Guide to completing the online application form

Section 1: General information
Applicants are advised to read the ‘Round 2 General Information and Frequently Asked Questions for aspiring teachers’ and this guide before completing the online application form.

Eligibility
Aspiring teachers who meet eligibility criteria are invited to apply for Languages Teaching Scholarships.

To be eligible, applicants must:

- be proficient in a language* other than English
- be an Australian or New Zealand citizen or an Australian permanent resident
- have undergraduate tertiary qualifications (or equivalent)
- have applied for a graduate entry teaching (GET) course through the Victorian Tertiary Admissions Centre (VTAC) for course commencement in 2014
- have applied to undertake a Languages Other Than English (LOTE) Methodology as part of their course.

*Proficiency in a language is defined as:

- completion of an advanced level languages major at an Australian university, i.e. either:
  - a three year post-VCE major or
  - a four year beginners major
- native or fluent proficiency in a language, supported by a Statement of Equivalence.

Section 2: Completing the application
The online application must be completed in a single session. You will not be able to save your application and return to it at a later point. You can preview the application questions in the next section of this document and where applicable prepare your written responses to copy and paste into the online application.

To complete the application, you will need the following:

- your VTAC ID
- the course codes for the courses you have applied for through VTAC

You can, and should, review your answers on previous pages before finally submitting your application. Your responses on each page are only saved when you click NEXT to move to the next page. Make sure you click NEXT before you return to any previous page.

Applications for Languages Teaching Scholarships for aspiring teachers will close at 5.00pm on Friday 11 October 2013.
Languages Teaching Scholarships – Aspiring Teachers

Application preview

Section 3: Applicant information
Q1. - Q3.

In this section, you will need to provide personal details including contact details, your VTAC ID, whether you are an Aboriginal or Torres Strait Islander and your citizenship status.

Provide a phone number and email address that you access frequently. If possible, provide an edumail email address.

Q4. Have you applied through VTAC for entry into a graduate entry teaching (GET) course commencement in 2014?

To be eligible for a Languages Teaching Scholarship you need to apply through VTAC for graduate entry teaching courses before you complete your scholarship application. If you have not applied through VTAC, you will be unable to submit an application.

Section 4: Language and employment information
Q5. Which language/s are you proficient in?

When identifying which language/s you are proficient in, only select languages that you can evidence with one of the following:

- If you studied the language at an Australian university, you must have completed an advanced level major (or equivalent), which can be either:
  o a three year post-VCE major in the language
  o a four year beginners major in the language
- If you are a native speaker of the language, or you can speak the language fluently, you must provide a Statement of Equivalence that states that your level of proficiency in the language is equivalent to an advanced level major.

Q6. If you have selected more than one language, which is the main language that you will teach?

If you are proficient in more than one language, you should identify the language you would most like to teach when you are qualified.

Q7. What evidence of language proficiency do you have for this language?

If you are proficient in more than one language, please answer this question using the language you identified in question 6.

You will be able to select between a Statement of Equivalence and tertiary languages studies. If you have studied the language at university level, the Victorian Tertiary Admissions Centre (VTAC) and the universities you are applying to will determine whether your studies are equivalent to an advanced level major in the language. You should speak to these institutions about your evidence of language proficiency.
Q8. Are you currently teaching this language?

Answer Yes to this question if you are teaching this language in a Victorian government school, as a language instructor or education support staff, or at a complementary languages education provider as a language instructor.

Q9. Provide details of your current education employment.

This question refers to your employment in a school or other education provider. If you are currently employed in more than one education position, complete the question for your employment with the greatest time fraction. Specify the name of the school, the type of school (accredited Community Languages School, Victorian School of Languages or mainstream government school), your position at the school (e.g. language instructor, lab technician, education support staff) and whether you work there full-time, part-time, or casually.

Q10. In 100 words or less, outline any past or present teaching experience you have in this language (including overseas).

This response provides an opportunity for you to identify any experience you have in teaching this language. It is suggested that you prepare your response to this question before beginning the online application form, as you can then copy and paste your final answer into the form.

Section 5: Tertiary education details
Q11. Provide details of your highest tertiary qualification.

If you have completed more than one tertiary qualification, provide details for the highest qualification. You will need to provide the university, the country if you completed it overseas, the name of the qualification, your major/s and the year you completed the qualification.

Section 6: Graduate entry teaching (GET) courses
Q12. Which of the following courses have you applied for through VTAC?

This question displays a list of different GET courses. Tick the box for each course you have applied for. If you have only applied for one course, you only need to tick one box. If your course is not listed, please identify the course and university in the ‘other’ box.

Q13. List the VTAC codes for each GET course you have applied for.

There is only space for four VTAC course codes, as VTAC only allows you to apply for four different GET courses.

Q14. Are you intending to study full-time or part-time?

This will be determined by the course type you have applied for through VTAC, as there is usually a different course code for full-time and part-time study.

Section 7: Secondary GET courses
This section only relates to applicants who have applied for Secondary GET courses. If you have not applied for any Secondary GET courses, please click NEXT to move to the next section.
Q15. If you have applied for Secondary GET courses, which methods, or specialist teaching areas, have you nominated in your VTAC application? Select all that apply.

To be eligible for a Languages Teaching Scholarship, you need to nominate the Languages Other Than English (LOTE) specialist teaching area on your VTAC application. If you have only applied for one Secondary GET course, there should only be one other method you have nominated. If you have applied for multiple Secondary GET courses, you may have selected different combinations of methods. If so, select all that apply. If, in addition to selecting LOTE, you selected ‘any other specialist areas’, please specify this in the ‘other’ textbox.

Section 8: Primary GET courses
This section only relates to applicants who have applied for Primary GET courses. If you have not applied for any Primary GET courses, please click NEXT to move to the next section.

Q16. If you have applied for Primary GET courses, have you confirmed with each of your nominated universities that you will be able to undertake a LOTE Methodology alongside your primary studies?

Not all universities allow Primary GET course students to undertake a Languages Other Than English (LOTE) Methodology concurrent with their primary studies. Enrolling in, and completing a Languages Other Than English (LOTE) Methodology is a requirement to be eligible for a Languages Teaching Scholarship. It is your responsibility to ensure that you can complete a LOTE Methodology at each of your nominated universities.

Q17. Describe how you obtained this confirmation.

This question asks you to provide evidence that you have contacted each of your nominated universities to confirm whether you can complete a Languages Other Than English (LOTE) Methodology concurrent with your Primary course. It is advised that when you do contact the university to make this enquiry that you speak to someone in the education faculty that is responsible for the GET courses (i.e. a course coordinator) and not just a general course advisor or student services advisor.

In your response, please provide the name and position/faculty of the person you spoke to, what you asked them, and what their response was.

It is important that you do this, as you will not be eligible to receive a Languages Teaching Scholarship unless you enrol in and complete a Languages Other Than English (LOTE) Methodology.

It is suggested that you prepare your response to this question before beginning the online application form, as you can then copy and paste your final answer into the form.

Section 9: Personal responses
Q18. In 200 words or less, outline your reasons for applying for a Languages Teaching Scholarship and why you believe you would make a good languages teacher.

It is suggested that you prepare your response to this question before beginning the online application form, as you can then copy and paste your final answer into the form.
Q19. Upon completion of your GET course, would you be prepared to teach at a rural or regional school?

Languages Teaching Scholarships are aimed at increasing the number of qualified languages teachers available to Victorian schools. Languages teachers are particularly needed in schools in rural or regional areas.

Q20. Is there any other information you would like to provide in support of your application?

Do not repeat any information you have already provided in your application.

It is suggested that you prepare your response to this question before beginning the online application form, as you can then copy and paste your final answer into the form.

You do not have to provide a response to this question.

Section 10: Applicant declaration

Q21. You are asked to confirm the following:

1. You have read and meet the eligibility criteria and all information you have provided is true and correct
2. Where applicable, you have sought course advice from individual universities
3. Upon completion of your studies, you intend to seek employment as a languages teacher in a Victorian school
4. You consent to DEECD sharing information about your application with VTAC to verify details and access information

When you are ready to complete the online application form, go to www.surveymonkey.com/s/r2ltsasp