

INCLUSIVE EDUCATION SCHOLARSHIPS

THE
EDUCATION
STATE

APPLICATION GUIDELINES

Courses commencing from Semester 1, 2020

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1. INTRODUCTION

The Department of Education and Training (the Department) has developed these guidelines to support prospective applicants to apply for a scholarship through the Inclusive Education Grants (IEG) initiative.

Through this initiative, the Department will provide 300 scholarships over four years for teachers in Victorian government schools, and other departmental staff, to undertake a Victorian Institute of Teaching (VIT)-endorsed postgraduate course focused on inclusive education. Scholarships can also be used to undertake the Master of Education (Applied Behaviour Analysis) course through Monash University.

BACKGROUND

Launched in late 2017 as part of the *Inclusive Education Agenda Reform – Additional Supports Program*, the IEG initiative provides scholarship funding for teachers seeking to undertake postgraduate study in inclusive education. Through the Equipment Boost for Schools, the initiative also provides access to new equipment and assistive technology to support students with their learning. This will support schools to strengthen their inclusive education practices, so that all students, including those with a disability or an additional learning need, can succeed in their learning.

The initiative aligns with three of the four essential elements of the Framework for Improving Student Outcomes (FISO) by building *Professional Leadership, Excellence in Teaching and Learning* and *Positive Climates for Learning*. It also aligns with *The Victorian Teaching and Learning Model (VTLM)*, bringing FISO into the classroom and creating a line of sight between the whole-school approach and classroom practices. The Inclusive Education Scholarships initiative is part of the Victorian Government's commitment to increase the number of highly qualified and specialised inclusive education teachers working in Victorian schools. Through the VTLM, Victorian teachers are supported to develop strong evidence-based inclusive practices to improve learning for all students, including those with disabilities and additional learning needs.

These guidelines only relate to scholarships for Semester 1, 2020 entry. Scholarships are also available for entry into Trimester 3, 2019 and Trimester 1, 2020 of Deakin University's Master of Specialist Inclusive Education, commencing from November 2019.

Information on the Inclusive Education Scholarships initiative is available at:

<https://www.education.vic.gov.au/school/teachers/profdev/Pages/scholarship.aspx>

Information on the Framework for Improving Student Outcomes is available at:

<https://www.education.vic.gov.au/school/teachers/management/improvement/Pages/FISO.aspx>

Information on the Victorian Teaching Learning Model is available at:

<https://www.education.vic.gov.au/school/teachers/teachingresources/practice/improve/Pages/VictorianTeachingandLearningModel.aspx>

Information on the Equipment Boost for Schools is available at:

<https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/equipmentforschools.aspx>

2. INCLUSIVE EDUCATION SCHOLARSHIPS INITIATIVE

The Inclusive Education Scholarships initiative aims to strengthen the capability of teachers, schools and regions to provide high-quality inclusive education to all students, including those with a disability or an additional learning need.

WHAT IS BEING FUNDED?

The scholarship initiative has two intakes per year via application rounds. In this round, the Department will provide scholarships for Victorian government school teachers and regional-based staff in one of the following courses:

- Master of Specialist Inclusive Education (Deakin University)
- Master of Disability Studies (RIDBC/Renwick Centre through Macquarie University)
- Master of Learning Intervention Stream A (University of Melbourne)
- Master of Special and Inclusive Education (University of Newcastle)
- Master of Special Education (La Trobe University)
- Master of Education Autism Spectrum Disorder (Australian Catholic University)
- Master of Education Applied Behaviour Analysis (Monash University)

These courses are all endorsed by the VIT through providers who have entered into a formal partnership with the Department.

The scholarship will cover the tuition fees associated with a full-fee domestic place in one of the above courses.

Applied Behaviour Analysis

A limited number of scholarships are available for Victorian government school teachers and regional or school-based staff to undertake the Master of Education: Applied Behaviour Analysis (ABA) through Monash University. This course is a pathway to certification as a Board Certified Behaviour Analyst (BCBA). There is **no** practicum component for this course.

The scholarship will cover course tuition fees for all full-fee domestic places. It does **not** provide funding for the supervision costs associated with certification as a BCBA or the BCBA examination. Certification requirements remain the responsibility of the individual.

PRACTICUM REQUIREMENTS AND CRT ASSISTANCE

Practicum

All of the VIT-endorsed courses that form part of this initiative include a requirement to complete a practicum placement of up to 45 days. All scholarship recipients are required to complete the practicum component of their approved course, regardless of whether they are currently working as a teacher or have experience working in specialist education settings, except for the Master of ABA from Monash University. The Master of ABA course does not have a practicum requirement, but it is the sole responsibility of the student to accrue experience hours by completing supervised independent fieldwork. The accumulation of these hours is a Behaviour Analysis Certification Board (BACB) requirement as part of the pathway towards becoming a BCBA.

If you change schools or have a change of principal/manager whilst completing your approved course, please note that it is the responsibility of the scholarship recipient to inform your new school, principal or manager of the practicum components required to complete your course.

Please note that the Department cannot provide specific advice or guidance in relation to your practicum requirements. Your university will be best placed to assist you with this.

If you seek to make any changes to your approved course, this will need to be endorsed by both your approved university and the Department. Changes to your course delivery may influence your overall result.

Casual Relief Teacher funding

The scholarship includes a contribution of up to \$7,000, for **school-based teachers only**, for casual relief teacher (CRT) costs associated with the practicum placement. Schools will need to contribute additional funds for teacher replacement should this amount not cover all costs.

- **This funding is not available to regional staff, such as Visiting Teachers (VTs), Student Support Services staff (SSS), and Koorie Engagement Support Officers (KESO).**

Schools can submit their reimbursement requests via the Inclusive Education Scholarships initiative agreement which will be created on the Schools Targeted Funding Portal (STFP). The IEG team can support schools to submit reimbursement requests through the STFP when the practicum requirements of the applicant's course occurs.

3. FUNDING CRITERIA

ELIGIBILITY

Applicants must:

- be currently employed as a teacher in a Victorian government school or as a regional staff member (e.g. a VT, SSS staff member or KESO)
- continue to be employed in a Victorian government school or as a regional staff member for the duration of your approved course
- commence their approved course between March and April 2020 (applicants for Deakin University may commence their course in Trimester 3, November 2019)
- be willing and able to complete their approved course, including the practicum placement requirement, within four years of enrolling in the course
- provide evidence that their Principal/Manager supports their application and agrees to release them for up to 45 practicum placement days
- not be the recipient of other scholarships for their approved course.

INTERMISSION/DEFERRALS

Scholarship recipients are unable to defer their first semester of study. You can request an intermission (study break) after you have completed one unit of study in the first semester of your approved course. Contact your university if you would like specific information regarding its deferral processes. If you are seeking an intermission after you have commenced your course, you must advise the Department and your university of this decision.

FUNDING EXCLUSIONS

Inclusive Education Scholarships will not cover the following:

- scholarships for teachers in non-government schools
- scholarships for teachers who enrolled in one of their preferred courses before Semester 1, 2020 (for Deakin, Trimester 3, 2019)
- additional expenses associated with completing your approved course (e.g. textbooks, stationery, travel expenses, accommodation and information technology equipment)
- teacher replacement costs beyond the \$7,000 provided by the initiative
- teachers employed on a casual basis
- additional expenses associated with the BACB supervision and/or examination.

ASSESSMENT PRIORITIES

The Inclusive Education Scholarships initiative supports schools and teachers to strengthen their inclusive education practices so that all students, including those with a disability or an additional learning need, can succeed in their learning. Participating in the initiative will demonstrate a teacher's commitment to enhancing inclusive education in the classroom.

Priority level	Eligible group
Priority 1	<ul style="list-style-type: none">Teachers in mainstream schools in which no staff member has received an Inclusive Education Scholarship in previous rounds
Priority 2	<ul style="list-style-type: none">Teachers in specialist schools in which no staff member has received an Inclusive Education Scholarship in previous rounds
Priority 3	<ul style="list-style-type: none">Regional or school-based staff who work directly with students with disabilities or additional learning needs*Teachers in mainstream or specialist schools in which a staff member has received an Inclusive Education Scholarship in previous rounds

**The Department may ask regional staff for further information about their role to determine eligibility.*

Applications will be prioritised based on the initiative's objectives, one of which is to increase the number of Victorian government schools with a qualified inclusive education teacher. Applicants will be assessed using Departmental processes and the following criteria.

Priority will therefore be given to applicants who:

- are employed in government schools that currently have no teachers with a postgraduate qualification in special or inclusive education
- are employed in mainstream schools
- are working in regional areas
- are working in areas that have had a low uptake in previous scholarship rounds
- do not currently have qualifications in special or inclusive education.

If the number of applications exceeds the number of scholarships available, the additional criteria below will be taken into consideration.

Additional criteria

Within each priority level, further priority will also be given to applicants who:

- are employed in schools with a higher number and/or proportion of students who receive support through the Program for Students with Disabilities
- demonstrate a strong commitment to enhancing inclusive education in the classroom
- clearly demonstrate how their chosen course will support them in their current role
- clearly demonstrate how their chosen course will support them in their future career
- demonstrate that their school has historically had difficulty recruiting qualified inclusive education teachers, including schools in rural and remote areas
- demonstrate that their application aligns with their school's Annual Implementation Plan and Strategic Plan
- demonstrate their ability to manage the workload required to complete the course.

Multiple applications from teachers at the same school

The Department will only award one scholarship per school per application round. This is to ensure that each school and region receives the benefit of a Masters-qualified staff member in special and inclusive education. This will also enable the Department to ensure the initiative has the broadest possible impact.

If multiple applications are received from a single school, region or area, the Department may contact the applicants' Principal/Manager for additional information about the applicants' suitability. This information will be considered in addition to the information provided by applicants and the additional criteria listed above. In all cases, funding is awarded at the discretion of the Department.

4. CONSIDERATIONS BEFORE APPLYING

Applicants should consider the following in selecting their preferred course:

- study workload for the eligible courses may range from 15 to 20 hours per week
- study workload for the Applied Behaviour Analysis course may exceed 20 hours per week
- the \$7,000 CRT allowance will only cover a portion of the required CRT days as part of the course's practicum requirement. Schools will need to find additional CRT funding from their own budgets to make up any shortfalls. Principals should be aware of this before endorsing applications
- some courses may require interstate travel as part of the study requirement.

RECOGNITION OF PRIOR LEARNING

Recognition of prior learning (RPL) is acknowledgement of prior study granted based on previous study or work experience. If you are granted RPL by your approved university, you can reduce the duration of your approved course. You may be asked to provide further information and detail about the studies you have completed to help with this assessment. Applicants seeking recognition of prior learning towards their course must contact your university coordinator.

5. HOW TO APPLY

Smartygrants is an online grants administration program that the Department uses to facilitate the scholarships program. Scholarship applications can only be submitted online at: <https://inclusiveedgrants.smartygrants.com.au>

The application round for the initiative will be open for **4 weeks**, from **9am, 9 September 2019**. Applications will close at **12pm (midday), Monday, 7 October 2019**.

The IEG team manages the scholarships program, including the application process and assisting successful recipients to manage their scholarships. The IEG team aims to process all applications and notify the outcome of your application within 15 business days of the initiative's closing date (i.e. by **Friday 25 Oct 2019**).

Applications must address each of the criteria. Incomplete or late applications will not be considered. Once you have submitted your application, you will not be able to change it or submit any additional documentation through the online form.

If you have submitted your application and wish to provide additional documentation, please email inclusive.ed.grants@edumail.vic.gov.au (ensuring you quote your application number) at any time up until closing at **12pm (midday), Monday 7 October 2019**.

GUIDANCE ON PERSONAL STATEMENT AND STATEMENT OF SUPPORT

To apply for a scholarship, applicants must attach both a personal statement and a statement of support from their Principal/Manager. Guidance on these supporting documents is provided below.

Personal statement

You must submit a personal statement outlining why you are applying for a scholarship and how you intend to use the knowledge and skills gained through completing your preferred course. Your personal statement should include information about:

- why you wish to undertake your preferred courses
- how you intend to use the knowledge and skills from the course in your current role
- how you intend to use the VTLM in the classroom to improve student learning experiences effectively, and how your participation in the scholarships initiative will affect improvement initiatives within your school, your teaching and student learning
- how you intend to use the knowledge and skills from the course in your future career, including in leadership roles
- how you demonstrate commitment to enhancing inclusive education in your classroom, school and community
- how the scholarship will assist you to complete the course.

If you have any questions about drafting your personal statement, statement of support or the application process in general, please do not hesitate to contact the IEG team for assistance.

Statement of support

You must submit a letter, signed by your Principal/Manager (e.g. a letter on school letterhead), outlining the reasons why they support your application and acknowledging that they are willing to release you to complete the practicum requirements of the course (**which may take up to 45 days**).

The statement of support must acknowledge that practicum placements may take up to 45 days and that it is the responsibility of the school to manage relief teacher arrangements, including funding if more than \$7,000 is required (except the ABA course, which has no practicum).

Your Principal/Manager is required to identify a Practice Principle from the VTLM that can be strengthened through your participation in the scholarship initiative and expand on this in their statement. Your Principal/Manager may also include:

- how the qualification will address an identified need within the school and/or region
- how they intend to utilise your new knowledge and skills within the school/region
- how the qualification aligns with your Performance Development Plan
- how your scholarship application aligns with the school's Annual Implementation Plan
- why they believe you are a worthy recipient of a scholarship
- any other information that supports your application.

HOW AND WHEN TO APPLY FOR YOUR COURSES OF CHOICE

When you are filling out your application form, it is mandatory that you choose two preferred courses. You can apply for both of these courses, but if you are successful in your university applications, do not accept enrolment in any course until you have been notified of your scholarship application outcome.

We advise all applicants to wait until they have received a notification of the outcomes of the scholarship initiative before applying and enrolling in their preferred courses. The scholarships team has ensured that there is sufficient time between the closing of the initiative, the outcomes of the initiative, and the closing dates for university enrolments to apply and enrol. If you choose to apply for your preferred courses before the scholarship outcomes are released, do not accept an offer of enrolment until you have been notified of a successful outcome to avoid enrolling in a course without the financial support of a scholarship.

If you are successful in applying to your preferred courses, and you are successful in receiving a scholarship for one of these courses, you are required to confirm enrolment in your approved course and retract your application from the course which has not been approved to avoid any financial repercussions. We also advise everyone that the responsibility of retracting university application(s) if unsuccessful in the initiative is the individual's alone.

6. INFORMATION PRIVACY

The Department values and is committed to protecting your privacy. We handle your personal information in accordance with the *Privacy and Data Protection Act 2014 (Vic)* (PDP Act) and other applicable legislation. The Department has adopted the Information Privacy Principles in the PDP Act as minimum standards when dealing with personal information.

We may collect personal information that you choose to give us, which is a necessary function of running the Inclusive Education Scholarships initiative. This includes information collected via online forms through SmartyGrants, phone and email correspondence. SmartyGrants may also collect your personal information for its own purposes. Please refer to SmartyGrants' [terms of service and privacy policy](#) for further information.

Under the PDP Act, the Department has a responsibility to protect your personal information. We take reasonable steps to make sure that your personal information is protected from misuse, loss, unauthorised access, modification or disclosure. Access to systems, applications and the information that we collect is limited to authorised staff members only.

For further information on how the Department will handle your personal information, please refer to our general [information privacy policy](#).

Please see the website for the [Office of the Victorian Information Commissioner](#) for further details regarding the Information Privacy Principle.

Collection notice

We collect your personal information through SmartyGrants and email correspondence in order to register you as an applicant for this initiative, contact you if necessary in relation to this initiative, and for reporting purposes. We will not disclose your personal information without your consent, except where required to do so by law. If you do not wish to provide your personal information you will be unable to submit an application for the Inclusive Education Scholarships initiative. You may contact us to discuss your application, to request access to your personal information, or for other concerns about the privacy of your personal information.

Updating personal details

To ensure that our records are current and to assist with the efficacy of the scholarships initiative, the Department will regularly contact applicants to collect their updated contact details throughout the duration of their scholarship. Information may also be sought from applicants over this period to analyse the effectiveness of the program and to inform future workforce policies and initiatives.

7. APPLICATION ASSESSMENT

Please refer to the table below for a timeline of the Inclusive Education Scholarships initiative assessment process. Applications will close at **12pm (midday), Monday, 7 October 2019**.

The Department will conduct an initial check to confirm that each application meets the eligibility criteria (see Appendix A), and assess all eligible applications using the assessment priorities (see page 8). You may be contacted after the closing date to provide clarification or additional information in support of your application.

The IEG team aims to process all applications and notify the outcome of your application within 15 business days of the initiative's closing date (i.e. by **Friday 25 Oct 2019**).

Application Assessment Process	Time and/or date
Opening Date for Application	9am, Monday 9 September 2019
Closing Date for Application	12pm, Monday 7 October 2019
Application Assessment	Monday 7 Oct – Friday 18 Oct 2019
Application Outcomes	By COB Friday 25 October 2019

SUCCESSFUL APPLICATIONS

The Department will notify all successful applicants of the application outcome and the course which has been approved for a scholarship. The approved course can be either one of the two nominated during the application process.

In order to process a successful scholarship application, the Department requires the following documents.

SCHOLARSHIP AGREEMENT

Successful applications will be funded subject to the signing of a full scholarship agreement between the Department and the scholarship recipient.

Please note that the entire signed agreement (pages 1–10) must be returned to the Department in order to process your scholarship

Recipients will be required to comply with the terms of the scholarship agreement. This includes informing the Department of any change in their circumstances, such as switching from a full-time to a part-time study load, or leaving the Victorian government teaching service.

CONFIRMATION OF ENROLMENT

Successful applicants must also submit confirmation of enrolment from their approved university.

After you receive notification of a successful application outcome, you should enrol in your approved course. Once you complete this, there are numerous methods by which you can obtain confirmation of enrolment, such as a university statement, enrolment confirmation email, or a screenshot of your online university enrolment system stating your name, your approved university and your approved course.

EXPENSE BENEFIT PAYMENT DECLARATION (Optional)

Scholarship recipients will be asked to complete an Expense Benefit Payment Declaration in order to confirm exemption from fringe benefits tax (FBT) for each FBT year (1 April – 31 March) in which they are studying. This form enables the Department to document its exemption from paying FBT in relation to your scholarship. This will be retained by the Department, not lodged with the Australian Taxation Office. Applicants should seek their own tax advice if required.

UNSUCCESSFUL APPLICATIONS

Following the conclusion of the assessment process, the Department will notify unsuccessful applicants of the outcome of their applications. Due to the high number of applications expected, the Department will not provide individual feedback on unsuccessful applications.

8. COURSE SELECTION ADVICE

Scholarship applicants are encouraged to undertake their own research into the eligible courses in order to identify the courses that best suit their individual circumstances. The following information aims to assist applicants to choose the most appropriate courses for their needs.

University course information

This initiative offers scholarships for a full-fee domestic place on selected inclusive education courses through providers who have entered into a partnership with the Department.

Eligible courses are:

- [Master of Specialist Inclusive Education \(Deakin University\)](#)
- [Master of Disability Studies \(RIDBC/Renwick Centre through Macquarie University\)](#)
- [Master of Learning Intervention Stream A \(University of Melbourne\)](#)
- [Master of Special and Inclusive Education \(University of Newcastle\)](#)
- [Master of Special Education \(La Trobe University\)](#)
- [Master of Education Autism Spectrum Disorder \(Australian Catholic University\)](#)

Refer to the table on page 17 for further details about each of these courses.

A limited number of scholarships are also available for the:

- [Master of Education - Applied Behaviour Analysis \(Monash University\)](#)

This course does **not** include a practicum component.

CONTACT DETAILS

Although the Department has provided an overview of each course here, the universities are in the best position to answer specific questions. Each university has support services for prospective students, and it is recommended that you contact them.

University	Website	Contact phone
Deakin University	www.deakin.edu.au	03 5277 1359
Macquarie University	www.mq.edu.au	02 9850 6410
Monash University	www.monash.edu.au	1800 MONASH (1800 666 274)
University of Melbourne	education.unimelb.edu.au	13 MELB (13 6352)
University of Newcastle	www.newcastle.edu.au	1300 275 866
La Trobe University	www.latrobe.ed.au	1300 135 045
Australian Catholic University	www.acu.edu.au	1300 275 228

COURSES AT A GLANCE

Institution	Deakin University	Macquarie University (RIDBC/Renwick Centre)	Monash University	University of Melbourne	University of Newcastle	La Trobe University	Australian Catholic University
Course name	Master of Specialist Inclusive Education	Master of Disability Studies	Master of Education	Master of Learning Intervention (Stream A)	Master of Special & Inclusive Education	Master of Special Education	Master of Education
Course code	E734	DIST19MTV1	D6002	MC-LI	40123	RMSE	MEd
Eligible specialisation(s)	n/a	- Education: Vision Impairment** - Education: Deaf & Hard of Hearing - Sensory Disability	- Applied Behaviour Analysis (ABA)	- Disability - Specific Learning Difficulties - Deaf Education	- Deaf Studies & Deaf Education - Emotional Disturbance / Behavioural Problems - General Special Education	Inclusive Practice - Learning difficulties, Autism - Mental Health and Well-being, Trauma	- Autism Spectrum Studies
Duration (full-time) ¹	1.5 years	1 year	1 year	1 year	1 year	1 year	1.5 years
Study mode	Online	Online/ on campus in NSW** (5-day intensive)	Online or on-campus (Clayton)	Parkville campus (only via weekend/holiday intensives and occasional evenings)	Online	Online or on campus (Melbourne)	Online (Melbourne)
Practicum requirements ²	EEL703/4/5 3 x 15 days	SPED910 3 x 10 days & 1 x 15 days	No practicum requirements	EDUC90845/6 2 x 15 days & 1 x 15 days	EDUC6109 1 x 20 days & 1 x 25 days	3 x 15 days	45 days

¹Each course has its own entry requirements. You may be eligible to apply for RPL to reduce the course duration. Please refer to page 10 of the guidelines for more information on RPL. Courses can also be completed on a part-time basis but must still be completed within 4 years of commencing study.

²Practicum unit codes are subject to change without notice.

QUESTIONS TO ASK PROSPECTIVE UNIVERSITIES

Here are some questions you might like to consider asking prospective universities when choosing your preferred courses:

1. What are the practicum requirements?

In order to meet VIT course endorsement requirements, scholarship recipients **must** complete a total of 45 days of professional experience with a minimum of 30 days of supervised experiences in a variety of settings.

Each course has different practicum arrangements, including policies on recognition of prior professional experience, and you should ensure that you understand what these are and if you are able to complete them within the designated timeframes. Inclusive Education Scholarship recipients must complete at least 30 days of supervised practicum (except those undertaking the Master of Education in ABA).

2. Do I have to organise my own placement(s)?

Some universities will coordinate placement opportunities and help ensure you gain broad exposure to a range of settings. For other courses, you may need to organise your own placement in coordination with your university directly.

3. Do I need to attend classes on campus? If so, where will they be held?

Most eligible courses are offered online, but some have face-to-face elements that may be held out of general office hours or on weekends. There may be a minimum attendance requirement. These factors vary between institutions and between individual course units so make sure you understand all the attendance requirements ahead of time.

The [Master of Disability Studies \(RIDBC/Renwick Centre through Macquarie University\)](#) Blindness Vision Impairment specialisation does have some on-campus classes in New South Wales.

The [Master of Learning Intervention \(Stream A\)](#) offered through the University of Melbourne only runs its courses at the Parkville Campus on weekends and through holiday intensive units.

4. I live in a rural/regional area, can I get support to travel to classes?

Some institutions may offer travel bursaries to students living in rural or regional areas to support attendance at face-to-face sessions. You may also wish to ask about remote/video-conference access.

The scholarship does **not** include funding to support travel or accommodation to attend classes.

5. How long will it take me to complete the course?

All courses offer full-time and part-time options. It is important to understand the expected weekly hours of study and how this will affect your other commitments.

If you are considering studying part-time, you may wish to consider the total length of time you will need to complete the course, noting that you **must** complete your approved course within 4 years (by December 2023) to be eligible for a scholarship.

You might also like to ask if there are options to switch from part-time to full-time, or vice versa, part-way through the course.

6. What other costs are associated with completing the course?

Inclusive Education Scholarships cover the course tuition fees only (see page 5). The scholarship may not be used for other expenses such as textbooks or IT equipment. It is recommended that you contact the university to determine the mandatory equipment or texts required for the course.

7. What other support services are available?

Universities will offer a range of additional support and guidance to postgraduate students, including health services, study skill workshops and postgraduate associations for networking. It is recommended that you find out what is on offer to help support your study.

8. Am I eligible for RPL?

RPL is acknowledgement of prior study granted based on prior study or work experience (see page 10). If your university approves your application for RPL, you can reduce the duration of your approved course. You may be asked to provide further information and detail about the study you have completed to help with this assessment. Please contact your approved university directly in order to learn more.

9. CONTACT INFORMATION

APPLICATION support/scholarship enquiries

Inclusive Education Grants team

Email: inclusive.ed.grants@edumail.vic.gov.au

Phone: (03) 9084 8496

Inclusive Education Professional Practice Branch

Department of Education and Training

SMARTYGRANTS SUPPORT

Email: service@smartygrants.com.au

Phone: (03) 9320 6888

APPENDIX A – ELIGIBILITY

Applicants must meet all of the following eligibility requirements:

PRIOR TO SUBMISSION

Criterion	Supporting information
The applicant has submitted a complete application	Application form and Statement of Support
The applicant is employed as a teacher or school-based staff member in a Victorian government school, or in a regional position; and will continue to be employed in a Victorian government school or as a regional staff member for the duration of the approved course	Confirmation of DET employee number and Application form
The applicant is registered with the VIT (where applicable)	Confirmation of VIT registration number
The applicant intends to complete an approved course within four years of commencing study	Application form
The applicant is willing and able to complete the practicum requirements of the approved course (where applicable)	Application form
The applicant is not in receipt of any other grant or scholarship funding for the approved course	Application form
The applicant has the support of their Principal/Manager to complete the course including <u>agreement for release to complete the practicum requirements</u>	Statement of Support

AFTER SUCCESSFUL APPLICATION

Criterion	Supporting Information
The applicant is a successful recipient of the scholarship initiative and accepts the scholarship offer	Fully signed scholarship agreement (Pages 1-10)
The applicant will commence the approved course from February/March 2020	Evidence/confirmation of enrolment
The applicant is a successful recipient of the scholarship initiative	Signed FBT Declaration (optional)

APPENDIX B – FREQUENTLY ASKED QUESTIONS

ELIGIBILITY

Do I need to be a permanent resident or citizen to apply?

You must be an Australian citizen or permanent resident to be eligible to receive a scholarship.

Can I apply if I am on a fixed-term contract and/or work part-time?

Both ongoing and fixed-term contract teachers and teachers who work part-time can apply. Teachers employed on a casual basis are not eligible to apply.

Can I apply if I live in a rural or regional area?

Applicants in rural and regional areas are encouraged to apply. Some of the courses offer flexible learning options, including fully online and partially online study modes, which may be suited to applicants in rural areas.

Can I apply if I have already started the course?

To apply in this round, you must commence your chosen course in Semester 1, 2020 (applicants for Deakin University may commence their course in Trimester 3, 2019 or Trimester 1, 2020).

Do I have to study full-time?

Both full-time and part-time study modes are eligible.

Can I apply if I am planning or currently on extended leave (e.g. long service leave or maternity leave)?

Yes, as long as you are still employed by the Department and continue to meet the eligibility criteria in Appendix A.

APPLYING FOR UNIVERSITY COURSE

What happens if I have successfully applied for a course but have not received a scholarship?

If you are unsuccessful in receiving a scholarship, we advise you to contact the universities you have successfully applied for and retract this application to avoid any financial repercussions.

What happens if I receive an invoice from the university?

If you receive an invoice from your approved university, please ignore it. The Department and the universities have an agreement which states that an invoice for course fees will be sent to the IEG team once census date has passed.

In relation to the University of Melbourne’s Master of Learning Intervention, can I apply for Stream B rather than Stream A?

One of the Inclusive Education Scholarship initiative’s main objectives is to increase the number of Victorian government schools with a qualified inclusive education teacher. This is the main reason why the initiative only offers a scholarship for Stream A of this specific course. The Stream A course is also a VIT-endorsed course and requires practicum to be carried out during the course, therefore you must be in a teaching role to complete this requirement. In saying this, we understand and appreciate the work which regional and school-based staff do in assisting and working directly with students with disabilities or additional learning needs.

APPLYING FOR A SCHOLARSHIP

Why do I need to choose two courses when applying for the scholarship?

We will consider your two preferences when allocating the scholarship. We want to ensure that all applicants have a genuine interest in the courses for which they have applied.

Can more than one teacher at a school apply?

Multiple teachers from one school can apply, but only one successful applicant per school can receive a scholarship for the Semester 1, 2020 (Deakin Trimester 3, 2019 / Trimester 1, 2020) intake.

Why am I being asked to provide an alternative email address?

The Department has asked all applicants to provide alternative email addresses, because it may be necessary to contact you outside of school hours (e.g. during school holiday periods). Once you have submitted your application, it is recommended that you check your email regularly, because the Department may email you to request further information or update you on the progress of your application. The alternative email address should not be affiliated with a university.

What if my application is incomplete?

Incomplete applications will not be considered for funding.

My Principal/Manager is not available. Can I ask someone else to complete the statement of support?

The Department may accept a statement of support by a person other than the Principal/Manager (e.g. the Acting Principal/Manager or Assistant Principal) in some circumstances. It is recommended that you contact the IEG team outlining your circumstances before submitting a statement of support by a person other than your current Principal/Manager.

I am a Principal/Manager. Who do I get to endorse my Statement of Support?

A School Education Improvement Leader can provide endorsement.

Do I have to submit additional documentation?

Additional documentation is not required to apply for a scholarship. All applicants are welcome to provide additional documentation (such as certificates or awards, further qualifications or professional references) that they believe supports their application, but this is not mandatory.

Can I submit additional documentation after I have submitted my application?

Once you have submitted your application, you will not be able to change it or submit any additional documentation through the online form. If you have submitted your application and wish to provide additional documentation, please email inclusive.ed.grants@edumail.vic.gov.au (ensuring you quote your application number) at any time up until the closing date – **12pm (midday), Monday 7 October 2019**.

How will I know if my application has been received?

All applicants will receive a confirmation email when their application has been received. This will be sent to the primary email address given by the applicant during the application process.

If you have submitted an application, but have not received confirmation, please email inclusive.ed.grants@edumail.vic.gov.au to check if your application has been received.

SCHOLARSHIP DETAILS

Will my school receive CRT funding if my application is successful?

The Department will provide a contribution of up to \$7,000 per recipient (teachers only) towards CRT costs associated with the course practicum placements. Further information is provided to successful applicants.

This funding will not cover study leave days that a recipient may take whilst undertaking their approved course. Scholarship recipients must organise this leave with their school.

How will my school invoice the Department for CRT replacement?

The Business Manager of your school will be able to access the STFP where the Inclusive Education Scholarship Initiative Agreement will be set up. Through this initiative, schools can submit evidence of CRT replacement for when the scholarship recipient carries out the practicum requirements relating to their approved course. Schools will be asked to submit a reimbursement request for CRT replacement costs after each practicum placement has been completed.

The Department will only reimburse CRT costs up to \$7,000. Once a school has exhausted this funding amount, the Department will notify it via email.

Will I incur a Higher Education Contribution Scheme (HECS) debit for my course?

No, the scholarship only applies to tuition fees for a full-fee paying place, not a Commonwealth-supported place that attracts HECS. Scholarship recipients will not incur a HECS debt for their course.

Can I take study leave days when completing my approved course?

The Department does not organise leave for scholarship recipients and is not responsible for leave that a scholarship recipient takes. Leave days should be discussed with your school's Principal and Business Manager. Please advise them to follow the link below for further support with respect to all types of leave: https://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx

More information regarding study leave can be found on the Department's website: <https://www.education.vic.gov.au/hrweb/employcond/Pages/studyleaveTS.aspx>