VICE-CHANCELLOR’S PROFESSIONAL DEVELOPMENT SCHOLARSHIPS FOR ABORIGINAL AND TORRES STRAIT ISLANDER STAFF

1. Overview

The underlying principle of UWS’ Our People 2015 staffing strategy is to have:
   “… the right people in place for the kind of university UWS wants to be by 2015 to ensure sustainable growth and competitive advantage for UWS within the higher education sector.”

The University is actively developing and supporting initiatives which embrace equity in employment and diversity in the workplace.

The Office of Indigenous Employment and Engagement located within Human Resources has developed an Indigenous Employment Strategy which aims to attract, retain and support Aboriginal and Torres Strait Islander employees and represents one of the main areas within the University that focuses on Indigenous affairs. For further information about Indigenous Employment and Engagement click on http://www.uws.edu.au/indigenous_opportunities/indigenous_employment_and_engagement

The Our People 2015 strategy recognises that attraction and retention of talented staff is a key strategic element for achieving this outcome. The Vice-Chancellor’s Professional Development Scholarships will be offered as an incentive to Aboriginal and Torres Strait Islander academic and professional staff to attend relevant conferences or professional development courses. The Professional Development Scholarships help to strengthen our ability to reward and recognise staff, increase our capacity to attract and retain talented staff, and build the capability and expertise in our current staff.

2. Guidelines

2.1 Two (2) Professional Development scholarships are available to Aboriginal and Torres Strait Islander academic and professional staff to a maximum value of $2500.00 each¹. The scholarships must be fully utilised by the end of each year of award.

2.2 An organisational unit may elect to supplement the scholarship to the full value of conference or course costs in excess of $2500.00, or the staff member may elect to supplement the scholarship personally where it is expected that costs for the professional development activity will exceed $2500.00. Where the full conference or course cost is less than $2500.00, the scholarship will cover only those costs.

¹ The amount for the 2011 Scholarships has been increased and approved by the Executive
No reimbursement or payment will be made to the organisational unit for the difference between the scholarship and actual costs.

2.3 Applications are open to all ongoing Aboriginal and Torres Strait Islander academic and professional staff (part-time and full-time) who can demonstrate how the professional development activity will benefit their career and professional development; their organisational unit and/or the University overall.

2.4 The professional development activity must be employment related and relevant to a staff member’s duties of employment at UWS. The scholarships are not applicable for funding formal award courses (such as Bachelor/Masters/Postgraduate Degrees, Postgraduate Certificates or Diplomas, PhD’s or TAFE Certificates and Diplomas). Staff undertaking formal awards courses may be eligible for Educational Allowance [Educational Allowance](#).

3. **Eligibility**

3.1 Applicants must be:
   i. an ongoing full-time or part-time Aboriginal or Torres Strait Islander employees
   ii. have a minimum of 12 months’ continuous service
   iii. an academic Level A to D or Professional staff HEW 1 to 9

To be eligible to submit your application as an Aboriginal or Torres Strait Islander candidate, you must be a UWS Aboriginal or Torres Strait Islander employee. If you have not previously identified as an Aboriginal or Torres Strait Islander in your employment details, please update your details as soon as possible within Staff Online by completing the Equal Opportunity Survey in the 'Personal Details' section - [https://staffonline.uws.edu.au](https://staffonline.uws.edu.au)

3.2 Applications will be accepted from academic and professional staff to undertake professional development activities including attendance at a conference, workshop, seminar or short course to be completed from April 2011 - March 2012.

3.3 Applicants must submit an expression of interest detailing:
   i. a description of the conference, workshop, seminar or short course with a copy of, or link to, the conference or course information
   ii. how the scholarship will benefit their career or professional development, their organisational unit and/or the University
   iii. expected outcomes from participation in the conference or course
   iv. proposed actions for sharing their conference or course experience with their UWS colleagues
   v. a full account of all training and development courses attended and all work related conferences attended in the past four (4) years
   vi. details of any paper submitted for presentation at the conference (if applicable)

3.4 Applications must include a statement of support from their Head of School/Executive Dean/ Director/ DVC/ PVC, which should also stipulate:
   i. the reasons for supporting the application
   ii. the benefits or value add that the professional development activity would have to the staff member and to the organisational unit
   iii. the level of funding, if any, that the organisational unit is prepared to contribute should the application be successful
iv. details of any additional support the organisational unit will provide should the application be successful
v. confirmation that the staff member may be released from work to undertake the professional development activity should their application be successful

3.5. Applications must be made on the application form at the following link: Application Form for Vice-Chancellor's Professional Development Scholarships for Indigenous Staff 2010. Only email applications made on the application form will be accepted.

3.6. Closing date for applications is Tuesday 1 March 2011. Late applications will not be accepted.

3.7. Applications should be emailed to Lauren Marsh (l.marsh@uws.edu.au) at the Executive Projects Office by close of business 1 March 2011. All applications received will be acknowledged by return email.

3.8. It is the applicant’s responsibility to ensure that their application is complete at the time of submission.

4. Assessing applications

4.1 Scholarship applications will be considered by a panel during March 2011. The panel will consider applications based on:
   i. relevance of activity to the staff members current position
   ii. relevance to the staff members career development
   iii. strength of support from Director/ Head of School/ Executive Dean/DVC/PVC
   iv. overall quality of application
   v. previous professional development activities in the last four years.

4.2 Panel members:
   Aggie Lim (Chair), Director, Organisational Development Unit
   Melissa Williams (Co-Chair), Director, Indigenous Employment and Engagement
   Berice Anning, Director and Acting Dean, Badanami Centre for Indigenous Education
   Susan Hudson, Manager, Executive Projects Office
   Sev Ozdowski, Director, Equity and Diversity

4.3 Panel members may contact applicants or their manager for further information.

4.4 The panels will be supported administratively by the Executive Projects Office.

4.5 It is anticipated that the outcome of all applications will be made known within 4 weeks from the date applications close.

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