

## Guidelines – Primary Teachers’ Study Award Leave

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### Description – what is this award

Study awards are one of the professional learning provisions available to teachers and principals through the Primary Teachers’ Collective Agreement (PTCA) and the Primary Principals’ Collective Agreement (PPCA).

Each year there are 75 full-time teacher equivalent (FTTE) study leave positions available to teachers and principals, in state or state integrated schools, who are covered by these agreements. The award provides time for part-time or full-time study in agreed educational priority areas.

The recipient's school receives relief funding, in accordance with the PTCA, while the recipient is on leave.

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### Purpose of award

A study award is to provide time away from teaching to enable you to:

- complete a qualification or improve an existing qualification
  - undertake study to obtain qualifications in a new or different curriculum area
  - undertake research or other study of relevance and value to education
  - obtain practical knowledge and skill related experience in a curriculum area
  - engage in research or study into effective school management and leadership.
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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 study award, you must be either a:

- √ primary teacher or
  - √ primary principal.
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## Key information for applicants, Continued

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### What does the award provide

The award provides:

- paid leave at the teacher/principal's normal salary for the duration of the study award:
  - "normal salary" includes all permanent salary units and allowances
  - where fixed term salary units and allowances are held, the applicant (teacher) should clarify with their principal whether these will continue to be paid
  - any salary increases or increments due during the leave still apply, according to the provisions of the PTCA and PPCA
- the leave counts as service for most purposes
- the leave of absence is for full-time or part-time study.

The award does not include any additional expenses associated with the leave.

The number of study leave weeks granted is at the discretion of the selection panel, based on the study plan in the application.

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### Approval of leave

Teachers/principals who are granted a study award shall be given leave by their board, however the application form requests a signature from the board to demonstrate support for the application.

If you have not got support from the board you may still apply, and 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 24 July 2009**

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### Expectations if awarded a study award

If awarded a study award, you must:

- notify the administrator of accepting/declining the study award
  - notify the administrator of any changes to information included on the application form (eg your employment status, your contact details, your proposal, or if you take up a new position)
  - undertake the study as stated in your application
  - if you are awarded less than a full years study leave (eg 20 or 32 school weeks rather than 38, be at school before and after taking up the study leave)
  - produce confirmation of enrolment and completion of study when required (see timetable).
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## Selection process

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- Selection panel** The selection panel is comprised of equal representation of ministry, NZSTA and NZEI Te Riu Roa to ensure 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
  - study leave weeks are assigned equitably.

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
  - whether the study proposal fits the purpose of the study award
  - 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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- Selection factors** The following factors are considered when assessing applications:
- the completeness and clarity of the study proposal
  - the professional isolation of applicants
  - equal opportunity factors
  - the commitment and effort already made in recent study (preference is given to those completing qualifications)
  - support from the board, senior colleague(s), principal
  - relevant study pathway that benefits the teacher personally and professionally
  - study or research that meets the purpose of the award, 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 (preference is given to registered teachers/principals with three years service).
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- Selection priority areas for 2010 awards** Priority is given to study:
- of Te Reo Māori or Māori immersion for the two targeted positions
  - of Te Reo Māori in English medium settings
  - which will complete a level 7 or above qualification
  - study relevant to the revised curriculum.
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# How to make an application

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## Application forms

The application forms are downloadable from the Ministry of Education website [www.minedu.govt.nz/goto/studyawards](http://www.minedu.govt.nz/goto/studyawards) or from the administrator of the scheme.

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## Filling in the application form

The application form has five sections and all sections must be fully completed (see the application form attached), and 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 primary teachers' study award (PT)).
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 have 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. 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 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>Incomplete application forms may not be assessed by the panel.</p>

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## How to make an application, Continued

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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: [minedu.govt.nz/goto/studyawards](http://minedu.govt.nz/goto/studyawards)

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## Study Proposal

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### Requirements of the study plan proposed

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

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### Qualifications sought

State the qualification you are working toward achieving and what study you plan to undertake for the period of the study award (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.

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### 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 (this can help the panel determine the appropriate study weeks)
  - the semester(s) you are taking the paper
  - 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 the selection panel.

To assist the panel state:

- whether you wish to study part-time or full-time (eg a thesis may be completed over the full year but on a part-time basis)
- count only school weeks required and exclude term break time.

**Note** that full-time study for one year usually provides 32 school weeks for a 120 credit study load (institutions may vary).

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# Study Proposal, 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. Preference is given to those that plan to complete their study in the year the application is for.

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**Format for attached Study Plan**

Include the following in your study plan:

- a succinct personal statement, including how this study:
  - fits into your wider career pathway
  - 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 award
  - impacts on 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 and how you might share your learning.
- 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 all the weeks allocated
  - whether the leave is full-time, or if part-time, what proportion of your time you intend to study
- any recent study you have undertaken and the link to this application
- identify what support, if any, is available to you while on study ie within your school, from senior management or a study mentor/group or network
- note that you may supply letters of support from professional colleagues.

You must ensure that you give enough information for the panel to judge whether the study proposal fits one of the approved priority areas, is realistic and achievable within the period of leave and enables the panel to allocate appropriate study weeks.

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

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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	24 July 2009
Selection process	August 2009
Notification of result to applicants and principals by administrator	1 September 2009
Return of acceptances from successful recipients	25 September 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 leave

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