

## Guidelines – Guidance Counsellor training study award leave

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**Description – what is this award** The guidance counsellor training study award targets recently appointed secondary school guidance counsellors who work in state or state integrated schools with secondary rolls over 200 students (year 9 to 13). The award provides time off for part-time study over a three year period or full-time study for one year in approved courses at specific institutions.

Recipients of the award receive **time off for study** and a **contribution** towards fees, accommodation, travel and professional supervision.

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

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**Purpose of award** To assist schools to maintain qualified guidance counsellors. A study award can give you time to enable you to complete an approved guidance counsellor qualification, with an approved provider.

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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 a guidance counsellor study award, you must:

- ✓ be a recently appointed permanent guidance counsellor
- ✓ be working in a school that has a secondary roll of greater than 200 students (year 9 to 13)
- ✓ work a minimum of 0.6 fulltime time teaching equivalent (FTTE) as a guidance counsellor
- ✓ be wanting to study a ministry approved guidance counselling qualification (see list)
- ✓ not already hold a guidance counsellor qualification
- ✓ have had no more than three years consecutive study or more than 1 FTTE of study time

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**What does the award provide** The study award positions are available for guidance counsellors, in state or state integrated schools, who meet the eligibility criteria.

The award provides:

- paid leave at the teacher's normal salary for the duration of the study award
- a contribution towards additional expenses associated with the study:
  - course fees (does not include student association, health fees, building levies or other add-ons), and

- a sum to the maximum of \$3,500 to cover travel and accommodation expenses to attend block courses and/or classes and supervision

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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 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
- attend your school when not on study leave days
- send pre-prepared invoices to the ministry for reimbursement of expenses along with confirmation of enrolment and completion of study when required (see the timetable).

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**Approved courses for Guidance Counsellor Training**

The following institutions are approved by the ministry

**University of Auckland**

Contact: Dr Margaret Agee      email: m.agee@auckland.ac.nz

**University of Waikato**

Contact: Kathie Crocket PhD      email: kcrocket@waikato.ac.nz

**University of Canterbury**

Contact: Judi Miller PhD      email: j.miller@educ.canterbury.ac.nz

**Wellington Institute of Technology**

Contact: Pam Vakidis      email: pam.vakidis@weltec.ac.nz

**Massey University**

Contact: Jeannie Wright      email: j.wright@massey.ac.nz

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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
- 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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## **Selection factors**

The following factors are considered when assessing applications:

- teaching/industry or life skills experience
  - quality of the provided study plan
  - attendance at approved institution
  - support from the board of trustees, senior colleague(s), principal
  - previous supported study leave (preference is given to those who have not had study leave in the last five years)
  - equal opportunity factors
  - previous/current study
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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/studyawards2010](http://www.minedu.govt.nz/studyawards2010) or from the administrator of the scheme.

### Filling in the application form

The application form has six sections and all sections must be fully completed (see the application form attached)

- Scheme applying for
- Personal Details
- Current qualifications and study details
- Previous leave taken
- Proposed study requirements
- Declaration

### 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 Guidance Counsellor training (GCT).
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	<p><b>Read the declaration panel carefully</b> before signing and agreeing to the conditions, as you are certifying that the information you have provided is correct.</p> <p><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.</p> <p>If you cannot 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.</p> <p><b>Incomplete application forms may not be assessed by the panel.</b></p>

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**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.

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**Enquiries**

Email: [teacher.studyawards@minedu.govt.nz](mailto:teacher.studyawards@minedu.govt.nz)

Phone: 04 463 4859

Website: [www.minedu.govt.nz/studyawards2010](http://www.minedu.govt.nz/studyawards2010)

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## Study Proposed

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**Requirements  
of the study  
plan proposed**

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

- qualifications sought
  - proposed course of study
  - period of leave sought
  - format of study
  - estimated budget of expenses
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**Qualifications  
sought**

State the qualification you are working towards achieving and what study you plan to undertake for the period of the study award. **You will need to re-apply each year** (maximum of three years and/or 190 school days). If your studies extend beyond the year, state when you expect to complete the qualification. Expand on this in your attached study plan.

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**Proposed  
course of study**

List for each paper you propose to complete:

- paper code
  - level
  - title of the paper
  - credits or points the paper is worth
  - block course weeks
  - the tertiary institution providing this course of study
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**Period of leave  
sought**

Estimate the school weeks required to cover the proposed tertiary course of study, including examinations. The period of study leave is granted at the discretion of selection panel. To assist the panel, state:

- whether you wish to study part-time or full-time or attend a block course
    - only state school weeks required (not holiday time).
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## Study Proposed, Continued

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**Will you complete your study in this year**

Tick whether you will complete your study in the year the study is proposed. Three years is the maximum time allowed.

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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
  - 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 will plan to **work for the entirety of weeks allocated**
    - whether the leave is full-time, or if part-time
  - 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). Generally we would reimburse one trip, to and from a block course, but not weekend home flights if a course is longer than one week
- accommodation while on block courses (for return travel over 100km from your workplace to your place of study)
- supervision
- summary of estimated expenses

**Note:** should your application be successful the ministry will assess your budget and **contribute** a maximum of \$3,500 to your estimated actual and reasonable expenses. This will be made in two payments in February and July of that year.

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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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