

Guidelines – Area School Teachers' Study Support Grants

Description – what is this award

Study support grants are one of the professional learning provisions available to teachers through the Area School Teachers' Collective Agreement (ASTCA).

Each year there are 12 study support grants available to teachers, in state or state integrated schools, covered by this agreement. Each recipient of the study support grant is entitled to a time allowance of 0.16 FTTE (equivalent to four hours per week), and reimbursement of up to \$500 towards their course fees, paid on successful completion of their course.

The time allowance is provided to each recipient's school as additional staffing entitlement.

Purpose of award

A study support grant is to provide time, while continuing to teach, to enable you to undertake study and/or research to:

- enhance your knowledge and skills while supporting your teaching practice, and student learning outcomes
- participate in higher level professional learning and/or
- support the extension of a specialist teaching areas.

Examples of study include (but are not limited to): teachers starting post-graduate study in pedagogy or leading professional learning; a Head of Department (or aspiring Head of Department) taking tertiary papers in mentoring skills, curriculum and assessment, or education management; teachers teaching out-of-field pursuing study in their out-of-field specialist subject areas.

Key information for applicants

Introduction

Please read the following information to see:

- if it meets your expectations and what you want to achieve
 - if you qualify for applying for study leave
 - how selections are made.
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Eligibility criteria to apply

To be eligible to apply for a study support grant, you must be a:

- √ a fully registered,
 - √ permanently appointed,
 - √ full or part-time teacher.
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Key information for applicants, Continued

What does the award provide

The award provides:

- a 0.16 FTTE time allowance (equivalent to 4 hours per week) for one year (52 weeks):
 - when a course has particular time requirement (eg a block course) the time allowance may be used flexibly by agreement with the employer
 - reimbursement of up to \$500 towards course fees on successful completion of the course of study:
 - for the purposes of this reimbursement, course fees are defined as the fee charged by the tertiary institute to the study support grant recipient for the course. Any other expenses, such as textbooks, field trip expenses, or travel associated with the study are not payable with this award
 - recipients whose eligible fees are \$500 or exceed \$500 will be reimbursed \$500. Recipients whose eligible fees are less than \$500 will be reimbursed the actual fees amount.
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Approval of leave

Written confirmation from your employing board of trustees is required confirming that, should an offer of a study support grant be made, this will be approved.

If you have not got written approval you may still apply, but you should provide an explanation as to why written confirmation from the board is not included with your application.

The award cannot be deferred to another year.

Closing dates

Applications close **Friday 18 September 2009**

Expectations if awarded a study award

If awarded a study support grant, you must:

- notify the administrator of accepting/declining the study support grant
- notify the administrator of any changes to information included on the application form (eg your employment status, your contact details, if you take up a new position, or any changes to your proposed study outcome)
- undertake the study as stated in your application
- produce confirmation of enrolment and completion of study when required (see the timetable)
- produce the receipt for payment of your study fees when applying for reimbursement towards your study fees.

If you are awarded a study support grant and subsequently appointed to another school, you may transfer the grant with the agreement and support of the new employing board, subject to notification to and agreement from the administrator of the study support grant scheme.

Selection process

- Selection panel role**
- The selection panel is comprised of equal representation of ministry, NZEI Te Riu Roa, NZSTA and PPTA to ensure that:
- selections are based on the selection criteria and factors
 - the selection process adheres to the principles of openness, fairness, consistency, impartiality, equal opportunity and non-discrimination.

The panel's selection of successful applicants is final and no correspondence will be entered into.

- Selection criteria**
- The criteria for selection are:
- whether the applicant meets the eligibility criteria
 - whether the study proposal fits the purpose of the study support grant
 - the completeness and clarity of the application.

Applications are considered with reference to the selection factors and selection priority areas outlined in the next two sections.

- Selection factors**
- The following factors are considered when assessing applications:
- the completeness and clarity of the study proposal
 - a relevant study path that benefits the teacher personally and professionally and has the support of senior colleagues
 - support from the board and principal
 - study that will help in the development of the teacher's practice and student learning outcomes
 - study or research that supports government goals in education, and/or links to the revised curriculum
 - previous supported study leave (preference is given to those who have not had study leave in the last five years)
 - length of service in area schools
 - the professional isolation of applicants
 - equal opportunity factors.
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- Selection priority areas for 2010 awards**
- Priority is given to:
- enable applicants to complete a qualification or improve an existing tertiary qualification with studies at level 5 of the National Qualifications Framework or above
 - enable applicants to begin post graduate study
 - enable applicants to extend into other specialist teaching areas.
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How to make an application

Application forms

The application forms are downloadable from the Ministry of Education website www.minedu.govt.nz/goto/studyawards or from the administrator of the scheme.

Filling in the application form

The application form has five sections and all sections must be fully completed (see the application form attached), these include:

- scheme applying for
 - personal details
 - current qualifications and study details
 - previous leave taken
 - proposed study requirements
 - declaration
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How to fill in the form

Ensure your form is filled out completely and signed by the appropriate people

Area	Notes
Scheme	Ensure you tick the appropriate box (eg area school teachers' study support grant (STG)).
Personal details	Fill in all areas as stated on the form. Please ensure you include your post code.
Employment details	Attach an extra sheet if needed.
Previous paid study leave	Tick if you have received a fellowship, or had supported study leave previously. Provide details of all previous supported leave. This could include sabbatical leave or prestigious awards you have received.
Proposed study details	Ensure your attached proposed study follows the headings listed. This makes it easier for the panel to consistently assess study proposals. Note the proposal requirements detailed below.
Declaration	<p>Read the declaration carefully before signing and agreeing to the conditions, as you are certifying that the information you have provided is correct.</p> <p>Ensure the principal/board is aware of what they are signing. By signing the form the board will be confirming and giving permissions associated with the application.</p> <p>If you can not get sign off in time please contact the administrator at teacher.studyawards@minedu.govt.nz and explain why and when it will be signed.</p> <p>Incomplete application forms may not be assessed by the panel.</p>

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How to make an application, Continued

**Submitting
your
application**

Send your unbound, completed and signed application to:

Administrator, Teachers' Study Awards
Ministry of Education
PO Box 1666
Wellington 6140

Faxed applications will not be accepted

Enquiries

Email: teacher.studyawards@minedu.govt.nz

Phone: 04 463 4859

Website: minedu.govt.nz/goto/studyawards

Study Proposal

**Requirements
of the study
plan proposed**

Present your study plan using the following headings as listed below.

**Qualifications
sought**

State the qualification you are working towards achieving and what study you plan to undertake for the period of the study support grant (one year maximum). If your studies extend beyond the year, state when you expect to complete the qualification, expand on this in your attached study plan.

**Proposed
course of study**

List each paper you propose to complete, include:

- paper code
 - level
 - title of the paper
 - credits or points the paper is worth
 - the semester you are taking the paper
 - the tertiary institution providing this course of study.
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Study Proposal, Continued

Format for attached Study Plan

Include the following in your study plan:

- a succinct personal statement, including how this study:
 - fits into your wider study and career plans
 - helps address any major disadvantages experienced by you because of distance/isolation, socio-economic status of school/community or particular needs of the school
- the purpose of your study and proposed course of study and how it:
 - meets the purpose of this study support grant
 - impacts on the learning outcomes for your students and enhances the government's goals in education
 - impacts on your professional practice
- the benefits of the study/qualification to you, your students, your school, and the education sector
- how you will share your learning with your school and the wider community
- a brief description of papers including, credits, semester of paper(s), course dates, and:
 - your time commitment to the study – it is expected that you plan to work for the 0.16 FTTE allocated
- any recent study you have undertaken and the link to this application
- identify what support, if any, is available to you while on studying (within your school (HOD support, senior management), a study mentor/group or network)
- letters of support (maximum of three) from senior colleagues, one of which should be your current principal.

You must ensure that you give enough information for the panel to judge whether the proposed activity fits one of the approved priority areas, is realistic and achievable within the period of leave.

Do not attach photographs, samples of work, or a full curriculum vitae.

Process timetable

Timetable

The following is a tentative timetable for the study award process

Action	Dates
Application closing date	18 September 2009
Selection process	Late September 2009
Notification of result to applicants and principals by administrator	2 October 2009
Return of acceptances from successful recipients	23 October 2009
Reliever/staffing notices to schools by administrator	12 October 2009
Confirmation of next step expectation by administrator	2 November
Confirmation of enrolment sent to administrator by recipient	28 February 2010
Confirmation of results sent to administrator by recipient	Three months after completion of study support grant
