

# Early Childhood Intervention Postgraduate Scholarship Scheme

## Guidelines for Applicants

### Program Information

Scholarships are available to support early childhood intervention professionals and preschool field officers to undertake postgraduate study. The Early Childhood Intervention Postgraduate Scholarship Scheme aims to support existing early childhood intervention staff and preschool field officers who have demonstrated their commitment to early childhood intervention practice to improve their skills and expertise through undertaking relevant postgraduate study. The financial support provided through the scholarship scheme aims to assist recipients to meet the costs associated with postgraduate study. The scholarship value will vary according to the qualification being undertaken. An indication of scholarship value for different qualifications is below:

PhD	\$10,000
Masters	\$7,500
Post Graduate Certificate	\$2,500

On graduation scholarship recipients will be required to work as an early childhood intervention professional in a DEECD funded service or as a preschool field officer for a minimum of two years.

### Who can apply for a scholarship?

Applications are invited from professionals currently employed in an early childhood intervention service or preschool field officer program who intend to commence relevant postgraduate study. Scholarships will be granted for postgraduate studies that are considered relevant for work as an early childhood intervention professional or a preschool field officer.

### Applicants must:

- Be an Australian citizen or a permanent resident of Australia.
- Have been employed in an early childhood intervention service or preschool field officer program for more than 1 year.
- Have the support of their employer to undertake postgraduate study.
- Have a demonstrated interest and commitment to working in early childhood intervention.
- Have enrolled or have a confirmed place in relevant postgraduate study.
- Agree to enter into a formal agreement with the Department of Education and Early Childhood Development.

All eligible applicants will be considered.



Every  
child,  
every  
opportunity



## Conditions of Grant

<b>Formal Agreement</b>	Successful applicants must enter into a formal agreement with the Department of Education and Early Childhood Development (the Department). The formal agreement will include, but will not be limited to, the Conditions of Grant outlined in these guidelines.
<b>Break in studies</b>	If the scholarship holders cease studying for any reason without having completed their qualification, they must notify the Department immediately.
<b>Satisfactory Progress</b>	Successful applicants must maintain satisfactory progress throughout their course of study. If the applicant fails to maintain satisfactory progress, the scholarship may be withdrawn.
<b>Participation in data collection</b>	In order to assist in the collection of data with regard to workforce planning, successful applicants must provide their contact details to the Department for a period of 5 years.  Information may be sought from successful applicants over this period for the purpose of analysing the effectiveness of the scheme and to inform future workforce policies and programs.
<b>Completion of study</b>	On graduation scholarship recipients will be required to work as an early childhood intervention professional in a Department funded service or as a preschool field officer for a minimum of 2 years.
<b>Taxation</b>	The scholarship payment is likely to be characterised as taxable income, and the Department has an obligation under the Tax Administration Act to withhold tax on the scholarship.

## Selection Process

Applications will be assessed against the following criteria:

- Demonstrated relevance of postgraduate study to current employment
- Interest in, and commitment to early childhood intervention

## Application Documentation

The following documentation must be submitted:

- Completed application form
- Curriculum Vitae
- Certified copy of academic transcript for relevant undergraduate study\*
- Full and detailed information of the proposed course of study including subjects to be undertaken.
- A certified copy of the offer of place or proof of enrolment from the tertiary institution at which you will study\*
- A letter of support from your Supervisor, Manager or CEO confirming details of your employment including commencement date.



## Missing information may delay or prevent the processing of your application.

Please note this application and any supplementary documentation will become the property of the Department of Education and Early Childhood Development and will not be returned. If documents are in a previous name, submit a certified copy of documentary evidence of name change e.g. marriage certificate, deed poll.

*\*These must be certified as being true and correct copies of originals by either the issuing body or by those people qualified to accept a statutory declaration e.g. police, pharmacists, doctors, accountants etc. Do not submit original documents.*

Every  
child,  
every  
opportunity



### How to apply

For more information including closing dates visit [www.education.vic.gov.au/careers/earlychildhood](http://www.education.vic.gov.au/careers/earlychildhood)

### Submitting Applications

Applications should be marked CONFIDENTIAL and signed and submitted by post, or email. Please ensure you have enclosed all the required information.

Applications should be addressed to:

Project Officer  
Early Childhood Intervention Workforce  
Early Childhood Strategy Division  
Office for Children and Portfolio Coordination  
Department of Education and Early Childhood Development  
GPO Box 4367  
Melbourne, Victoria 3001

or email: [early.years.workforce@edumail.vic.gov.au](mailto:early.years.workforce@edumail.vic.gov.au)

Scholarships are limited and will be granted at the discretion of the Department of Education and Early Childhood Development.

### Privacy Statement

The personal information which is provided in this application form will be stored securely on Department of Education and Early Childhood Development property in accordance with the requirements of the Public Records Act 1973 and the Information Privacy Act 2000. It will only be accessed by the Department of Education and Early Childhood Development for the purposes of allocating scholarships and the development of research based policy in relation to the Early Childhood Intervention Workforce.

### Documentation checklist

- Completed Application Form
- Curriculum Vitae
- Certified copy of academic transcript
- Full information about the course
- Evidence of your enrolment/acceptance
- Evidence of current employment

### Contact us

For more information visit: [www.education.vic.gov.au/careers/earlychildhood](http://www.education.vic.gov.au/careers/earlychildhood)  
email [early.years.workforce@edumail.vic.gov.au](mailto:early.years.workforce@edumail.vic.gov.au)  
or telephone 1300 651 662

## Application Form – Early Childhood Intervention Postgraduate Scholarship

Applicant Details	Family Name	Given Name		
	Date of Birth	Gender	<input type="checkbox"/> male	<input type="checkbox"/> female
	Are you an Australian citizen or permanent resident of Australia? (✓)		<input type="checkbox"/> yes	<input type="checkbox"/> no
	Are you of Aboriginal or Torres Strait Islander origin? (✓)		<input type="checkbox"/> yes	<input type="checkbox"/> no
	Do you speak another language other than English? (✓)		<input type="checkbox"/> yes	<input type="checkbox"/> no
	If yes what language do you speak (✓)			

### Postal Address

Suburb State Postcode

Phone number Mobile phone number

### Employment

Current position title

### Work details

Name of employer

Address

Suburb State Postcode

Phone number

Contact person and title

Phone number

What date did you commence your current position?

How many hours per week do you work in early childhood intervention or as a preschool field officer?

### Previous work details

Name of employer

Address

Dates employed

Contact person and title

Phone number

Proposed postgraduate study	Please provide details of your intended course of study	
	Course title	
	Course Code	
	University	
	Length of course	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
	Please provide documentation about the proposed course of study including proposed subjects. Please attach a copy of the letter of offer or proof of enrolment from the tertiary institution at which you intend to study	
	Have you commenced the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, which year	
What is the expected completion date of your course?		
How much will it cost to complete the full course?		

Application for other funding	Have you received a scholarship or funding from the Department of Education and Early Childhood Development in the past two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes please provide details	
	Have you applied for a scholarship or professional development funding from another source for this course? eg employer, professional body etc	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes please provide details	
	Name of Source	
	Amount Sought	
Have you been successful?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet notified

Personal statement	<p>Please attach responses on additional pages. Ensure your name is clearly marked on attachments.</p> <p>- Please state the relevance of your postgraduate study to your current employment in an early childhood intervention service or as a preschool field officer.</p> <p>- Briefly outline your commitment and interest in early childhood intervention.</p>
--------------------	---

To the best of my knowledge the information I have provided is true and correct. I have read the Guidelines for Applicants and agree to abide by the criteria for applicants. I understand that scholarships are allocated at the discretion of the Department of Education and Early Childhood Development and that the decision of the Department is final.

Applicant name	Signature	Date
----------------	-----------	------