

TEACHING SCHOLARSHIP SCHEME SELECTION PROCESS AND CONDITIONS

Eligible applicants for the Teaching Scholarship Scheme include:

- Final year student teachers in Victoria and other States who will complete their studies prior to the commencement date of the vacancy.
- Teacher graduates who have completed their studies in an Australian university within the 12 months prior to the commencement date of the vacancy, provided that they are not already employed by the Department as a teacher as at the commencement date of the vacancy.
- For Special Education vacancies, qualified teachers who are not employed by the Department as a teacher as at the commencement date of the vacancy, and either (i) are currently studying but will complete their special education qualification by the commencement date of the vacancy or (ii) have gained a special education qualification in the 12 months preceding the commencement date of the vacancy.
- Scholarships are only available to applicants who are Australian citizens or who have permanent resident status.

The school is responsible for all aspects of the merit based selection process, including short-listing, interviewing, sending advice to unsuccessful applicants and making job offers. It is the school's responsibility to ensure applicants are eligible in terms of:

1. [teacher registration](#) requirements for Victorian schools, and
2. subject qualification requirements (See: Victorian Institute of Teaching's Assessment of Qualifications – [Specialist Area Guidelines](#))

On completion of the selection process, the Schools Recruitment Unit must be advised of the details of the successful applicant. The following process will then occur:

- A scholarship contract and letter of offer will be prepared on the schools' behalf by the Schools Recruitment Unit and forwarded by email to the school principal. The principal is required to sign and despatch the documents to the successful applicant.
- Once the offer is accepted, the school sends the following documentation to the Schools Recruitment Unit (Ground Floor, 2 Treasury Place, East Melbourne. 3002):
 - a signed Teaching Scholarship Agreement;
 - completed applicant banking details pro forma - for payment of the scholarship (refer to last page of agreement);
 - a full set of the hard copy information provided to the school (including evidence of birth, qualifications - course transcripts etc); and
 - certified copy of teacher registration status (if applicable).

Note: It is important that no verbal or written offer be made to the successful applicant before contacting the Schools Recruitment Unit who will ensure the applicant meets eligibility criteria and that scholarship funds are still available.

SCHOLARSHIP CONDITIONS:

Employment against a scholarship vacancy and placement on the payroll is subject to:

- completion of the pre-employment health declaration;
- gaining Provisional Teacher Registration from the Victorian Institute of Teaching (to be arranged by the school);
- a probationary period.

The successful applicant may accept the offer of a Scholarship by signing and returning the Scholarship Agreement, which includes acceptance of the terms and conditions relating to the Teaching Scholarship Scheme, as follows:

- an obligation to commence employment at the designated school from the prescribed commencement date;
- an obligation to teach in a Victorian government school for a period of not less than two years from the date of commencement of employment; and
- the standard terms and conditions of employment pertaining to all Teaching Service staff employed by the Department

Scholarship Payment

Scholarship payments will be paid to the successful applicant as a lump sum payment conditional upon the recipient signing the Scholarship Agreement. Payment will generally be made within 6 weeks shortly after:

- a. required documentation has been received by the Schools Recruitment Unit, and
- b. verification has been received from the Victorian Institute of Teaching that recipients are undertaking an approved teacher education course and are qualified to teach in the vacancy subject area(s), or have current registration as a teacher.

Retention Bonus

The Retention Bonus (category 1 and 2 scholarships) are payable after completing 3 years and 2 months of employment (excluding unpaid leave) at the school to which the scholarship holder was originally appointed.

Taxation

The initial Scholarship payment and any subsequent Retention Bonus would contribute to the taxable income of the recipient in the tax year in which it is received.

Revocation of the Scholarship

The initial scholarship payment will need to be refunded pro rata if the recipient does not complete at least 2 years employment as a teacher with the Department (excluding periods of unpaid leave as defined in the Agreement).

A scholarship may also be revoked or cancelled at the discretion of the Department if a scholarship recipient:

- is convicted of a criminal offence;
- fails to satisfactorily complete the relevant teaching education course or provide formal evidence of academic record(s) and course completion fails to satisfy the pre-employment medical requirements;
- refuses to commence or does not complete, the two-year employment commitment which is a condition of participation in the Teaching Scholarship Scheme and formalised in the Scholarship Agreement; or
- is refused registration by the Victorian Institute of Teaching.