INCLUSIVE EDUCATION SCHOLARSHIPS

APPLICATION GUIDELINES

*Courses commencing from Semester 2, 2019*

Published by

Department of Education and Training

Melbourne

September 2019

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# 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 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 VIT endorsed postgraduate course focused on inclusive education. There is also the opportunity to undertake the Master of Education (Applied Behaviour Analysis) through Monash University.

## Background

Launched in late 2017 as part of the *Inclusive Education Agenda Reform – Additional Supports Program,* the Inclusive Education Grants 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 specialised 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 the 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),* by developing stronger, evidence-based inclusive practices to better support all students including those with disabilities and additional learning needs.

The 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.

These guidelines only relate to scholarships for Semester 2, 2019 entry. Scholarships are also available for entry into Trimester 3, 2019 of Deakin University’s Master of Specialist Inclusive Education commencing in November 2019.

Information on the Equipment Boost for Schools is available at: <https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/equipmentforschools.aspx>

# 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?

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 Inclusive and Special Education (Monash University)\*\*
* Master of Education Applied Behaviour Analysis (Monash University)

\*\*There will be limited places for enrolment in this course.

These courses are all endorsed by the Victorian Institute of Teaching (VIT) through providers who have entered into a formal partnership with the Department (subject to confirmation).

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

All of these courses 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 chosen 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 scholarship includes a contribution of up to $7,000 for school based teachers only, for casual relief costs associated with the practicum placement. Schools may need to contribute additional funds for teacher replacement should this amount not cover all costs. **This funding is not available to regional staff e.g. Visiting Teachers (VT’s), Student Support Services staff (SSS) and Koorie Engagement Support Officers (KESO).**

### Applied Behaviour Analysis (ABA)

There is also a limited number of scholarships 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](https://www.bacb.com/) (BCBA). There is **no** practicum component for this course.

The scholarship will cover course tuition fees for all full fee 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.

# Funding criteria

## Eligibility

Applicants must:

* be currently employed as a teacher in a Victorian government school or regional staff member (e.g.: Visiting Teachers, Student Support Service staff or Koorie Engagement Support Officer)
* commence their chosen course between July and August 2019\*\* (applicants for Deakin University may commence their course in November Trimester 3, 2019)
* be willing and able to complete their chosen course, including the practicum placement requirement, within four years
* 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 chosen course.

*\*\*Recipients are unable to defer their first semester of study. Recipients can request intermission (study break) after they have completed one unit of work in the first Semester of their chosen course. Contact the relevant university for specific information.*

## Funding exclusions

Inclusive Education Scholarships will not cover the following:

* scholarships for teachers in non-government schools
* scholarships for teachers who enrolled in their chosen course before Semester 2, 2019
* additional expenses associated with completing the course, for example text books, stationery, travel expenses and IT equipment
* teacher replacement costs beyond the $7000 provided by the initiative
* teachers employed on a casual basis.

## Assessment priorities

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.

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.

| Priority level | Eligible group |
| --- | --- |
| *Priority 1* | * Teachers in mainstream schools in which no staff member has received an Inclusive Education Scholarship in previous rounds
 |
| *Priority 2* | * Teachers in specialist schools in which no staff member has received an Inclusive Education Scholarship in previous rounds
 |
| *Priority 3* | * 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#
 |

If the number of applications exceeds the number of scholarships available, applicants will be selected based on the following priorities:

\*The department may ask regional staff for further information regarding their role to determine eligibility.

***Additional criteria***

Within each priority level, 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
* demonstrate their ability to manage the workload required to complete the course.

***#Multiple applications from teachers at the same school***

Depending on the number of applications received, the Department may limit the number of scholarships awarded to applicants employed by one school. This will enable the Department to ensure the initiative has the broadest possible impact.

Where multiple applications are received from a single school, region or area, the Department may contact the applicants’ Principal/Manager for additional information about 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.

Only one successful applicate per specialist school can receive a scholarship for the Semester 2, 2019 intake.

# How to apply

Scholarship applications must be submitted online at: [https://inclusiveedgrants.smartygrants.com.au](https://inclusiveedgrants.smartygrants.com.au/)

Applications will close at midnight on **Sunday, 2 June 2019.**

Applications must address each of the criteria and applicants may include additional documentation by uploading it to the online form. Incomplete or late applications will not be considered.

## 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. 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 chosen course. Your personal statement should include information about:

* why you wish to undertake your chosen course
* how you intend to use the knowledge and skills from the course in your current role
* 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.

### Statement of Support

You must submit a letter or other document, signed by your Principal/Manager (for example, 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 to complete\***

Your Principal/Manager may also wish to 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 your scholarship application aligns with the school's Annual Implementation Plan
* why they believe you are a worthy recipient of a scholarship
* how the qualification aligns with your Performance Development Plan
* any other information that supports your application.

\*The statement of support must include a statement acknowledging 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 required (except ABA course, which has no practicum).

# Application assessment

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 6). You may be contacted after the closing date to provide clarification or additional information in support of your application.

## Successful applications

The Department will contact successful applicants in early June 2019.

Successful applications will be funded subject to the signing of an agreement between the Department and the scholarship recipient. Recipients will be required to comply with the terms of the 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.

Scholarship recipients will also 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) that they are studying. 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 application. Due to the high number of applications expected, the Department will not provide individual feedback on unsuccessful applications.

# CONSIDERATIONS BEFORE APPLyING

Applicants should consider the follow in selecting their preferred course

* Study work load for the eligible courses may range from 15 – 20 hours per week.
* Study work load for the Applied Behaviour Analysis course may exceed 20 hours per week.
* The $7,000 CRT allowance may not cover all CRT days as part of the course’s practicum requirement. Schools will need to find any additional CRT funding requirements from their own budget. Principals should be aware of this before endorsing the application.
* Applicants seeking recognition of prior learning towards the practicum component of the course must contact the specific university co-ordinator.
* Some courses may require interstate travel as part of the study requirement.

# Course selection advice

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

### University course information

This initiative offers scholarships for a full fee 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)](http://www.deakin.edu.au/course/master-specialist-inclusive-education)
* [Master of Disability Studies (RIDBC/Renwick Centre through Macquarie University](https://courses.mq.edu.au/2017/domestic/postgraduate/master-of-disability-studies))
* [Master of Education Inclusive and Special Education (Monash University)](http://www.monash.edu.au/pubs/handbooks/courses/D6002.html) Limited places
* [Master of Learning Intervention Stream A (University of Melbourne)](https://education.unimelb.edu.au/study/courses/learning-intervention/inclusive-education-scholarship-master-of-learning-intervention)
* [Master of Special and Inclusive Education (University of Newcastle)](https://www.newcastle.edu.au/degrees/master-special-inclusive-education)
* [Master of Special Education (La Trobe University)](https://www.latrobe.edu.au/courses/master-of-special-education)
* [Master of Education Autism Spectrum Disorder (cohorts only) (Australian Catholic University)](https://courses.acu.edu.au/postgraduate/master_of_education)

Refer to the table on page 11 for further details.

A limited number of scholarships are also available for the:

* [Master of Education - Applied Behaviour Analysis (Monash University)](http://www.monash.edu.au/pubs/handbooks/courses/D6002.html)

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 your specific questions. Each university has support services for prospective students and it is recommended that you take the opportunity to make contact.

| University | Website | Contact phone |
| --- | --- | --- |
| Deakin University | www.deakin.edu.au | 03 5277 1359artsed@deakin.edu.au |
| 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 (ACU) | www.acu.edu.au | 1300 275 228 |

## Courses at a glance

| **Institution** | **Deakin University** | **Macquarie University (RIDBC/Renwick Centre)** | **Monash University** | **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 Education | Master of Learning Intervention (Stream A) | Master of Special & Inclusive Education | Master of Special Education | Master of Education |
| Course code | E734 | DIST19MTV1 | D6002  | D6002 | MC-LI | 40123 | RMSE | MEd |
| Eligible specialisation(s) | n/a | - Education: Vision Impairment\*\*- Education: Deaf & Hard of Hearing- Sensory Disability | - Inclusive & Special Education | - Applied Behaviour Analysis (ABA) | - Disability- Specific Learning Difficulties- Deaf Education | - Deaf Studies & Deaf Education- Emotional Disturbance/Behavioural Problems- General Special Education | - Disability- Specific Learning Difficulties- Deaf Education | - Autism Spectrum Studies **(cohorts only)** |
| Duration (full-time)1 | 1.5 years | 1 year | 1 year | 1 year | 1 year | 1 year | 1 year | 1.5 years  |
| Study mode | Online | Online/on campus in NSW\*\*(weekend/holiday intensives) | Online or on-campus (Clayton) | Online or on-campus (Clayton) | Parkville campus (via weekend/holiday intensives) | Online | Online or on campus (Bendigo) | Online (Melbourne) |
| Practicum requirements2 | EEI703/4/53 x 15days | SPED9103 x 10days & 1 x 15days | EDF56993 x 10days & 1 x 15days | No practicum requirements | EDUC90845/62 x 15days & 1 x 15days | EDUC61091 x 20days & 1 x 25days | 3 x 15 days | 45 days |

1Each course has its own specific entry requirements. You may be eligible to apply for recognition of prior learning (RPL) which could reduce the course duration. Courses can also be completed on a part-time basis.

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 course:

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 will have slightly 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).

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

Some universities will co-ordinate placement opportunities and help ensure you gain broad exposure to a range of settings. For other courses, you may need to organise your own.

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

The majority of eligible courses are offered online, however 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. Again, these 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](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcourses.mq.edu.au%2F2017%2Fdomestic%2Fpostgraduate%2Fmaster-of-disability-studies&data=02%7C01%7CInclusive.Ed.Grants%40edumail.vic.gov.au%7Cdac8dfa602df40f504b408d6c13cbdf7%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C636908863991824147&sdata=yXi9J7nNvvlFnSAOxkLMw%2B%2B9zRLYF%2B6uqESCmNgfTpQ%3D&reserved=0)), Blindness Vision Impairment specialisation does have some on campus classes in New South Wales.

1. **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/videoconference access. The scholarship does not include funding to support travel to attend classes.

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

All courses offer full-time and part-time options. It is important to be clear on what the expected weekly hours of study might be and what impact this will have with respect to your other commitments. If you are considering studying part-time, you may wish to consider the total length of time that you will need to complete the course, noting that you must complete your chosen course within four years (by June 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.

1. **What other costs are associated with completing the course?**

Inclusive Education Scholarships cover the course tuition fees only. The scholarship may not be used for other expenses such as textbooks or IT equipment. It is recommended that you clarify with the university what mandatory equipment or texts are required as part of the course.

1. **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 etc. It is recommended that you find out what is on offer to help support your study.

#

# Contact information

## Application support

**Inclusive Education Grants**

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

Inclusive Education Professional Practice Branch

Department of Education and Training

## SmartyGrants support

Phone: 03 9320 6888

# Appendix A – Eligibility

Applicants must meet all of the following eligibility requirements:

| Criterion | Supporting information |
| --- | --- |
| The applicant has submitted a complete application | Application form/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 | Confirmation of DET employee number |
| The applicant is registered with the VIT (where applicable) | Confirmation of VIT registration number |
| The applicant will commence their course from July 2019  | Evidence of enrolment after obtaining a scholarship |
| The applicant intends to complete their course within four years | Application form |
| The applicant is willing and able to complete the practicum requirements of the course (where applicable) | Application form |
| The applicant is not in receipt of any other grant or scholarship funding for their course | Application form |
| The applicant has the support of their Principal/Manager to complete the course including agreement for release to complete the practicum requirements | Statement of Support |

# Appendix B – Frequently Asked Questions

## Eligibility

### Am I eligible to apply for a scholarship?

To check whether you are eligible to apply for a scholarship, refer to the eligibility requirements in *Appendix A*.

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

Yes – 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.

### Do I need to be working with students with disabilities or additional needs?

Anyone who meets the eligibility requirements can apply for a scholarship. All applicants are required to provide a Personal Statement, outlining how they intend to use the knowledge and skills from their chosen course in their current role and future career. Staff who do not currently work directly with children with disabilities or additional needs may not be prioritised.

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

Yes, applicants in rural and regional areas are encouraged to apply. A number 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?

No. To apply in this round, you must commence your chosen course in Semester 2 (July), 2019 (applicants for Deakin University may commence their course in Trimester 3 (November), 2019).

### Do I have to study full-time?

No. Both full-time and part-time study modes are eligible.

**Can I apply if I am 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 a scholarship

### Can I submit an application by post/email?

No. All applications must be submitted online at: [https://inclusiveedgrants.smartygrants.com.au](https://inclusiveedgrants.smartygrants.com.au/)

### Can more than one teacher at a school apply?

Yes. However, depending on the total number of applications received, the Department may limit the number of scholarships awarded per school. Similarly, the Department may limit the number of scholarships awarded to regional staff in one region or area.

Only one successful applicate per specialist school can receive a scholarship for the Semester 2, 2019 intake.

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

The Department has asked all applicants to provide alternative email addresses, as it may be necessary to contact you outside of school hours (for example, during school holiday periods). Once you have submitted your application, it is recommended that you check your email regularly, as the Department may email you to request further information or update you on the progress of your application.

### 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 (for example, the Assistant Principal) in some circumstances. It is recommended that you email inclusive.ed.grants@edumail.vic.gov.au outlining your circumstances, before submitting a Statement of Support by a person other than your Principal/Manager.

### Do I have to submit additional documentation?

No. All applicants are welcome to provide additional documentation that they believe supports their application, however this is not mandatory. The Department may refer to this documentation during the application assessment process.

### 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 on **Sunday** **2 June 2019**.

### Will you accept late applications?

No. The Department will not consider any application submitted after the closing date.

### Will you let me know if you have received my application?

All applicants will receive a confirmation email when their application has been received. This will be sent to the primary email address submitted 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 the scholarship cover additional costs associated with completing the course (for example, travel costs)?

No. Scholarship funding is for tuition fees only. The scholarship cannot be used to cover additional costs associated with completing the course, such as textbooks, stationery, travel costs or administration/amenity fees.

### Do I need to complete a practicum placement?

All of the eligible courses, except for the Master of Education (ABA), include a requirement to complete a practicum placement. All scholarship recipients, other than those undertaking the Master of Education (ABA), are required to complete the practicum component of their chosen course, regardless of whether or not they are currently working as a teacher. This may entail up to 45 days of placement outside your school. It is recommended that you clarify these requirements with the relevant university before you enrol in your chosen course.

It is also recommended that you discuss these requirements with your Principal before you commence your chosen course, and where applicable, determine a suitable arrangement for taking leave during your practicum placements.

### Will my school receive casual relief teacher (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 under taking their chosen course. This leave is up to the scholarship recipients to discuss with their own school to organise.

### How will successful applicants be chosen?

All eligible applications will be assessed against the assessment criteria (see *Appendix B*).

### When will I know the outcome of my application?

The Department will inform all applicants of the outcome of their application in late May, early June 2019.

### Can I defer my study until after semester 2, 2019 if I receive a scholarship?

No. To receive scholarship funding, scholarship recipients must commence their chosen course in Semester 2 (July), 2019 (applicants for Deakin University may commence their course in Trimester 3 (November), 2019).

Only after completing one unit of work can a scholarship recipient apply for intermission (study break) from their chosen course. Recipients must contact their university directly and notifying the Department of this occurring.

### 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 (CSP). Scholarship recipients will not incur a HECS debt for their course.

### Can I take study leave days when completing my chosen course

Teachers are entitled up to 5 paid leave days per year (full time equivalent) under the Victorian Government Schools agreement 2017 (VGSA), see page 29, 8 (a). You can choose to use these days for study leave.<https://www.education.vic.gov.au/hrweb/Documents/VGSA-2017.pdf>

These leave days do **NOT** fall under the scholarship agreement for CRT funding.

Leave days should be discussed with your school’s Principal and Business Manager.

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