a person delegated by either the Executive or Registration and Certification Committee, will be a third member of this consultation group.)

The Executive is responsible for oversight of the fund, including decisions regarding the annual contribution to the John Paver Fund from accredited CPE Centres. The Treasurer makes recommendations for any changes to the scholarship fund and amounts available when preparing the annual budget for approval by Exec prior to presentation of the Budget at the AGM. Annual contributions and disbursements are reported at the ASACPEV Inc. AGM.

### **Application procedure**

1. Potential for John Paver scholarship mentioned during or after interview if appropriate.
2. Candidate advised of successful application for a place in upcoming CPE unit.
3. Candidate contacts CPE Centre Director requesting consideration of scholarship.
4. Centre Director provides information and application form.
5. Candidate submits application to CPE Centre Director within 2 weeks of being offered a place in the CPE program.
6. Centre Director forwards application and letter of support to President and R&C Chair for assessment, discussion and decision, copied to secretary.
7. Successful application –President notifies applicant via letter signed by President and R&C Chair, cc'd to CPE Centre Director, Treasurer, and secretary. This letter will include the name and address of the applicant, the CPE Unit being funded, the agreed reimbursement value and process of reimbursement.
8. CPE Centre Director raises invoice on ASACPEV and forwards to Treasurer for payment.

9. Unsuccessful applicant – President advises the Centre Director, cc'd to secretary
10. Centre Director notifies the unsuccessful applicant.
11. On completion of the unit, the candidate submits a written report to the President regarding his or her CPE experience.
12. Report may be selected for addition to website in full or as quotations (Secretary, President, webmaster)
13. Records management (John Paver folder, Google Drive):
  - a. Copies of all applications uploaded to Drive (Secretary)
  - b. Successful applicant letters uploaded to Drive and added to following Exec Agenda, Correspondence list (Secretary)
  - c. Successful and Unsuccessful applications noted in next Exec Agenda as new business (Secretary)
  - d. Completion reports uploaded to Drive and added to following Exec Agenda, Correspondence list (President)
  - e. Table maintained in Drive recording applicant's name, CPE Centre, unit date, outcome, amount, report received.
14. **Note:** John Paver funds may be requested by Centre Directors as needed for payment of Advanced committee honorariums, through application to the ASACPEV Treasurer. Applications and outcomes will be noted in the Treasurer's report to Exec.