

## Guidelines – Reading recovery tutor training study award

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**Description – what is this award** The Reading Recovery tutor training study award targets teachers who work in state or state integrated schools. There are up to **four awards** which provide full time study for one year at the National Reading Recovery Centre, based at The University of Auckland Faculty of Education.

Recipients of the award receive paid **time off for study** and a **contribution** towards fees, accommodation, travel, or removal expenses.

The recipient's school/institution receives relief funding while the recipient is on leave.

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**Purpose of award** To maintain a pool of qualified Reading Recovery tutors to enable the consistent delivery of the intervention. .

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### Key information for applicants

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**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 the Reading Recovery tutor training study award, you must:

- √ if a teacher
  - be in a permanent relevant position in a state or state integrated school
  - have at least three years teaching experience
- √ other applicants
  - have a relevant background
  - be in a permanent position in the NZ education sector

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**What does the award provide** The award provides paid leave at the normal salary for the duration of the study award:  
The award includes a **contribution** towards additional expenses associated with the study. It includes:

- course fees – paid directly to training provider, and
- a contribution to a maximum of \$3,500 for travel, accommodation or relocation expenses

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**Approval of leave** Written confirmation from your employing board of trustees or employing body is required confirming that, should an offer of a study award be made, leave 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.

Leave cannot be deferred to the next year.

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**Closing dates** Applications close **Friday 18 September 2009**

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**Expectations if awarded a study award** If awarded a study award, you must:

- notify the Ministry of Education of accepting/declining the study award
  - notify the ministry 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
  - send pre-prepared invoices to the ministry for expenses reimbursement along with confirmation of enrolment and completion of study when required (see the timetable)
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## Selection process

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**Selection panel role** The selection panel ensures that:

- selections are based on the selection criteria and factors
- the selection process meets government expectations 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.

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**Selection criteria** The criteria for selection are:

- whether the applicant meets the eligibility criteria
- 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.

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## Key information for applicants, Continued

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<b>Selection factors</b>	<p>The following factors are considered when assessing applications:</p> <ul style="list-style-type: none"><li>• the quality of the provided study plan</li><li>• attendance at approved institution</li><li>• support from the board of trustees, senior colleague(s), principal</li><li>• previous supported study leave (preference is given to those who have not had study leave in the last five years)</li><li>• equal opportunity factors</li></ul>
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<b>Selection priority areas for 2010 awards</b>	<p>Priority is given to those teachers who have:</p> <ul style="list-style-type: none"><li>• successful junior class teaching experience</li><li>• experience in or potential for educational leadership</li><li>• evidence of ongoing professional development and capability for continuing academic study</li><li>• good team and organisational skills</li></ul>
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## How to make an application

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<b>Application forms</b>	<p>The application forms are downloadable from the Ministry of Education website <a href="http://www.minedu.govt.nz/studyawards2010">www.minedu.govt.nz/studyawards2010</a> or from the administrator of the scheme.</p>
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<b>Filling in the application form</b>	<p>The application form has five sections and all sections must be fully completed.</p> <ul style="list-style-type: none"><li>• Scheme applying for</li><li>• Personal Details</li><li>• Current qualifications and study details</li><li>• Previous leave taken</li><li>• Proposed study requirements</li><li>• Declaration</li></ul>
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## How to make an application, Continued

### 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 Reading Recovery Tutor Training (RR).
Personal details	<b>Fill in all areas</b> as stated on the form. Please ensure you include your <b>post code</b> .
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 prestigious awards you have received.
Proposed study details	Ensure your attached proposed study follows the headings listed including your estimation of costs. This makes it easier for the panel to consistently assess study proposals. Note the proposal requirements detailed below
Declaration	<b>Read the declaration carefully</b> before signing and agreeing to the conditions, as you are certifying that the information you have provided is correct.  <b>Ensure the principal/board of trustees is aware of what they are signing.</b> By signing the form the board will be confirming and giving permissions associated with the application. If you can not get sign off in time please contact the Administrator at <a href="mailto:teacher.studyawards@minedu.govt.nz">teacher.studyawards@minedu.govt.nz</a> and explain why and when it will be signed. <b>Incomplete application forms may not be assessed by the panel.</b>

### 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](mailto:teacher.studyawards@minedu.govt.nz)  
Phone: 04 463 4859  
Website: [minedu.govt.nz/studyawards2010](http://minedu.govt.nz/studyawards2010)

## Study Proposed

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**Requirements of the study plan proposed**

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

- Format of study
  - Estimated budget of expenses
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**Format for attached Study Plan**

When you are developing your study plan. Include the following:

- a succinct personal statement, including how this study:
    - fits into your wider career plan
    - helps address any major disadvantages experienced by you because of distance/isolation, socio-economic status of school/community or special needs of the school.
  - the purpose of your study and proposed course of study and how it:
    - meets the purpose of this study award
    - 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
  - any recent study you have undertaken and the link to this application
  - identify what supervision/support, if any, is available to you while on study (within your school (HOD support, senior management), a study mentor/group or network)
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**Budget for expected expenses**

Please complete the budget sheet attached to the application, estimating:

- fees for each paper listed in your proposal
- travel expenses (for return travel over 100km from your workplace to your place of study)
- accommodation while on block courses (for return travel over 100km from your workplace to your place of study)
- summary of estimated expenses

**Note:** should your application be successful, the ministry will assess your budget and **contribute** to your estimated expenses.

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## Process timetable

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### Timetable

The following is a tentative timetable for the study award process

<b>Action</b>	<b>Dates</b>
Application closing date	18 September 2009
Selection process	Late September 2009
Notification of result to applicants (successful applicants will receive their approved budget) by administrator	2 October 2009
Principals will receive notification by administrator	2 October 2009
Return of acceptances from successful recipients	23 October 2009
Confirmation of next step expectation by administrator	2 November
Staffing entitlement notices to schools by Resourcing Division	January/February 2010
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 leave

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