

Early Childhood Teacher Scholarships for Pathway Students

Guidelines for Applicants

Program Information

The Early Childhood Teacher Scholarships for Pathway Students scheme was developed to increase Victorian children's access to a quality kindergarten program in the year before they commence school. Many children miss out on a kindergarten program because they attend a long day care centre which does not employ a qualified early childhood teacher.

There are limited Scholarships available in 2009/10. Staff currently employed in long day care centres who hold a Diploma in Children's Services (or equivalent) and have been accepted into an early childhood teacher degree course are eligible to apply.

Successful applicants will receive payments of up to \$6,000 over two years to contribute towards study related costs, and will be eligible to receive literacy assistance while they are studying. In addition, their employer is eligible for reimbursement of costs to release their staff member for up to 20 days to undertake study requirements.

Scholarship recipients will be required to enter into an agreement to work for two years as an early childhood teacher in a funded kindergarten program in a long day care centre upon graduation.

Who Can Apply For A Scholarship

Applications are invited from people currently working in long day care who hold a Diploma in Children's Services (or

equivalent), and who are enrolled in an early childhood teaching degree course commencing or continuing in 2009/10.

Applicants are advised to check that the qualification that they intend to undertake is a qualification that is approved for employment as a kindergarten teacher in a licensed Victorian children's service. A list of Victorian approved qualifications can be found at www.education.vic.gov.au/careers/earlychildhood/

Applicants must:

- Be an Australian citizen or a permanent resident of Australia
- Be employed in a Victorian long day care centre
- Have been accepted into an approved early childhood degree course
- Have a demonstrated interest and commitment to working in a long day care centre
- Have the support of their employer to undertake further study.

For more information contact 1300 651 662 or early.years.workforce@edumail.vic.gov.au

Selection Process

You must complete all sections of the application form and submit this with other required documentation. You will be advised of the receipt of your application.



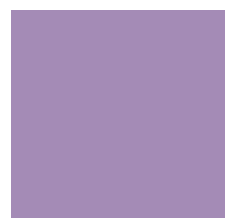
Please note that missing information can delay or prevent the processing of your application.

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

Application Documentation

The following documentation must be submitted:

- Application form
- Certified copy of Academic Transcripts for all qualification claims on your application (An Academic Transcript is an official document which states your course, subjects and results. Copies of Academic Awards will not be accepted.)*





- A certified copy of the Offer or other Proof of Enrolment from the tertiary institution at which you will study.*
- Employer form completed by your employer to support your application and participation in further study.
- Two (2) Referee Report forms

Employer Form and Referee Report proformas are available for download at: www.education.vic.gov.au/careers/earlychildhood/

Please note that this application and any supplementary documentation will become the property of the Department of Education and Early Childhood Development and may 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.

Conditions of Grant

Formal Agreement

Successful applicants must enter into a formal agreement with the Department of Education and Early Childhood Development for a minimum of 4 years.

The formal agreement will include, but will not be limited to, the Conditions of Grant outlined in these guidelines

Break in Studies

If the Scholarship holders cease studying for any reason without having completed their degree, they must notify the Department of Education and Early Childhood Development immediately.

Satisfactory Progress

Successful applicants must maintain satisfactory progress throughout their course of study. If the applicant fails to maintain satisfactory progress, the Scholarship may be withdrawn.

Completion of Study

Upon graduation, successful applicants will be required to work for a minimum of 2 years as an early childhood teacher in a funded kindergarten program in a long day care centre.

Participation in data collection

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.

Taxation

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.

Submitting Applications

Applications should be addressed to:

Project Officer -
Scholarships and Incentives
Early Childhood Strategy Division

GPO Box 4367
Melbourne, Victoria 3001

For more information contact 1300 651 662 or early.years.workforce@edumail.vic.gov.au

Privacy Statement

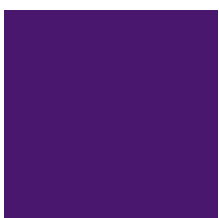
The personal information which is provided in this application form will be stored securely on Department of Education and Early Childhood Development property in accordance with the requirements of the Public Records Act 1973 and the Information Privacy Act 2000. It will only be accessed by the Department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

Applicant Checklist

Your application cannot be assessed unless all sections of the application form have been completed, and all additional documentation has been provided.

- Completed Application Form
- Certified copies of Academic Transcripts
- Attached Personal Statement
- Referee Reports
- Employer Form

** 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.



3. Details of Current Employment

Current Position Title (e.g. qualified childcare worker)

Work Details

Name of Service

Phone Number

Address of Service

Name and Title of Contact Person (e.g childcare centre coordinator)

Name and Title

Phone Number

Name and Address of Current Employer (if different from Service address)

Name of Employer

Phone Number

Address of Employer

What is your employment status? (eg permanent full-time/part-time, casual etc.)

How long have you worked in children's services?

How long have you worked in your current position?

What was the date you commenced your current position?

How many hours per week do you work?

Does the long day care centre in which you are currently working have a funded kindergarten program?

4. Academic Record

Please provide certified copies of all academic transcripts.

An academic transcript is an official document which states your course, subjects and results.

Do not submit original documents. Please note that this application and any additional documentation will become the property of the Department of Education and Early Childhood Development and may not be returned.

Full Name of Qualification	Duration (years)	Full Name of Institution	State/Country	Date Commenced Study	Date Completed Study	Full or Part-Time (FT/PT)

5. Study Proposal

What is the name of the course you intend to undertake?

Course code

Course Title

What is the name of the tertiary institution at which you will study?

What is the commencement date of your course?

What is the expected completion date of your course?

Will you study full time or part time?

Full Time

Part Time

How much will it cost to complete the full course? \$.

How much will the course fees be for a full year? \$.

7. Other Funding

Have you received financial support from the Department of Education and Early Childhood Development in the past 2 years?

Yes

No

If yes, please provide your vendor number (if known)

Have you received or applied for funding from another source? e.g. Employer, Professional body etc.

Yes

No

If yes please attach details

7. Personal Statement

Please attach responses on additional pages. Ensure your name is clearly marked on attachments

- Give your reasons for undertaking further study and how obtaining a scholarship will assist you in this.
- Provide a statement outlining your skills and experience to support this application. Include specific examples of how you and the service in which you work engages and reflects the context and needs of the children who attend the long day care centre and how the service engages their families and communities.

8. Referee Report

Applicants are required to provide a written reference to support their application. Please provide

- One reference from your current manager or coordinator; or
- One reference from a previous employer in a childcare setting or an early childhood course coordinator/lecturer, or an early childhood teacher you currently work with or have worked with in the past.

Applicants must request referees complete the Referee Report Form which is available at

www.education.vic.gov.au/careers/earlychildhood/

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