

INDIVIDUAL TEACHER SCHOLARSHIPS GUIDELINES Cohort 27 (2019-21)

### The Teacher Scholarships program provides ACT Education Directorate (Directorate) teachers and school leaders with support to undertake further study, training and/or research that will lead to improved student learning outcomes.

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### Selection for an individual teacher scholarship is made on the basis of an application and endorsement by the principal or senior manager. The Teacher Scholarship Selection Committee assesses the merit of applications using the criteria listed below. For these scholarships, candidates enrol directly with the provider and are responsible for full upfront payment of fees, for which they are reimbursed (up to the relevant scholarship amount) upon evidence of successful completion of the units or courses.

ELIGIBILITY

### You are eligible if:

### you are currently employed as a teacher, including School Leader C, B and A levels, within the Directorate

### you have been employed by the Directorate as a teacher permanently or temporarily for at least three years

### you have not received a scholarship from the Directorate towards any course of study completed within the last three years.

Scholarship recipients are expected to commit to their employment with the Directorate for a period of three years following the conclusion of the scholarship.

SCHOLARSHIP CRITERIA

### The criteria below are used to determine the awarding of each scholarship:

### the applicants’ eligibility as defined above

### alignment of the course of study with Directorate system priorities for the year of application

### quality of responses to selection criteria

### principal/ senior manager endorsement (or Director of School Improvement endorsement for principal applicants).

IDENTIFIED SYSTEM PRIORITIES

### Teacher Scholarships will be awarded to applicants who can clearly show how undertaking the course of study will improve student outcomes, with a specific focus on Science, Technology, Engineering and Mathematics (STEM) education; students with complex needs and challenging behaviours; and languages.

###  All applications should show alignment with the Directorate’s draft *Strategic Plan 2018-2021.*

TEACHER SCHOLARSHIPS COMMITTEE

The Teacher Scholarships Committee will:

### manage the selection process

### ensure that minutes of proceedings of the committee provide a basis for specific and constructive feedback to applicants.

The committee will comprise:

* Senior Director, Learning and Development (Chair)
* Two ACT Principal’s Association nominated representatives, ideally with equal representation from the primary and secondary sectors;
* Nominated representative from School Improvement and/or Learning and Teaching.

SCHOLARSHIP AWARDS

Teacher scholarships are available for teachers who wish to study accredited courses that support their work as a teacher, or leader, in ACT public schools. The maximum value of a scholarship is dependent on the level of qualification chosen (defined by the Australian Qualifications Framework [AQF]), as detailed in the table below.

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| **SCHOLARSHIP AMOUNT** | COURSE OF STUDY |
| **$2,000** | AQF Levels 3 & 4: Certificate III-IV through a Registered Training Organisation (RTO), TAFE, College or University. |
| **$3,000** | AQF Levels 5 & 6: Diploma, Advanced Diploma or Associate Degree through a Registered Training Organisation (RTO), TAFE, College or University. |
| **$8,000** | AQF Levels 7 & 8: Bachelor Degree, Bachelor Honours Degree, Graduate Certificate or Graduate Diploma through an accredited University as approved by the Teacher Scholarships Committee. |
| **$10,000** | AQF Levels 9 & 10: Masters Degree or Doctoral Degree through an accredited University as approved by the Teacher Scholarships Committee. |

### Payment of Scholarship

The scholarship funds will be paid to successful applicants upon receipt by the Directorate of:

* a certified copy\*of an official transcript evidencing successful completion of the course/unit of study
* a certified copy of the official tax invoice from the training provider evidencing full upfront payment of the course fees associated with the course/ unit of study
* a completed Request for Payment form.

All requests for payment must be made within six weeks from completion of the unit of study. If this is not possible, approval for an extension of time must be sought from the Teacher Scholarships Committee.

\*guidelines on how to certify a document can be found at <https://www.education.gov.au/guidelines-certification-documents>. If the original document can only be obtained via printing from an official site (eg university or bank website), the certifier must witness the printing of the document before certification can occur.

**The scholarship will support the payment of course fees only. The scholarship *will not* support:**

### paid leave for study/ CRS days

### costs for student administration/ union fees/ library fees

### residential schools/ travel expenses

### unpaid or paid HECS/HELP/FEE-HELP debt

### text books

### short courses, professional learning activities, conferences

### tutoring

### Timeframe for completion of course of study

The course of study must be completed within the timeframe specified in the Letter of Offer (24 month maximum term), regardless of whether study is undertaken on a full-time or part-time basis. If this is not possible, a request for variation of course of study must be sought from the Teacher Scholarships Committee Chair.

NOTIFICATION

### Applicants will be notified in writing of the outcome of their application. Decisions made by the committee are final.

### Successful applicants will receive a Letter of Offer and Recipient Deed Poll. The successful applicant must sign the Recipient Deed Poll and return the original to the Directorate in order to proceed with the scholarship.

### Applicants who are unsuccessful may seek feedback by contacting the Teacher Scholarships Committee Chair.

EXPECTATIONS

### By accepting a scholarship the applicant will be required to:

### maintain accurate records in order to evidence successful completion of the course and payment of course fees as detailed in the Payment of Scholarship section above

### notify any change of circumstances including personal details, work location, and/or alterations in study program or payment of study in writing to the Teacher Scholarships Committee Chair for approval

### agree and undertake reporting and/or professional sharing obligations in consultation with the relevant principal/ senior manager.

SUBMISSION OF APPLICATION

### Applications for Cohort 27 (Part 1) should be completed using the online application form at:

<https://forms.gle/JZW6vem3FEvkLMhC8>

Note that a principal/ senior manager endorsement and supporting statement (Part 2) is required to progress applications. This should be completed by the endorser using the online form at:

<https://forms.gle/aq4eGpBZPh9pPsTT7>

A copy of your current CV (Part 3) must also be emailed to the Teacher Scholarships Secretariat at professional.learning@act.gov.au

It is the applicant's responsibility to ensure that all application requirements (Part 1, Part 2 and Part 3) are submitted. Partial applications will not be progressed.

Part 1, Part 2 and Part 3 of this application must be completed and submitted by 5 pm Friday 28 June 2019 in order to be considered.

Please note that these application forms cannot be saved and returned to- you may wish to draft your responses prior to completion.

For further information**,** or if any difficulties are experienced using the online application form, please contact the Teacher Scholarships Secretariat atprofessional.learning@act.gov.au**, or** on 6205 4132.