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 undergraduate students’ and this guide before completing the online application form.

Eligibility
Undergraduate students 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
- be in their final year of study, or have graduated within the past five years
- have applied for a graduate entry teaching (GET) course through the Victorian Tertiary Admissions Centre (VTAC) for course commencement in 2013 or have applied for direct entry through their university
- 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 (unless you have applied for direct entry through your university):

- your VTAC ID
- the course codes for the GET 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 undergraduate students will close at 5.00pm on Friday 11 October 2013.

Section 3: Applicant information
Q1-3. 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.

Section 4: Tertiary education details
Q4. Are you in your final year of an undergraduate degree?

To be eligible for a Round 2 Languages Teaching Scholarship you need to be in your final year of study, or have graduated within the past five years. Applicants who graduated more than five years ago, but are currently completing further tertiary studies, will be considered.

If you will not complete your undergraduate degree in 2013, you should apply for a future round of scholarships.

Q5. Provide details of your undergraduate degree.

This question asks for the university, name of the course, your major/s and date of, or expected date of completion for your undergraduate degree.

Q6. If you are undertaking further tertiary studies please provide details.

This question asks you to provide details of any tertiary studies that you are currently undertaking.

Section 5: Languages qualifications
Q7. What is or what will be your highest language qualification at the end of 2013?

If you studied the language at university, you must have completed an advanced level major (or equivalent), which can be either:

- a three year post-VCE major in the language
- 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.

To determine whether your university language studies qualify as an advanced level major you should speak to your university. As a guide, an advanced level major is usually six units of language study in a post-VCE stream, that is a stream that requires successful completion of VCE studies in the language, or eight units of language study in a beginners stream.
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Q8. If you have selected more than one language, which language do you want to teach when you become a languages teacher?

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

Q9. In 100 words or less, describe any experience other than formal study that has developed your language proficiency.

This response provides an opportunity for you to identify any other experience you have in this language. This could include being a native speaker or a home speaker, having lived or worked in a country where the language is spoken or any tutoring you may have done in 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 6: Graduate entry teaching (GET) courses
Q10. Have you applied through VTAC for entry into a (GET) course for course commencement in 2014?

To be eligible for a Languages Teaching Scholarship you need to apply through VTAC for GET courses before you complete your scholarship application, unless you have applied for direct entry through your university.

If you answer ‘No, I am applying for direct entry through my university’ you will skip questions 11 and 12.

Q11. Which of the following GET 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 GET course is not listed, please identify the course and university in the ‘other’ textbox. Do not complete this section if you have applied for direct entry through your university.

Q12. 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. Do not fill this in if you have applied for direct entry through your university.

Q13. 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.
Q14. 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.

Q15. 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 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 Languages Other Than English (LOTE) Methodology at each of your nominated universities.

Q16. 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 GET 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 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
Q17. 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.
Q18. 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.

Q19. 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
Q20. 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

Q21. How did you find out about Languages Teaching Scholarships? Select all that apply.

We would like to know how you found out about the scholarship program so that we can evaluate which promotional methods were the most effective. There are a number of options to select from.

When you are ready to complete the online application form, go to
www.surveymonkey.com/s/r2itsund