Northern Territory Disability Scholarships Program

The Office of Disability welcomes applications for the Northern Territory Disability Scholarships Program. The purpose of the scholarships is to build the capacity of the disability services sector in the Northern Territory. The scholarships are awarded to employees and staff working in the disability services sector. Potential applicants could be from a non-government organisation (for example a community group or sporting group) Local Government, or a front-line Northern Territory Government agency in the Northern Territory.

They may be currently enrolled or intending to enrol in a course/workshop/conference that is relevant to the strategic workforce directions of the disability services. They may also intend to attend a workshop or a conference related to disability services.

The scholarships provide an opportunity for employees to pursue further study to up-skill, develop career opportunities, and contribute to ways that can modernise the delivery of disability services in the Northern Territory.

Applications close Friday 27 January 2017.

Eligibility:

- Currently work with people with disability.
- Be enrolled or intending to enrol in a course/workshop/conference relevant to disability services.
- Be assessed on the basis of personal qualities and reasons for undertaking the proposed study. Applicants should demonstrate willingness to act as a role model for their peers in the disability sector.
- Have worked in the disability sector for at least one year.
- Employed in a disability services focused position in a non-government organisation, Local Government, or front-line Northern Territory Government agency.
- Be recognised by their peers as doing outstanding work in their chosen field.
- Must not have won this scholarship in the previous three years.
- Committed to the completion of their qualification.

Conditions of Scholarship:

Scholarship may go towards the following:

- Tuition fees.
- Textbooks/computer requirements for the course.
- Travel toward the course.
- Subscription or professional fees.
- It may also be used for any aspect of conference or workshop attendance unless the conference is where the results of study will be delivered.

Please note:

Funding is not granted to cover loss of income such as salary/wages, the purchase price for computer hardware and software, accommodation for family members, child care and/or fuel.

All applicants who meet the minimum eligibility criteria will be included in the selection process. The decision of the Disability Scholarships Program Assessment Panel is final.
**Personal Details:**

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<td>Have you previously applied for the Northern Territory Disability Scholarships Program</td>
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**Course Detail:**

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<td>Campus Location:</td>
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- Please attach a statement from you outlining why you should be awarded a Northern Territory Disability Scholarship.
- Please attach a letter of support from your referees supporting your application.
- I understand and agree to the terms and conditions as outlined above.

Signed: ___________________________  Date: / /20
Checklist:

Your application for the Northern Territory Disability Scholarships Program will not be considered unless the following documents have been submitted:

- Completed application form, including a statement from you outlining why you should be awarded a Northern Territory Disability Scholarship.
- Detailed Resume.
- A copy of the course/program outline.
- A copy of your receipt of enrolment.
- If applicable, copies of previous results of all subjects attempted to date.
- Proof of citizenship or permanent residency status such as passport or birth certificate.
- Referee report from two peers supporting your application.
- Evidence of work in the disability sector.

Please send your completed application including supporting documents to:

Post:
NT Disability Scholarships Program
Office of Disability
Department of Health
PO Box 40596
CASUARINA NT 0811

Email:
anna.kwan@nt.gov.au

If you have any questions, please call the Office of Disability on (08) 8999 2809.

Applications close Friday 27 January 2017.
Northern Territory Disability Scholarships Program Frequently Asked Questions

Who can apply for the Disability Scholarships Program?

Any person living in the Northern Territory who currently works in a disability services focused position in a non-government organisation (for example a community or sporting group), Local Government, or frontline Northern Territory Government agency and is currently studying, or enrolled to study, a disability related course. Potential applicants may also be intending to attend a conference or workshop which is related to disability services.

Applicant must be able to demonstrate:
- Proof of Australian Citizenship or permanent residency status.
- A commitment to working in the disability services sector beyond the period of study.
- Capacity to undertake academic studies by providing proof of enrolment in the course.

Can I apply for a course or activity outside of the NT?

Preference will be given to those who study in the NT, however where a course is not available in the NT, consideration will be given to courses offered at other Australian universities or registered training providers.

What are scholarships granted for?

Scholarships may go towards:
- Tuition fees.
- Textbooks/computer requirements for the course.
- Travel toward the course.
- Subscription or professional fees.
- It may also be used for any aspect of conference/workshop attendance unless conference is where results of study will be delivered.

Please note: Funding is not granted to cover loss of income such as salary/wages, the purchase price for computer hardware and software, accommodation for family members, child care and/or fuel.

How much is the scholarship?

Five scholarships worth up to $3,000 will be awarded each year.
Am I eligible if I also receive any other scholarship, grant or bursary?

A scholarship will not be awarded if the holder receives any other grant, scholarship or bursary to complete the proposed course of study. If you are already receiving, or you think you are likely to receive, some form of assistance from the Department of Health or any other source you must declare it in your application.

Other assistance includes but not limited to scholarships from other organisations or government agencies, previous Studies Assistance Grants, Northern Territory Public Sector (NTPS) By-Law 41, airfares or any financial or in kind support including the use of computers, transportation and/or accommodation.

What do I have to do to apply for a Disability Scholarship?

To be considered, you need to:

- Complete the application form.
- Nominate two peers who support your application and submit referee reports from them that support your application. All applicants will need to have their current line manager support their application.
- Attach proof of citizenship or permanent residency status such as birth certificate or passport.
- Attach details of course/conference/workshop outline from provider.
- Attach receipt of enrolment.

How will my application be assessed?

An assessment panel will review all applications on the merit of the written material submitted. No interview will be conducted but referees or line managers may be contacted. Priority will be given to those applications most relevant to meeting the current skills gaps within the NT.

The Minister for Health will consider the assessment panel’s recommendation for the Disability Scholarship and make the final decision regarding approval.

How will I find out about the result of my application?

When the assessment process has been finalised, applicants will be advised in writing of the outcome of their respective application.

What if I don’t agree with the Assessment Panel’s decision?

If you don’t agree with the result of your application, you must lodge a Letter of Appeal and forward it to the Office of Disability, Department of Health, PO Box 40596, CASUARINA NT 0811 within 14 days of receipt of the letter advising you of the application outcome.

The Letter of Appeal should outline the nature and basis of the appeal. A copy of any other documentary evidence beyond the original application that was relied on in the application should accompany the letter. The Office of Disability will communicate the outcome of the appeal to the applicant in writing.

If I am successful, how will I receive my Disability Scholarship?
Successful applicants:

- Will receive a letter advising them of the success of their application.
- Will receive a Payment Detail Form which must be completed and returned before the due date to confirm acceptance of the grant and facilitate payment of the scholarship which will only be available through direct deposit to your nominated bank account.
- Applicant must advise the Office of Disability in writing of any changes to their circumstances, address and/or contact details.

What happens if I do not accept the grant funding or complete my studies as planned?

Eligibility for the Disability Scholarships Program is dependent on an applicant undertaking an eligible qualification. If you do not complete your studies, you may be required to pay back the funding to the Department of Health, Office of Disability. If your study plans change, please notify the Office of Disability in writing (email accepted) immediately.

What am I accountable for if I accept the Disability Scholarship?

All successful applicants must provide evidence at the conclusion of the qualification for which the scholarship was approved in the form of grade transcripts or course certificate. Where you are unlikely to complete your course requirement/attend conference or study plans change please contact the Office of Disability in writing. Please note that you may be required to pay back the scholarship funding to the department.

Recipients of scholarships may also be expected to report back on their achievements at the following year’s Awards ceremony.

Does the course need to be accredited?

The course must be provided by an accredited Vocational Education and Training provider, or a higher education institution.
How do I submit my application?

Applications can be submitted by post, in person or via email (preferred) using the contact details below:

Post:
NT Disability Scholarships Program
Office of Disability
Department of Health
PO Box 40596
CASUARINA NT 0811

Email: anna.kwan@nt.gov.au

Please note:
- Applicants are solely responsible for completing and lodging their application on time.
- Applications will not be accepted after Friday 27 January 2017.
- Incomplete applications will not be considered.
- Please ensure you keep a copy of your application for your own record.

Who can I contact if I have a query about my application?

If you have any questions, please call the Office of Disability on (08) 8999 2809, email Disability.DHCS@nt.gov.au or visit www.health.nt.gov.au