WORK INTEGRATED LEARNING SCHOLARSHIPS

Policy and Procedures Manual
For Northern Territory Government Agencies
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1. Charles Darwin University Work Integrated Learning Scholarships

Northern Territory Public Sector (NTPS) agencies are encouraged to sponsor a Charles Darwin University (CDU) Work Integrated Learning Scholarship. The Scholarships combine full-time tertiary education with work placements during semester breaks.

1.1 Terms of Scholarship

To sponsor a Work Integrated Learning Scholarship, the agency:

- provides $5 500 (inc GST) per year of the course (3 – 4 years depending on the course), payable to CDU, for the scholarship stipend;
- employs the scholarship recipient on a temporary basis at an A02 level, in accordance with the Public Sector Employment and Management Act Determination No 3 of 2006 (provided as Attachment A); and
- manages a work placement for 6 -12 weeks per year, usually in the end of year semester break.

1.2 Summary of Costs to Agency

<table>
<thead>
<tr>
<th>Scholarship Stipend</th>
<th>Per Annum</th>
<th>3-Year Course</th>
<th>4-Year Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation Employment (12 weeks)</td>
<td>$8 276</td>
<td>$24 828</td>
<td>$33 103</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$13 776</td>
<td>$41 328</td>
<td>$55 103</td>
</tr>
</tbody>
</table>

1.3 Benefits of Sponsoring a Work Integrated Learning Scholarship

- NTPS Work Integrated Learning Scholarships, as an initiative of the CDU/NTG Partnership Agreement, are strongly supported by Cabinet and the CDU Council;
- activities under the Partnership are widely promoted across Territory networks and reported to Cabinet and the University Council on an annual basis;
- the Scholarships provide an opportunity for the agency to build capacity in an area of study that is directly relevant to their core business, ensuring that high performing students are encouraged to study in identified shortage areas and the NTPS is building on its skill base;
- the agency is able to shape the professional development of potential future employees;
- the Scholarships provide continuity between the student and the agency, promoting the development of lasting networks and contacts; and
- encouraging student participation at CDU will build the University’s capacity to deliver quality education in niche areas, and ultimately attract greater numbers of students to the region.
2. Conditions of Scholarship

Work Integrated Learning Scholarships are available for undergraduate students studying at CDU. CDU General Conditions of Scholarship apply (provided as Attachment B).

2.1 Scholarship Agreement

All scholarship recipients are required to sign a Scholarship Agreement with CDU, which outlines the roles and responsibilities of CDU and the recipient. A sample agreement is provided as Attachment C.

2.2 Eligibility

The successful applicant will:

- have a strong academic record;
- be accepted for admission into the relevant course at CDU;
- be Australian citizens or permanent residents; and
- be a resident of the Northern Territory.

This is the basic criteria for eligibility into the WILS program. The agency is encouraged to include additional eligibility criteria in line with specific Agency requirements.

The agency is strongly encouraged to select applicants that are commencing their first year of study. If there are no suitable commencing applicants, the agency may wish to consider continuing students that have partially completed studies.

2.3 Approved courses of study

Applicants must be undertaking a course in higher education. The agency will determine which particular study areas will be targeted under their scholarship.

2.4 Duration

Applicants are required to complete their studies within the minimum period designated for their particular course of study (3-4 years). The agency has discretion to permit a scholarship recipient to extend this period in extenuating circumstances.

2.5 Work Placements

Scholarship recipients are required to undergo a work placement at the agency during the CDU semester breaks. Further information regarding work placements is contained in section 3.3 Conditions of Work Placement.

2.5 Change of Course or Enrolment

If a scholarship recipient wishes to change their course, they must first contact the agency to determine whether the agency is willing to continue the scholarship in the new course. The outcome of this conversation should be confirmed in writing, preferably by a letter from the recipient to the agency.
Should the scholarship continue in the new course, the agency should notify External Relations at CDU immediately. The recipient will be responsible for amendments to their enrolment.

If the scholarship holder becomes ineligible for the scholarship as a result of the change, the scholarship will be terminated.

2.6 Deferral of Scholarship
Deferral of study is to be granted at the discretion of the agency.

Requests for deferrals should be in writing giving full reasons for the request and accompanied by appropriate evidence such as medical certificates etc. A copy of the university’s approval to defer should also be included.

The Agency is to advise the recipient in writing whether the request for deferral is approved.

If the deferral is not approved, the recipient may choose to terminate the scholarship.

If the deferral is approved, the agency is to notify External Relations at CDU immediately. To re-instate a scholarship, the holder needs to write seeking to have the scholarship recommenced and provide a copy of their new enrolment.

2.7 Withdrawal from Scholarship
In the event that the Scholarship recipient cannot meet the requirements of the Scholarship, the recipient should seek assistance from the Scholarships Officer at CDU.

The scholarship recipient may withdraw from the scholarship at any time by submitting a written withdrawal to the Scholarships Officer at CDU. CDU will notify the agency immediately.

2.8 Termination of Scholarship
If the recipient does not maintain satisfactory academic progress, the scholarship can be terminated. A recipient will be considered to have maintained satisfactory progress if they have not failed a unit and have achieved a Credit average in each Semester of their enrolment. The decision to terminate a scholarship based on performance and progress with studies is at the discretion of the agency and CDU.

2.9 Appeal Provisions
Recipients may seek permission to review a decision to terminate a scholarship through the CDU appeals process.
2.10 Financial Implications of Withdrawal/Termination

CDU will provide the scholarship stipend to the recipient following the HECS census date (usually week 5 of the semester).

2.10.1 Withdrawal Prior to the HECS Census Date

Should the recipient withdraw from the scholarship prior to this date, the agency can either recover the funding provided to CDU, or request that CDU retain the funding until a new scholarship is awarded.

2.10.2 Withdrawal/Termination after the HECS Census Date

Should the recipient withdraw from the scholarship or the scholarship be terminated after this date, the recipient is not required to repay monies received under the scholarship.
3. Conditions of Work Placement

Scholarship recipients are required to undergo a work placement at the agency during the CDU semester breaks. Placements are to be 6 – 12 weeks in duration, with the exact duration of placements to be determined by the Agency. It is envisaged that work placements will take place in Darwin. However, the agency and recipient can negotiate a regional or remote placement if required.

Work placements will generally take place during the end-of-year semester breaks. The agency may wish to negotiate mid-year work placements if required. The agency is to negotiate dates with the scholarship recipient.

The agency and recipient are to negotiate a work development plan to determine the learning outcomes to be achieved during work placements (template provided as Attachment D). Outcomes are to be relevant to the objectives of the WILS Program and the Agency and achievable during the work placement period. The agency may wish to assess learning outcomes on completion of the placement.

3.1 Conditions of Employment

The scholarship recipient will be employed by the NT Public Sector at the AO2 designation, in accordance with the specific employment conditions provided in the Public Sector Employment and Management Act Determination 3/2006 (available from http://www.nt.gov.au/ocpe/public_sector/determinations/2006_03.pdf and provided as Attachment A).

3.1.1 Employment Contract

Participants will be required to sign an employment contract prior to commencing the work placement. The contract will provide terms and conditions of employment during the term of the scholarship (a sample contract is provided as Attachment E).

3.1.2 Salary


3.1.3 Basic Entitlements

The terms and conditions of employment include the relevant Public Sector Employment and Management By-laws with the exception of By-law 29, Temperate Clothing Allowance, which does not apply (as per Attachment A, “The Schedule”).

As detailed in Regulation 5 of the Public Sector Employment and Management Regulations (Persons excluded from Act), the following parts and sections of the Act do not apply to or in relation to a Scholarship Recipient:

- Part 7 - Inability of Employee to Discharge Duties;
- Part 8 - Discipline;
- Section 57 - Inability or disciplinary appeals; and
- Section 58 - Procedure, &c., of appeals.
3.1.4 Other Entitlements

The provision of other entitlements, such as official duty travel, is at the discretion of the agency.

3.1.5 Superannuation

Scholarship recipients have the flexibility to elect any complying superannuation fund. Employer contributions will be paid at the current superannuation guarantee rate of 9%.

3.2 Recipient Resignation

In the event that the Scholarship recipient cannot meet the requirements of the Scholarship, the recipient should seek assistance from the Scholarships Officer at CDU.

The scholarship recipient may withdraw from the scholarship at any time by submitting a written withdrawal to the Scholarships Officer at CDU. CDU will notify the agency immediately.

3.3 Agency Termination

If the recipient does not undertake or complete the work placement component of the scholarship without the prior approval of the Agency and CDU, the scholarship can be terminated. The decision to terminate a scholarship based on performance and progress with studies is at the discretion of the agency and CDU.

If the recipient’s employment with the agency is terminated, the scholarship is also deemed to have been terminated. In this instance the agency must notify External Relations at CDU immediately.

3.4 Appeal Provisions

Recipients may seek permission to review a decision to terminate employment with the NTPS under section 59 of the Public Sector Employment and Management Act.

3.5 Financial Implications of Withdrawal/Termination

3.5.1 Withdrawal Prior to the HECS Census Date

CDU will provide the scholarship stipend to the recipient following the HECS census date. Should the recipient withdraw from the scholarship prior to this date, the agency can either recover the funding provided to CDU, or request that CDU hold the money over until a new scholarship is awarded.

3.5.2 Withdrawal/Termination after the HECS Census Date

CDU will provide the scholarship stipend to the recipient following the HECS census date. Should the recipient withdraw from the scholarship or the scholarship be terminated after this date, the recipient is not required to repay monies received under the scholarship.
3.6 Post-Scholarship Employment Prospects

The agency cannot guarantee post program employment. Should a suitable vacancy be available on graduation, scholarship recipients will be encouraged to apply. Graduates would also be eligible to apply for the Graduate Development Program that operates across all agencies of the NT Public Sector.
4. Roles and Responsibilities

Work Integrated Learning Scholarships are jointly administered by CDU and the agency through the:

- **Scholarship Agreement** between CDU and the recipient, which identifies the roles and responsibilities of each party in regards to the academic component of the scholarship (provided at Attachment C);
- **Employment Contract** between NTG and the recipient, which identifies the terms and conditions of employment during the term of the scholarship (provided at Attachment E); and
- **Scholarship Protocol** between CDU and NTG, which identifies the roles and responsibilities of each party in regards to the administration of the scholarship (provided at Attachment F).

4.1 CDU:

- advertises the Scholarship and co-ordinates the selection process;
- invoices the agency for the Scholarship stipend according to the following Schedule:
  - for a student commencing the Scholarship in Semester 1, by 31 January each year; and
  - for a student commencing the Scholarship in Semester 2, by 1 July each year.
- provides the agency with a copy of each recipient’s transcripts on completion of each academic session (the Scholarship Agreement contains a clause to allow CDU to release the recipient’s transcript to the agency, as CDU can only provide with the written permission of each recipient);
- provides an annual report on Scholarship outcomes to the agency following the release of student results;
- provides a recipient with the necessary support in a timely manner;
- hosts a Scholarship presentation ceremony for recipient(s); and
- in the event that a suitable student is not found, retains the funding provided by the agency until a suitable student is found, or the agency requests reimbursement.

4.2 The agency:

- provides input to the selection process;
- provides a 6 - 12 week work placement per annum for each Scholarship recipient;
- negotiates the dates of work placement;
- negotiates appropriate work placement development plans;
- provides CDU with written advice of work placement outcomes on the completion of each placement;
- manages salary payments to each recipient during work placement;
- pays the CDU invoice within normal timeframes; and
- sends a representative to a recipient’s presentation ceremony.
4.3 Scholarship recipient:
- remains enrolled in the designated course of study for the agreed period;
- attends the agreed course of study in accordance with University requirements (i.e. timetables); and
- maintains satisfactory academic progress.

4.4 Funding Arrangements

4.4.1 The Agency will provide:
- $5 500 (inc GST) per year to CDU for each year of the recipient’s Scholarship; and
- a salary paid directly to the recipient during the work placement periods at the AO2 designation.

The agency payment to CDU attracts GST because the scholarship includes naming rights.

4.4.2 CDU will:
- invoice the Agency each year as per the schedule outlines in Section 4.1; and
- provide the scholarship recipient with a scholarship stipend of $5 000 (no GST).

4.4.3 The Recipient will:
- pay for tuition fees (presumably using the scholarship stipend), textbooks, equipment and other costs associated with their study.
5. Procedures

The below table provides an overview of the procedures for developing and administering a Work Integrated Learning Scholarship. The timeframes were developed for scholarships commencing in the first semester of the academic year. More detailed information is contained on the following pages.

<table>
<thead>
<tr>
<th>Step</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify an appropriate course</td>
<td></td>
</tr>
<tr>
<td>2. Develop a Scholarship Protocol in consultation with Partnership Secretariat</td>
<td></td>
</tr>
<tr>
<td>3. Forward signed Protocol to CDU External Relations</td>
<td>30 June</td>
</tr>
<tr>
<td>4. Advise Partnership Secretariat of scholarship (for promotional purposes). CDU to advertise scholarship and collate applications.</td>
<td>Late June/Early July</td>
</tr>
<tr>
<td>NB: Closing date for scholarships</td>
<td>Early December</td>
</tr>
<tr>
<td>5. Select appropriate candidate in consultation with CDU</td>
<td>Mid-January</td>
</tr>
<tr>
<td>6. CDU to organise signing of Scholarship Agreement</td>
<td></td>
</tr>
<tr>
<td>7. Attend presentation ceremony</td>
<td>Around May</td>
</tr>
<tr>
<td>8. Monitor performance over academic year</td>
<td>Ongoing</td>
</tr>
<tr>
<td>9. Write to recipients to negotiate work placement dates</td>
<td>October</td>
</tr>
<tr>
<td>10. Develop employment contract and work plan</td>
<td>Early November</td>
</tr>
<tr>
<td>11. Supervise recipient’s work placement</td>
<td>During work placement</td>
</tr>
<tr>
<td>12. Assess recipient’s performance</td>
<td>End of work placement</td>
</tr>
<tr>
<td>13. Advise CDU of outcomes of work placement</td>
<td>End of work placement</td>
</tr>
</tbody>
</table>
5.1 Developing a Work Integrated Learning Scholarship

Agencies are encouraged to contact the Partnership Secretariat for assistance with developing a scholarship. The Secretariat can be contacted on 8999 7712 or 8999 5439 or email to: chani.mortimer@nt.gov.au or jean.rodricks@nt.gov.au.

5.1.1 Identify an Appropriate Course

In developing a Work Integrated Learning Scholarship, the agency should consider current and potential skill shortage areas or priority areas of expertise to be addressed. Following the identification of an area of study, the agency should contact CDU to determine which courses are available. In the first instance, contact:

Mr Orr Thomason, Alumni Officer, External Relations
Email address - orr.thomason@cdu.edu.au
Telephone (08) 8946 6554 - Facsimile (08) 8946 7188

External Relations will provide general information regarding the courses available and contact details for individual faculties should more detailed information be required.

5.1.2 Develop a Work Integrated Learning Scholarship Protocol

The Partnership Secretariat has developed a template for a Work Integrated Learning Scholarship Protocol. The Protocol, which is the agreement between CDU and the agency, is to be signed by the delegated officer from the agency and an appropriate representative from CDU.

A copy of the protocol template is available on the Partnership website: www.cdu.edu.au/government

Alternatively, the agency can contact the Partnership Secretariat for a copy of the template.

The agency is to complete the template according to their requirements. Any amendments should be discussed with the Partnership Secretariat.

Upon completion, the signed Protocol should be forwarded (by no later than 30 June) to:

Mr Orr Thomason, Alumni Officer, External Relations
Email address - orr.thomason@cdu.edu.au
Telephone (08) 8946 6554 - Facsimile (08) 8946 7188

5.2 Advertising the Scholarships

CDU will advertise the scholarship on their website and through established networks (i.e. with schools etc).

In addition, the agency should contact the Partnership Secretariat on 8999 7712 or 8999 5439 to promote the scholarship through established Partnership networks.
5.3 Selection Process
The Scholarships Officer at CDU will co-ordinate the selection process for the scholarship. This includes advertising the scholarships, collating applications, sending acknowledgment letters, liaising with the agency regarding short-listing and interviews and advising applicants of the outcome.

Once applications have been received, CDU Scholarships Officer will contact the agency seeking a representative on a panel to select an appropriate candidate.

The Scholarships Officer can be contacted by email to scholarships@cdu.edu.au or phone 8946 6194.

5.4 Presentation Ceremony
CDU annually hold a presentation ceremony for all scholarship recipients. The agency will be encouraged to send a representative to the ceremony.

External Relations, CDU will contact the agency prior to the ceremony.

5.5 Enrolment
The recipient is responsible for their own enrolment and payment of tuition fees.

5.6 Monitoring Results
CDU will monitor the results of the scholarship recipient to ensure satisfactory progress. Recipients are considered to have maintained satisfactory progress if they maintain a credit average and have not failed a unit. Should a recipient not maintain satisfactory progress, the agency will be notified immediately. Continuation in the scholarship will be at the agency’s discretion.

5.7 Work Placements
5.7.1 First Placement
Agencies should write to recipients in mid-October to advise them to contact the appropriate officer within the agency and negotiate dates for the work placement (following recipient’s receipt of their exam timetable).

Prior to their commencement, the agency should complete a contract (sample provided as Attachment E) and develop a work development plan (template provided as Attachment D).

5.7.2 Subsequent Placements
Agencies should write to recipients in mid-October to advise them to contact the appropriate officer within the agency and negotiate dates for the work placement (following recipient’s receipt of their exam timetable).

Prior to their commencement, the agency should re-visit the work development plan and make amendments as necessary.
5.7.3 Completion of Work Placement

Upon completion of the work placement, the agency may wish to assess the recipient’s performance against the Work Development Plan. External Relations at CDU is to be notified of work placement outcomes.

5.8 Post-Scholarship Employment

Post scholarship employment cannot be guaranteed. Agencies should encourage scholarship recipients to apply for suitable vacancies upon graduation, including the Graduate Development Program that operates across all agencies of the NT Public Sector.
6. Useful Contacts

Partnership Secretariat
Chani Mortimer
Ph: 8999 7712
chani.mortimer@nt.gov.au

Jean Rodricks
Ph: 8999 5439
jean.rodricks@nt.gov.au

The Partnership Secretariat can provide general assistance with scholarship development and administration.

CDU
External Relations
Orr Thomason
Ph: 8946 6554
orr.thomason@cdu.edu.au

Scholarships Officer
Ph: 8946 6194
scholarships@cdu.edu.au
NORTHERN TERRITORY OF AUSTRALIA

Public Sector Employment and Management Act

DETERMINATION NO. 3 of 2006

I, JOHN DOUGLAS KIRWAN, the Commissioner for Public Employment for the Northern Territory:

1. in pursuance of section 34(1)(a) of the Public Sector Employment and Management Act (the Act), determine that the duties of a Work Integrated Learning Scholarship recipient (the scholarship recipient) may be performed for a fixed period by a person appointed on a temporary basis under section 29 of the Act;

2. in pursuance of section 34(3) of the Act, determine that the scholarship recipient may be employed on a temporary basis for a period not exceeding four years; and

3. in pursuance of section 34(4) of the Act, determine that the terms and conditions of the Work Integrated Learning Scholarship and the terms and conditions of employment shall be as specified in the Schedule of this Determination.

Dated 13th April, 2006

[Signature]
SCHEDULE

1. A Scholarship Recipient shall comply with the provisions of the Northern Territory Public Sector Employment Contract (the Contract) (Attachment A) and the "Work Integrated Learning Scholarship Protocol" (the Scholarship).

2. A Scholarship Recipient will be:
   a. required to complete an on the job work placement of not less than 6 weeks and not more than 12 weeks annually, except as agreed as part of the Scholarship; and
   b. employed at the Administrative Officer 2 designation at the base salary point during the on-the-job work placement period each year; and
   c. on leave without pay during periods where the recipient is not undertaking the on the job placement with the Agency as part of the Scholarship.

3. The period of leave without pay shall not count as service for any purpose.

4. The terms and conditions of employment include the relevant Public Sector Employment and Management By-laws with the exception of By-law 29, Temperate Clothing Allowance, which does not apply.

5. As detailed in Regulation 5 of the Public Sector Employment and Management Regulations, Parts 7 & 8 and sections 57 and 58 of the Act do not apply to or in relation to a Scholarship Recipient employed on a temporary basis.

6. All Employment Instructions issued by the Commissioner pursuant to section 16 of the Act apply to a Scholarship Recipient with the exception of:
   • Employment Instruction Number 5 - Medical Incapacity;
   • Employment Instruction Number 6 - Inability to Discharge Duties; and
   • Employment Instruction Number 7 - Discipline.

[Signature]
Attachment B: CDU Scholarships – General Conditions of Award

Eligibility

1.1 All applicants must be either:
   a. Students currently enrolled in a course at the CDU; or
   b. Intending to commence study at CDU in the forthcoming semester.

1.2 Applicants must have an appropriate academic record.

1.3 Applicants must fulfil criteria specific to the scholarship.

Level of Award

2.1 The value of the Scholarship shall be as stated overleaf.

2.2 The term and payment dates of the scholarship shall be as stated under the conditions of level of award.

2.3 The Scholarship payments will be made only to students who are enrolled in a course at the CDU.

Details of Application

3.1 All applicants must supply their name, current postal address, email address and telephone numbers on the Scholarship Application Form.

3.2 All applicants must supply a certified Academic Record detailing grades obtained for their study to date.

3.3 Applicants must include the names and contact details of two referees who will support the application.

3.4 All applicants must supply details of their proposed program of study for the period of award of scholarship.

3.5 Applicants must provide a brief statement in support of their application (no more than half a page). This may include any plans for future study or career development.

3.6 Applicants may submit details of any prizes or awards they have received during their academic study.

3.7 Applicants may include details of any special circumstances for the Committee’s consideration.

3.8 Applicants must address the specific selection criteria overleaf, attach to their completed Application Form and submit both to the Scholarships Office by the closing date shown overleaf.

Selection Procedure to be used by the Selection Committee

4.1 All eligibility criteria in section 1 will be verified.

4.2 Referees requested in section 3.3 will be contacted.

4.3 A provisional ranking of applicants will be prepared based on the selection criteria specific to the scholarship as detailed overleaf.

4.4 The Committee will then prepare a final order of merit list which incorporates the qualitative details contained in sections 3.4 to 3.7 listed above.
Appeal

5.1 Appeals must be submitted to the Chair of the Selection Committee. Appeals will be considered on procedural grounds only. Decisions of the Committee are final and binding. Appeals, detailing procedural inconsistencies, must be submitted in writing within 28 days of receiving notice of the outcome of the selection procedure.
Appendix C: Scholarship Agreement

I, ____________________________ acknowledge and confirm that:

- I have been awarded the (name of scholarship) Scholarship subject to the following conditions;

Eligibility:

1.1 That whilst in receipt of the scholarship I will:
   - Be currently enrolled in the relevant course at Charles Darwin University.
   - Maintain a satisfactory academic record*.
   - Fulfil criteria specific to the scholarship as detailed overleaf.

* A satisfactory academic record is defined as a minimum of a Pass for every subject undertaken.

Level of Award:

2.1 The value of the Scholarship shall be as stated overleaf.

2.2 The Scholarship will normally be awarded for the period of (insert length of scholarship i.e 1 year, 4 years).

2.3 The payments will normally be made in instalments which are payable subject to confirmation of continuing, satisfactory academic performance.

2.4 The Scholarship payments will be made only to students who are enrolled in the relevant course at Charles Darwin University.

2.5 Payments are made after the Census Date in Semester 1.

Discontinuation:

3.1 I am obligated to inform the Charles Darwin University Scholarships Office in writing of any changes to my circumstances including (but not limited to) my full time enrolment;

I understand and accept the conditions of award of the scholarship.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Witness Signature</th>
<th>Witness Phone Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Name of Witness</td>
<td></td>
</tr>
</tbody>
</table>
## Attachment D: Work Plan Template

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Functions of Business Unit</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Recipient’s Current Study Areas</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Linkages</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Learning objectives of placement</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Duties to be performed during placement</strong></td>
<td></td>
</tr>
<tr>
<td><strong>How will placement be assessed?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td></td>
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</tbody>
</table>
This contract of Employment is made on the of 2006 between

The Commissioner for Public Employment
(hereinafter referred to as “the Employer”)

<AGENCY NAME>
<AGENCY POSTAL ADDRESS>

and

NAME
(hereinafter referred to as “the Employee”)

ADDRESS

Appointment
The designation to which the Employee is appointed is a Work Integrated Learning Scholarship recipient as set out in Determination No. 6 of 2006.

The period of this Contract is for the Northern Territory Government Work Integrated Learning Scholarship, commencing on the ...... day of ...... 20.... and ending on the ...... day of ...... 20... unless sooner terminated.

Remuneration
Subject to the terms and conditions of this Contract, the “Scholarship Recipient” shall be paid salary at a rate applicable to a Trainee Non Classified during the period of on-the-job work placement.

Duties of Employee
The Employee shall carry out duties from time to time as assigned to the Employee by the Delegated Officer.

Terms and Conditions
The terms and conditions of this Contract are set out in Schedule 1 of Determination No. 3 of 2006 of the Employer pursuant to section 34(4) of the Public Sector Employment and Management Act.
General Provisions

This Contract supersedes and replaces all other Contracts, understandings or arrangements relevant to the employment of the Employee prior to the execution of this Contract.

This Contract shall be governed by the laws of the Northern Territory of Australia and shall be deemed to be made in the Northern Territory of Australia.

(a) All notices, consents, approvals, agreements or other communications by or to the respective parties to this Contract shall be in writing and shall be deemed to be duly given or made.

i. in the case of delivery in person, or by post, when delivered: or

ii. in the case of a facsimile transmission, on receipt by the sender of a written communication transmission report from the sending facsimile machine indicating successful transmission to the recipient’s facsimile number, provided that if the time of dispatch is not before 4.00pm on a day on which business is generally carried on in the place to which such communication is sent, it shall be deemed to have been received at the commencement of business on the next day on which business is generally carried out in that place; to the party to which such communication is required or permitted or to be given under this Contract addressed to its address as shown in this Contract or at such address as the relevant addressee may specify for such purpose to the others by notice in writing.

(b) A written communication transmission includes a notice by facsimile transmission.
IN WITNESS WHEREOF this Contract was executed the day and year first before written.

SIGNED BY

ANDREW MACRIDES ) ..............................................................
pursuant to section 25 of ) Managing Director or Delegate
The Public Sector )
Employment and Management )
Act in the presence of: ) ..............................................................

Witness

Dated ) ........... day of ............................................. 2005

SIGNED BY NAME ) ..............................................................
In the presence of: )
) ) ..............................................................

Employee

Witness

Dated ) ........... day of ............................................. 2005
Attachment F: Work Integrated Learning Scholarship Protocol

Charles Darwin University

and

<Agency>

Work Integrated Learning Scholarship

<Month> 2006
1. The Scholarship

1.1 Name

The <agency> Work Integrated Learning Scholarship in <subject>.

1.2 Purpose of Scholarship

The <agency> Work Integrated Learning Scholarship in <subject> is designed to encourage student participation at Charles Darwin University (CDU) and in the Territory workforce. The Scholarship is an initiative of the Charles Darwin University/Northern Territory Government Partnership Agreement to address NT skill shortages and build student numbers at CDU. Incorporating full-time tertiary education with work experience during semester breaks, the Scholarship will ultimately attract greater numbers of high performing students to the region and encourage their ongoing participation in the Northern Territory Public Sector (NTPS).

1.3 Amount of Scholarship

<Agency> will provide $5 500 per year to CDU for each Scholarship stipend. This funding, minus the GST component of $500, will be provided by CDU to each recipient as a Scholarship stipend in two equal instalments of $2 500 in semesters 1 and 2 of the academic calendar year. The stipend will be paid to the student after the HECS census date.

In addition, each recipient will receive an Administrative Officer 2 salary (base salary point) during the work placement periods. The salary will be paid on a fortnightly basis with each recipient employed on a temporary contract with the NTPS in accordance with the Northern Territory Public Sector Employment and Management Act and the Commissioner for Public Employment’s Determination Number 3 of 2006.

2. Administrative Arrangements

2.1 Funding

2.1.1 Funding Arrangements for the Scholarship

Please select appropriate option:

3-year course

<Agency> will provide:

- $5 500 (inc GST) per year to CDU for Years 1, 2 and 3 of each recipient’s Scholarship; and

- a salary paid directly to each recipient during the work placement periods at the end of Years 1 and 2 at the AO2 designation. The salary will be paid on a fortnightly basis with the recipient employed on a temporary contract with the NTPS in accordance with the Public Sector Employment and Management Act and the Commissioner for Public Employment’s Determination Number 3 of 2006. Salary rates for the NTPS are available at www.nt.gov.au/ocpe/public_sector/rates-of-pay/

Or
4-year course

<Agency> will provide:

- $5,500 (inc GST) per year to CDU for Years 1, 2, 3 and 4 of each recipient’s Scholarship; and
- a salary paid directly to each recipient during the work placement periods at the end of Years 1, 2 and 3 at the AO2 designation. The salary will be paid on a fortnightly basis with the recipient employed on a temporary contract with the NTPS in accordance with the Public Sector Employment and Management Act and the Commissioner for Public Employment’s Determination Number 3 of 2006. Salary rates for the NTPS are available at www.nt.gov.au/ocpe/public_sector/rates-of-pay/

CDU will invoice <Agency> according to the Schedule provided at 2.2.

2.1.2 Summary of Costs to Agency

The following costs are based on NTPS salary rates as at January 2006.

<table>
<thead>
<tr>
<th>Scholarship Stipend</th>
<th>Per Annum</th>
<th>3-Year Course</th>
<th>4-Year Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,500 (inc GST)</td>
<td>$16,500 (inc GST)</td>
<td>$22,000 (inc GST)</td>
<td></td>
</tr>
<tr>
<td>$8,276</td>
<td>$16,552</td>
<td>$33,103</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$13,776</td>
<td>$33,052</td>
<td>$55,103</td>
</tr>
</tbody>
</table>

2.2 Roles and Responsibilities

Each Scholarship will be jointly managed by CDU and <Agency>. The selection of a recipient will be undertaken by <work unit>, <Agency> and Student Services at CDU.

CDU will be responsible for:

- advertising the Scholarship and co-ordinating the selection process;
- invoicing <Agency> for the Scholarship stipend according to the following Schedule:
  o for a student commencing the Scholarship in Semester 1, by 31 January each year; and
  o for a student commencing the Scholarship in Semester 2, by 1 July each year.
- providing <Agency> with a copy of each recipient’s transcripts on completion of each academic session (CDU can only provide with the written permission of each recipient);
- providing an annual report on Scholarship outcomes to <Agency> following the release of student results (see Clause 8);
- providing a recipient with the necessary support in a timely manner;
- hosting a Scholarship presentation ceremony for recipient(s); and
• in the event that a suitable student is not found, retaining the funding provided by <Agency> until a suitable student is found, or <Agency> requests reimbursement.

<Agency> will be responsible for:
• providing input to the selection process;
• providing a 6 – 12 week work placement per annum for each Scholarship recipient;
• negotiating the dates of work placement;
• negotiating appropriate work placement development plans;
• providing CDU with written advice of work placement outcomes on the completion of each placement;
• managing salary payments to each recipient during work placement;
• paying the CDU invoice within normal timeframes; and
• sending a representative to a recipient’s presentation ceremony.

Scholarship recipient(s) will be responsible for:
• remaining enrolled in the designated course of study for the agreed period;
• attending the agreed course of study in accordance with University requirements (i.e. timetables); and
• maintaining satisfactory academic progress (see Clause 6).

Scholarship recipients’ are required to sign a Scholarship Agreement with CDU, which identifies the above responsibilities under the Scholarship.

2.3 Work Placement Period

A Scholarship recipient will be employed by the <Agency> on a temporary employment contract for the period of the scholarship. The recipient is required to complete a work placement with <Agency> of no less than 6 and no greater than 12 weeks annually and will be on leave without pay during academic periods of the year.

<Agency> will develop an Employment Plan for work placements periods, with an outline of tasks to be carried out and expected outcomes for the recipient. The work will be relevant to the course being studied, appropriately supervised and the recipient will receive constructive feedback on their performance.

2.4 First Scholarship

The first Scholarship under this Protocol will be awarded in Semester 2, 2006.

2.5 Further Scholarships

A new scholarship may be awarded by the <Agency> in accordance with 1.3. Each year, by 1 June, <Agency> will advise CDU whether a new Scholarship will be made available for the following academic year.
3. Period of Scholarship

Please select appropriate option:

3-year course
The Scholarship will normally be tenable for up to 3 years, including the work placements undertaken in Years 1 and 2 of the course. In the event that a Scholarship is awarded to a continuing student, then the Scholarship will be tenable for the remaining period of the undergraduate course.

Or

4-year course
The Scholarship will normally be tenable for up to 4 years, including the work placements undertaken in Years 1, 2 and 3 of the course. In the event that a Scholarship is awarded to a continuing student, then the Scholarship will be tenable for the remaining period of the undergraduate course.

Continuation of the Scholarship is subject to the recipient maintaining satisfactory progress in the <course> and work placements.

A recipient will be considered to have maintained satisfactory academic progress if they have not failed a unit and have achieved a Credit average in each Semester of their enrolment. A satisfactory report against agreed outcomes will be required from the recipient’s work placement work supervisor.

4. Selection of Recipients

4.1 Eligibility

To be eligible to receive a Scholarship, an applicant must be enrolled in the <course> on a full-time basis at CDU.

If a suitable entry level student is not available, the Scholarship may be awarded to a continuing student. Similarly, if a Scholarship is withdrawn or terminated under the conditions of the Protocol, the remaining part of the Scholarship may be awarded to a continuing student.

A recipient must remain enrolled on a full-time continuing basis with at least 75% of the units studied internally.

<Select appropriate option>

A recipient must undertake work placement with <Agency> for 6 – 12 weeks in the vacation periods at the end of Years 1 and 2 of the course.

OR

A recipient must undertake work placement with <Agency> for 6 – 12 weeks in the vacation periods at the end of Years 1, 2 and 3 of the course.

Applicants must be Australian citizens or permanent residents and whilst in receipt of the Scholarship must reside in the Northern Territory. It should be noted that work placement can only be guaranteed in Darwin; placements may be negotiated in
regional centres and remote communities at the request of the student. As a general rule, recipients will not be reimbursed for airfares or other expenses associated with work placement.

The Scholarship recipient should not normally hold any other Scholarship or Award (except for Youth Allowance/Austudy/Commonwealth Learning Scholarship) except with the permission of the Director, Student Services, CDU.

4.2 Selection Criteria
Each applicant will be assessed on the basis of academic merit (including, if appropriate, academic performance at CDU), their reasons for undertaking the proposed study and on the basis of what the applicant could potentially contribute to the Northern Territory Public Sector through their studies and future aspirations.

5. Selection Process
5.1 Selection Procedure
Applicants are to apply for the scholarship using a Scholarship application form and submit this to the Scholarships Officer at CDU. Scholarship application forms are available at: www.cdu.edu.au/Scholarships/

A Selection Panel, consisting of representatives from Student Services at CDU and <Agency>, will be formed to determine the successful applicant in each instance.

5.2 Closing Date for Scholarships
The closing date for the award of the first Scholarship will be Friday, 4 August 2006. The closing date for future Scholarships will be Friday, week 2 of Semesters 1 or 2.

5.3 Non Award of Scholarship
A Scholarship will only be offered where there is an applicant of sufficient merit. In the event that a suitable applicant is not found, CDU will retain the funding provided by <Agency> until a suitable applicant can be found or <Agency> requests reimbursement.

6. Termination of Scholarship
If a recipient does not maintain satisfactory academic progress the Scholarship may be terminated. A recipient will be considered to have maintained satisfactory progress if they have not failed a unit and have achieved a Credit average in each Semester of their enrolment.

If a recipient does not undertake or complete the work placement component of the Scholarship without the prior approval of <Agency> and CDU, the Scholarship will be terminated.

6.1 Recipient Withdrawal
In the event that a Scholarship recipient cannot meet the requirements of the Scholarship the recipient should seek assistance from the Scholarships Officer at CDU.
6.2 <AGENCY> Termination

The Scholarships Officer within CDU will contact <Agency> if there are issues with a recipient’s academic performance.

The decision to terminate a Scholarship based on performance and progress with studies is at the discretion of <Agency> and CDU.

If a recipient’s employment with <Agency> is terminated, the Scholarship is also deemed to have been terminated. In this instance <Agency> will notify External Relations at CDU immediately.

6.2.1 Appeal Provisions

A recipient may seek permission to review a decision to terminate a Scholarship through the CDU appeals process.

A recipient may seek permission to review a decision to terminate employment with the NTPS under section 59 of the Public Sector Employment and Management Act.

7. Post-Scholarship Employment

<Agency> will provide assistance for each Scholarship recipient under this Protocol to secure employment upon completion of their Scholarship. Recipients will be encouraged to apply for the NTPS Graduate Development Program and suitable vacancies upon completion of the Scholarship.

8. Reporting Arrangements

Charles Darwin University will maintain records and data relating to engagement and progress of Scholarship recipient(s). Reports will be provided to the <agency>’s <work unit> following the release of student results each semester. Information to be reported is as follows:

- number of Scholarship recipient(s) and disciplines; and
- number of withdrawals and replacements.

9. Alteration of Protocol

This protocol sets out how CDU and <Agency> intends the Scholarship to be awarded and managed. The protocol may be amended as agreed by CDU and <Agency> to meet individual requirements.

Any unresolved difficulties with the interpretation of the operation of this Protocol will be determined by the Peak Group to the CDU/Northern Territory Government Partnership Agreement.
10. Signatures
Dated: ..............................

Signed for and on behalf of Charles Darwin University by:

Witness

.................................................................  .................................................................

.................................................................  .................................................................
(insert position title and work unit)  (insert position title and work unit)

Charles Darwin University, DARWIN NT 0909

Signed for and on behalf of the <agency> by:

Witness

.................................................................  .................................................................

.................................................................  .................................................................
(insert position title and work unit)  (insert position title and work unit)

Contact Officer: ..............................................................................................................................

Phone: ...................................................... Email: ............................................................................