

DEEWR Scholarships for Career Advisers 2012 round FAQ

For career advisers

What types of scholarship amounts are available?

- \$10,000 Industry Placement scholarship
- \$5,000 Study scholarship for postgraduate study, such as a Graduate Certificate
- \$2,500 Study scholarship for those wishing to undertake a Certificate IV in Career Development.

Do I need to be based at a school, TAFE or University?

While this is the primary focus of the scholarships there are a small number of scholarships available for career advisers who are not based in schools, TAFE and universities. Career advisers/practitioners who are employed by other organisations providing career advice to or assisting young people with their transitions (for example Career Information Centres) are therefore eligible to apply. To check if you are eligible please send your queries to careerscholarships@esa.edu.au

Applicants from eligible organisations should select "TAFE/University/Other" as their "Institution Type" when signing up for access to the online application form.

So I need to have been employed as a teacher for 24 months?

No, you only need to be currently employed by an Australian school or college and working as, or have worked *within* the past 24 months as a career adviser. However applicants from a TAFE institute or university or another non-educational setting (e.g. Career Information Centre) do have the requirement to have been working as a career adviser for a minimum of **six** months.

What do I need to consider when undertaking a placement?

You will need to investigate if relief teaching or position back filling will be needed/available, what financial effect will the award have and will I be covered by WorkCover.

What can I spend the scholarship funds on?

Any justifiable expenses incurred during the course of the scholarship. Typical expenses for Study Scholarship recipients are course fees, travel and text books. Industry Placement Scholarship recipients have used their funds for relief teaching during the placement, their personal safety equipment for their workplace, travel, and to cover production costs of their resource. It should be noted that any assets purchased with the scholarship funds become the property of the recipient's employer (i.e. the school, college, TAFE or University) and are available for their use during the scholarship period.

I intend to use the scholarship funds for teacher release. Can the grant money be paid directly to my employer?

Yes, although this would entail the scholarship agreement being made directly with your employer. You should check with your employer to see if they would agree to this arrangement.

What kind of course can I study?

A postgraduate course of at least a Graduate Certificate that has a career or education focus or a Certificate IV in Career Development.

When can I study?

The study must be undertaken in the year of the round being applied for (e.g. if applying for the 2012 round of scholarships the study must be in 2012). We are unable to retrospectively fund study. Study must be undertaken in both semesters of the scholarship year.

How can I study?

The mode of Study is flexible to suit your requirements. Please note that the study undertaken must include *actual study* (as opposed to simply paying for RPL).

Is there a particular course applicants should enrol in?

There is no one set course you are required to enrol in. Applicants will need to demonstrate the relevance and benefits of the course, and how it will meet the selection criteria. Applicants may wish to consult the list of course accredited to meet the minimum qualification requirements under CICA's Professional Standards for Career Development Practitioners available at <http://www.cica.org.au/practitioners/endorsed-courses>

What kind of organisation can I undertake my Industry Placement at?

Almost any kind of organisation. The aim is to give you a broad understanding of the way in which industries operate.

What form can the Industry Placement resource take?

The resource can take any form you like, as long as it will benefit students' career education at your own school, your host workplace or other career educators. In your application you will have the opportunity to provide information about the proposed resource and how it will achieve those goals.

Do I have to produce a completed resource? Or just detail a proposal?

Preferably a completed, useable resource, although full production of some resources may not be achievable within the timeframe or budget in these cases a detailed plan for the resources development may be accepted. You will have the opportunity to provide information about the resource in your application.

Are the scholarship funds considered as taxable income?

We recommend you seek taxation advice on your circumstances. You can also visit the ATO website to give you the basic guidelines. See

<http://www.ato.gov.au/individuals/content.asp?doc=/content/34815.htm>.

When do I get the scholarship funds?

The scholarship funds are split into three instalments

- 50% of the total amount after enrolling in the course or commencing the placement
- 25% after the first semester of study or mid way though the placement(s)
- 25% after the second semester of study or at the end of the placement(s).

Study scholarship applicants should note that they must provide evidence that they have completed the enrolment process (which normally involves paying at least some course fees) before receiving the first instalment.

Do I need to enrol in a course to apply for the scholarship?

No. You don't need to enrol in a course at the time of application, but you do need to be eligible to start study (which generally means having applied). You will need to present a confirmation of enrolment letter from the institution at which you intend to enrol *if you are successful in your application* (prior to finalisation of the Scholarship Agreement and the associated payment of scholarship funds).

What is a Scholarship Agreement?

If your scholarship application is successful Education Services Australia will contact you to create a Scholarship Agreement. The agreement is a legal document which you will need to sign that details the specific terms and conditions of the scholarship arrangement, such as the amount of the scholarship and key dates.

Study scholarships are always set up solely with the successful applicant. Industry Placement scholarships *may* however, on request from both parties, also include the successful applicant's employer if they will be receiving and administering funds on the successful applicant's behalf.

Will I be covered by WorkCover during my Industry Placement?

You will need to check with your school or Education Department, and your host employer. If you are not covered we suggest you take out insurance for the placement duration, especially in workplaces with any degree of risk.

What happens with superannuation?

Please discuss superannuation with your tax agent and school principal.

I'm a recipient of a previous round of funding. Can I apply again this year?

Applications from past Study scholarship for the Industry Placement scholarships *may be considered on a case by case basis* and vice versa.

I applied for a previous round of scholarships but was unsuccessful. Can I apply again this year?

We encourage you to try again. The scholarships are quite popular and only a limited number are awarded each year.

I'm employed at a primary school. Can I apply?

Yes! Primary teachers have been recipients in the past and we encourage you to apply.

Can I apply for both a Study Scholarship and an Industry Placement?

Yes, you may apply for both types of scholarship (although a maximum of one will be awarded).

For what time fraction will the teachers be released for the Industry Placement?

This is subject to negotiation between the recipient, the school and host employer. In many cases you might need to use your funding to pay for a replacement teacher during the placement.

For host organisations – Industry Placements

Are we expected to pay the career adviser?

No. The career adviser is generally employed by a school/education institution or other organisation (e.g. government agency).

What about WorkCover?

If your industry is able to provide WorkCover, please make this known to the applicant as they may not be covered. Otherwise, we suggest to the applicants that they take out insurance for the duration of their placement, especially in workplaces with a degree of risk.

Can our company host a career adviser?

Yes! You may like to contact your local school to offer to host a career adviser. If there are no careers advisers interested please email careerscholarships@esa.edu.au to register your support.

For schools

The scholarship is awarded to individual career advisers, however in some extenuating circumstances Industry Placement Scholarship funds may be placed into school accounts. This entails the scholarship agreement being made between the school and Education Services Australia. Arrangements for the release of funds and agreement on proposed expenditure should be carefully considered when entering into this arrangement. In all cases Study scholarship funds go directly to the recipient.