VCAL TEACHERS SCHOLARSHIP

PROGRAM

APPLICATION GUIDELINES

**CONTENTS**

[Introduction 3](#_Toc65852163)

[Course information 3](#_Toc65852164)

[What is being funded? 3](#_Toc65852165)

[How to apply 3](#_Toc65852166)

[Eligibility criteria 4](#_Toc65852167)

[Funding exclusions 4](#_Toc65852168)

[Supervised Professional Experience 4](#_Toc65852169)

[Secondments 5](#_Toc65852170)

[Privacy of information 5](#_Toc65852171)

[Notification 5](#_Toc65852172)

[Deakin University’s timeline 6](#_Toc65852173)

[Frequently Asked Questions 7](#_Toc65852174)

## Introduction

The Department of Education and Training (the Department) has developed these guidelines to support current and aspiring Vocational Certificate of Applied Learning (VCAL) teachers to apply for the VCAL Teachers Scholarship Program.

Through this initiative, the Department will provide 100 Scholarships over 2021-2022 for eligible current and aspiring VCAL teachers in Victorian government secondary schools to undertake a Graduate Certificate of Applied Learning and Teaching through Deakin University. This program includes highly contextualised support services such as project liaison managers and teaching coaches. These are designed to support participants undertake their studies and build strong professional networks.

Participants will have the opportunity to complete the Graduate Certificate of Applied Learning and Teaching which is comprised of four units. These units focus on the theories and practices related to applied learning. Teachers will explore a variety of teaching styles, strategies, and have the opportunity to develop networks with VCAL teachers from across Victoria. Teachers will then leverage their knowledge and skills to undertake their own independent research which is designed to inform and enhance their own professional practice.

## Course information

For information on this program please visit [Deakin University – Graduate Certificate of Applied Learning and Teaching.](https://www.deakin.edu.au/course/graduate-certificate-applied-learning-and-teaching)

## What is being funded?

Course fees will be fully paid by the Department of Education and Training. Additionally, schools will be able to access four days of Casual Relief Teacher (CRT) funding per scholarship to support program participants to undertake their studies. Once the applicants are notified of the outcome of their scholarship application, successful applicants and their Principals will receive information via email on how to claim reimbursements for the CRT coverage.

Current and aspiring VCAL teachers can commence this Graduate Certificate in Trimester 1 **or** Trimester 2 on the following dates:

2021

* Trimester 2 teaching period beginning Monday, 12 July 2021

2022

* Trimester 1 teaching period beginning Monday, 7 March 2022\*.

Regardless of the start date, you must successfully complete this Graduate Certificate before 31 December 2022. Funding is not available to support enrolments beyond this date.

*\*Places commencing in Trimester 1, 2022 will only be available if the 100 places have not already been filled.*

## How to apply

Participants must complete the Application Form which includes the Teacher Commitment Statement signed by you and the Principal Support Statement which must be signed by the school Principal.

Assessment will be based on the merits of this application.

The Department will conduct an initial check to confirm that each application meets the eligibility criteria, and then assess all eligible applications. You may be contacted to provide clarification or additional information in support of your application.

The closing date for this application is **Friday 11 June 2021.**

## Eligibility criteria

You must:

* be an Australian Citizen or Permanent Resident
* be employed (ongoing or fixed term and full-time or part time) as a registered teacher in a Victorian government school for the duration of the Graduate Certificate of Applied Learning and Teaching
* teach or aspire to teach VCAL
* be willing and able to complete the Graduate Certificate, including all work-based activity before 31 December 2022
* have Principal endorsement
* not be the recipient of other scholarships supported by the Department of Education and Training.

In addition to this eligibility criteria, Deakin University has its own entry requirements. Please ensure that you review these requirements prior to submitting your Scholarship Program application.

This Scholarship Program is available to current and aspiring VCAL teachers. Please be aware that priority may be given to those teachers who are currently teaching a VCAL program.

Aspiring VCAL teachers are those who are not currently teaching a VCAL program but who have a keen interest in applied learning and a desire to teach a VCAL program in the future.

## Funding exclusions

This Scholarship Program will not cover the following:

* scholarships for teachers in non-government schools
* additional expenses associated with completing this Graduate Certificate. (e.g. textbooks, stationery, travel expenses, accommodation and information technology equipment)
* additional expenses associated with the 15-day course requirement for supervised professional experience
* any costs incurred to repeat a unit that you have already undertaken
* any costs incurred if you choose to withdraw from a unit after the university census date.

## Supervised Professional Experience

All successful scholarship applicants are required to complete 15 days of supervised professional experience. **For participants in this program, the supervision arrangement is flexible and refers to the support offered by Deakin University teaching coaches that facilitate guidance and mentoring in planning, teaching, assessing and reflecting on VCAL and applied learning teaching practice.**

If you change schools or have a change of Principal whilst completing this Graduate Certificate you must inform your new school Principal of this course requirement. You must also ensure that your new Principal completes the Principal Support Statement.

## Secondments

If you are currently on secondment and hold a substantive position elsewhere, as part of your application you are required to provide the Principal Support Statement from your current Principal, as well as a Principal Support Statement from your substantive Principal. This is to ensure that your substantive Principal is aware of your application and the course requirements and will support you in completing this course when you return to your substantive position.

## Privacy of information

The Department collects the information contained in the Application Form in order to register you as an applicant for this initiative and to contact you if necessary. We will not disclose this information without your consent, except where required to do so by law. You may contact us if you have any concerns about the privacy of your information.

## Notification

The Department will notify you of the outcome of your application via email. Successful applicants will receive an information pack which includes:

* an email from the Department confirming your scholarship information. This will include information to assist with applying through Deakin University
* a Fringe Benefits Tax form.

You must return these documents via email to [vocational.workforce@education.vic.gov.au](mailto:vocational.workforce@education.vic.gov.au).

*Please note: a successful notification from DET will still require that applicants meet Deakin University’s entry requirements.*

## Deakin University’s timeline

|  |  |
| --- | --- |
| **Application assessment process** | **Date** |
| **Trimester 2 2021** |  |
| **Closing date of application to DET** | **11 June 2021** |
| Application assessment | Ongoing: Assessment happens within 48 hours of receipt of each application |
| Application outcomes | Ongoing: Applicants are typically informed of the application within seven days of the application |
| Accepting offers and enrolment | Ongoing: Applicants will be able to enrol immediately upon their receipt and acceptance of an offer into the course |
| Enrolment closes | Applicants receiving an offer into the course will need to accept the offer and enrol before the date indicated on the letter of offer. |
| Course commences | Week beginning Monday 12 July 2021 |
| Census date | Sunday 15 August |
|  |  |
| **Trimester 1 2022** |  |
| **Opening date of application** | To be confirmed |
| **Closing date of application to DET** | To be confirmed |
| Application assessment | Ongoing |
| Application outcomes | Ongoing: Applicants are typically informed of the application within seven days of the application |
| Accepting offers and enrolment | Ongoing: Applicants will be able to enrol immediately upon their receipt and acceptance of an offer into the course |
| Enrolment closes | Applicants receiving an offer into the course will need to accept the offer and enrol before the date indicated on the letter of offer. |
| Course commences | To be confirmed |
| Census date | To be confirmed |

## Frequently Asked Questions

1. How do I manage taking Long Service Leave or Maternity Leave while completing this Graduate Certificate?

You need to still be employed by the Department and continue to meet the eligibility criteria outlined in the Application Guidelines. You must also be able to complete this Scholarship Program before 31 December 2022 and have your Principal’s support.

1. What happens if I move out of the government teaching service?

You must notify the Department if you move out of the government teaching service, and in doing so you will be withdrawn from this Scholarship Program.

1. Can I take study leave days when completing this Graduate Certificate?

Schools have access to four days of Casual Relief Teacher (CRT) funding per scholarship to support teachers to undertake their studies.

1. Does this Scholarship Program specifically coincide with and address the planned reform in secondary schools?

The Graduate Certificate of Applied Learning and Teaching focuses on the theories and practices related to applied learning. The skills and knowledge acquired during this Graduate Certificate will be critical to the integrated certificate to be introduced in 2025.

1. Would this suit Leading Teachers who are currently teaching VCAL?

Yes, current and aspiring VCAL teachers who successfully complete this post graduate qualification will have a stronger capability to develop programs that are informed by the best practices in applied learning.

1. What time commitment is required by teachers undertaking this Scholarship Program?

There are four units to complete. These units are delivered fully online to help facilitate a work life balance and to meet the needs of current and aspiring VCAL teachers in regional and remote locations across Victoria. This Scholarship Program is funded up to 31 December 2022 providing you with the opportunity to complete this Graduate Certificate across two calendar years. Deakin University deliver the Graduate Certificate using a trimester model which is designed to provide additional flexibility. For further information please visit [Deakin University – Graduate Certificate of Applied Learning and Teaching](https://www.deakin.edu.au/course/graduate-certificate-applied-learning-and-teaching).

1. Are TAFE teachers eligible for this Scholarship Program?

This Scholarship Program is only available to registered teachers employed in Victorian government schools.

1. Will the 15 days of Supervised Professional Experience take place in my school, in line with my regular teaching duties?

The Supervised Professional Experience will take place in your school in line with your regular teaching duties.  Supervision arrangements for teachers participating in this Scholarship Program will be flexible and supported by the role of a teaching coach who will be available to each program participant.

1. Is it possible to undertake one unit per trimester during 2021 and 2022?

Regardless of the start date, you must successfully complete this Graduate Certificate before 31 December 2022. Funding is not available to support enrolments beyond this date. Seek guidance from Deakin University to ensure your schedule is manageable.

1. Do I have to be currently teaching VCAL to do this course?

This Scholarship Program is for current and aspiring VCAL teachers in Victorian government secondary schools. You may apply if you have a desire to teach VCAL and not be currently teaching VCAL.

1. If a teacher is unable to complete this course, is there a cost or risk to the school?

There are no risks or additional costs incurred by schools if a teacher does not

complete this course.

1. What is Fringe Benefits Tax?

Fringe Benefits Tax (FBT) is a tax an employer pays on certain benefits they provide to their employees or their associates, such as professional learning or scholarships.

1. When are scholarships or education courses exempt from FBT?

Payments for full-fee places (not Commonwealth supported) on university courses are exempt from FBT, provided an employee signs an *Expense Payment Fringe Benefit Declaration*, stating that the study they are undertaking relates directly to their current work.