

Early Childhood Australia – Tasmania Branch Inc

2009 Scholarships Application Kit

To be eligible for a scholarship you must be currently employed in the Children's Services (Child Care) sector and wish to obtain a Children's Services qualification or upgrade a qualification.

Please find enclosed an application kit which includes:

1. Guidelines for Applicants for 2009 Scholarships
2. Application and Declaration Form for 2009 Scholarships
3. 2009 Scholarship Conditions

All applications must be sent by Australia Post to be received by **9:30am Friday 13 February 2009** at the following address:

ECA-TAS Branch Inc
Scholarships 2009
PO Box 306
Sandy Bay TAS 7006



Guidelines for Applicants for 2009 Scholarships

STOP PRESS:

Pending sign off by COAG (the Council of Australian Governments), there will be no enrolment fees for Diploma and Advanced Diploma of Children's Services courses offered by TAFE Tasmania (soon to be the Polytechnic) in 2009, as of 1 January 2009.

Normal enrolment fees will still apply for:

- *Diploma and Advanced Diplomas offered by other RTOs*
- *other Children's Services qualifications offered by all RTOs including TAFE Tasmania (Polytechnic)*

1. Scholarships are available for Children's Services Workers currently employed in the Children's Services sector as a contribution towards the costs of obtaining or upgrading a relevant approved Children's Services qualification. Scholarships will be granted up to a maximum of \$1000.

The scholarship can only be used for:

- Course or Module Costs (including mode of delivery, e.g. Recognition)
- Enrolment Fee

2. A Sub-Committee of the ECA-TAS Branch Inc will administer the scholarships.

All decisions of the Sub-Committee are final and no correspondence or discussion will be entered into.

3. Applicants must submit one (1) original and three (3) photocopies of their application on the official forms.

Applicants themselves must fully complete the scholarship application form.

4. Applications must be received at PO Box 306 Sandy Bay by no later than 9:30am Friday 13 February 2009.

To ensure receipt of the applications, it is strongly suggested that all applicants submit their applications by registered post.

Faxed, hand-delivered or emailed applications WILL NOT be accepted or considered.

5. Applicants who have previously been successful or unsuccessful in gaining a scholarship may reapply for 2009.

6. The Sub-Committee may seek further information regarding the application from any source that they see fit, including an employer, and may seek an interview with an applicant if they feel it is appropriate.

All information provided by the applicant will remain confidential and will only be used for the purposes for which it was obtained.

7. In assessing applications for scholarships the Sub-Committee will develop a rating scale taking into account the following criteria:

Priority 1: Children's Services Workers who are occupying an in-charge position requiring an approved qualification under the Standards. This applies to all Children's Services.

For example:

- Applicants with Certificate III required to gain Diploma level to continue in an in-charge position, in CBC1 or CBC2 (OSHC).
- FDC co-ordination staff with Social Work or Teaching qualifications that require Children's Services qualifications under the Tasmanian Licensing Standards.

Priority 2: Children's Services Workers who are occupying a position requiring an approved qualification under the Standards. This applies to all Children's Services.

For example:

- Centre-based carers who are approved to act in a qualified position and required to gain Diploma level.
- FDC carers required to gain Certificate III to maintain an extended registration under the Registration/Licensing Standards.
- FDC coordination staff required to gain Children's Services qualifications under the Licensing Standards.

Priority 3: Children's Services Workers continuing training leading to an approved qualification under the Standards. This applies to all Children's Services.

For example:

- OSHC carers undertaking Diploma or Advanced Diploma.
- FDC carers undertaking Certificate III or Diploma.
- Centre Based carers undertaking Diploma, Advanced Diploma or Degree.

Priority 4: Children's Services Workers currently holding an accredited qualification of two years or more who wish to further a career in Children's Services.

For example:

- Anyone with a Diploma who is planning to undertake and/or continue the Advanced Diploma or Degree to further their career.

8. In addition to completing the Application and Declaration Form, applicants are required to submit:

8.1 A written application of no more than 1 A4 page outlining why they feel they deserve a Scholarship. Applicants should address the following criteria.

- Ongoing commitment to Children's Services in Tasmania.
- Work history in Children's Services.
- Demonstrated ongoing commitment to study.
- Desire for career advancement.
- Desire for a deeper understanding of children's developmental needs will be taken into account.

8.2 A copy of course results if applying for a further scholarship in 2009 and/or applying for a scholarship for the continuation of a course that is currently being undertaken.

2009 Scholarship Application and Declaration Form

Surname: _____

Given Name(s): _____

Title (Mrs, Mr, Miss, Ms): _____

Home Address: _____

Post Code: _____

Email Address: _____

Phone Home: _____ Business: _____

Mobile: _____

Child Care Related Qualifications (if any): _____

Employer/FDC Scheme registered with: _____

Employer/Scheme Contact Person: _____

Employer/Scheme Address: _____

Applicant's Current Position: _____

Identify category rating number that applies to you as outlined in the '*Guidelines for Applicants for 2009 Scholarships*':

If you are Priority 1 or 2, please indicate whether your service currently has approval from the Child Care Unit for you to occupy a qualified position?

Course to be or being undertaken: _____

Date of Course Commencement: _____

Anticipated Date of Course Completion: _____

Total Funding Requested: \$ _____

Registered Training Organisation or University: _____

Campus: _____

Delivery Mode:

Internal External Self-paced Packages
Classroom Recognition Combination

Is your Employer receiving training monies for you? e.g. a Traineeship: Yes / No
If yes, you are ineligible for a Scholarship under this program.

Have you received a Scholarship from TACS or ECA-TAS Branch Inc previously? Yes / No
If so, in what year(s) and for what amount(s)?

I _____ have an ongoing commitment to employment in Children's Services in Tasmania. I am not, nor is my employer on my behalf, in receipt of any other training subsidies. I agree to the terms and conditions outlined in the Guidelines and Conditions for Scholarships and all information supplied in my application is true and correct.

Applicant's Signature: _____ Date: _____

Please attach to this form:

1. A written application of no more than 1 A4 page addressing the criteria outlined in the Guidelines 8.1
2. A copy of course results if applying for a further scholarship in 2009 and/or applying for a scholarship for the continuation of a course that is currently being undertaken.

Please post one (1) original application plus three (3) complete photocopies to:

ECA-TAS Branch Inc
Scholarships 2009
PO Box 306
Sandy Bay TAS 7006

2009 Scholarship Conditions

1. If an offer of a scholarship is made, the offer lapses if the scholarship recipient does not enrol within the six (6) month period from the date of the offer, unless a specific exemption from this condition is expressly granted in writing by the Scholarships Sub-Committee.
2. Scholarship recipients or their employers must not be in receipt of any other training monies or scholarships for this applicant from another organisation or government body.
3. Scholarship recipients must have an ongoing commitment to Children's Services in Tasmania and must reside in Tasmania whilst undertaking their training under the scholarship.
4. Should the recipient withdraw from the course, they will be required to return to ECA-TAS Branch Inc any monies paid under this scholarship program which are refunded by their Training or Course Provider.
5. A copy of course results, to prove ongoing commitment to training, may be required for progressive payments.
6. All training and study undertaken under this scholarships scheme must be undertaken with a Registered Training Organisation or University.
7. Scholarship funds are available for reimbursement for expenses incurred from 1 January 2009 and will be automatically forfeited if not fully expended by 31 December 2010.
- 8.1 Proof of paid expenses incurred (i.e. receipts) are to be forwarded to the ECA – TAS Branch Inc Scholarship Sub-Committee until the approved amount has been fully expended for the purpose for which the scholarship was granted.
- 8.2 Reimbursements for recipients' costs will be made three times per year, in accordance with the table below. Claims together with receipts must be submitted to ECA TAS Branch at least 14 days prior to each reimbursement date below.

Claims are unable to be processed outside of this schedule.

Receipts to be submitted by	For reimbursement by
17 March	31 March
16 June	30 June
17 October	31 October