



VICE-CHANCELLOR'S PROFESSIONAL DEVELOPMENT SCHOLARSHIPS FOR WESTERN SYDNEY UNIVERSITY ABORIGINAL AND TORRES STRAIT ISLANDER EMPLOYEES - GUIDELINES

1. Overview

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

The Office of Aboriginal and Torres Strait Islander Employment and Engagement (OATSIEE) is a function of the portfolio of the Pro Vice Chancellor, Engagement and Pro Vice Chancellor Aboriginal and Torres Strait Islander Leadership.

OATSIEE has developed an Employment and Engagement Action Plan which aims to attract, retain and support Aboriginal and Torres Strait Islander employees at Western Sydney University

The OATSIEE Action Plan outlines six objectives to achieve the organisation-wide implementation of our Aboriginal and Torres Strait Islander Employment and Engagement strategies.

Objective 1 - Increase the participation rate and employment outcomes of Aboriginal and Torres Strait Islander people across all levels of Western Sydney University.

Objective 2 - Ensure the University has the ability to meet the needs of Aboriginal and Torres Strait Islander People as an 'Employer of Choice'.

Objective 3 - Develop leading strategies and help shape the national agenda in Aboriginal and Torres Strait Islander People Employment and Engagement.

Objective 4 - Redress, through affirmative action in employment, the past disadvantages experienced by Aboriginal and Torres Strait Islander people.

Objective 5 - Create a work environment that is free from discrimination, promotes an understanding of Aboriginal and Torres Strait Islander culture and is culturally respectful and inclusive.

Objective 6 - Build and develop a positive working relationship with the community and relevant stakeholders to ensure the improvement of employment outcomes for Aboriginal and Torres Strait Islander people.



For further information about the Office of Aboriginal and Torres Strait Islander Employment and Engagement Action Plan click here:

[Office of Aboriginal and Torres Strait Islander Employment and Engagement Action Plan](#)

The Vice-Chancellor's Professional Development Scholarships will be offered as an incentive to staff to attend relevant conferences or professional development courses. The Professional Development Scholarships help to strengthen our ability to reward and recognise our people, increase our capacity to attract and retain talented employees, and build the capability and expertise in our current people.

2. Guidelines

- 2.1 Two Professional Development scholarships are available to Aboriginal and Torres Strait Islander academic (x1) and professional (x1) employees to a maximum value of \$3000.00 each. 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 \$3000.00, or the staff member may elect to supplement the scholarship personally where it is expected that costs for the professional development activity will exceed \$3000.00. Where the full conference or course cost is less than \$3000.00, the scholarship will cover only those costs. 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 Aboriginal and/or 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 Western Sydney University. 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). Employees undertaking formal awards courses may be eligible for Educational Support (including study leave or education support allowance).



3. Eligibility

- 3.1 Applicants must be:
- i. ongoing full-time or part-time Aboriginal and/or Torres Strait Islander employees
 - ii. limited term full-time or part-time employees with a contract expiry date of 31 December 2019 or beyond
 - iii. have a minimum of 12 months' continuous service
 - iv. an academic Level A to D or Professional Staff HEW 1 to 9
 - v. Recipients of a Vice-Chancellor's Professional Development Scholarship are not eligible to apply for a scholarship in the year following the award of the scholarship.

To be eligible to submit your application as an Aboriginal and/or Torres Strait Islander candidate, you must be a Western Sydney University Aboriginal and/or Torres Strait Islander employee. If you have not previously identified as an Aboriginal and/or Torres Strait Islander in your employment records, please update your details as soon as possible within Staff Online by completing the Equal Opportunity Survey in the 'Personal Details' section - <https://staffonline.westernsydney.edu.au>

- 3.2 Applications will be accepted from staff to undertake professional development activities including attendance at a conference, workshop, seminar or short course to be completed from January 2019 – December 2019.
- 3.3 Applicants must submit an application detailing:
- i. a description of their Aboriginal and/or Torres Strait Islander employee ambassadorship
 - ii. a description of the conference, workshop, seminar or short course with a copy of, or link to, the conference or course information
 - iii. how the scholarship will benefit their career or professional development, their organisational unit and/or the University
 - iv. how the proposed professional development activity fits into the career development plan discussed with their supervisor and documented through the University's performance planning and development process
 - v. expected outcomes from participation in the conference or course (note a report and or presentation is required upon completion of the outcomes)
 - vi. proposed actions for sharing their conference or course experience with their Western Sydney University colleagues
 - vii. a full account of all training and development courses and all work related conferences attended in the past four (4) years



viii. for attendance at a conference, details of any papers or presentations submitted or accepted, and any support to be provided (e.g. registration, travel, accommodation, etc.)

3.4 Applications must include a statement of support from the Head of the Organisational Unit (e.g. Dean, Director, PVC), which outlines:

- 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. confirmation that the professional development activity fits into the applicant's approved career development plan
- iv. the level of funding, if any, that the organisational unit is prepared to contribute should the application be successful
- v. details of any additional support the organisational unit will provide should the application be successful
- vi. 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](#).

3.6 Only email applications made on the application form will be accepted.

3.7 Applications should be emailed to vcpscholarships@westernsydney.edu.au by 5pm, Monday 29 October 2018. 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. Assessment of Applications

Panel members:

- Pro Vice-Chancellor, Engagement and Pro Vice-Chancellor Aboriginal and Torres Strait Islander Leadership Director, Office of Aboriginal and Torres Strait Islander Employment and Engagement (Chair)
- Director, Badanami Centre for Indigenous Education
- Director, Office of Equity and Diversity
- Executive Officer, Office of the Pro Vice-Chancellor Engagement and Aboriginal and Torres Strait Islander Leadership
- Western Sydney University Aboriginal and Torres Strait Islander Employment and Engagement Advisory Board Member and Elder on Campus



- Western Sydney University Member of the Aboriginal and Torres Strait Islander Peoples Employment Strategy Consultative Committee.

- 4.1 Eligible scholarship applications will be considered by a panel in early December. The panel will consider applications against the information provided at 3.3 and 3.4. The selection panel will favourably consider applications that demonstrate the following:
- i. The proposed professional development activity is directly relevant to the staff member's current role or future role at Western Sydney University
 - ii. The applicant has consistently met or exceeded expectations in their performance review(s) and that the proposed activity has been discussed and agreed to as part of their career development plan
 - iii. The strength of support from Dean/ Executive Director/ Director/DVC & VP/ VP /PVC
Previous professional development activities in the last four years.
- 4.2 Panel members may contact applicants or their manager for further information.
- 4.3 The panel will be supported administratively by the Office of Aboriginal and Torres Strait Islander Employment and Engagement. All applications will be received by the Office of Human Resources.
- 4.4 It is anticipated that the outcome of all applications will be made known within one week of the committee meeting.

5. Successful candidates

- 5.1 Report of outcomes – successful candidates are required to submit a brief report on the outcomes of their activity to Zeita Davis Z.Davis@westernsydney.edu.au (max 300 words) within 1 month of completing the activity.
- 5.2 Successful candidates may be asked to give a formal presentation or submit their report for publication as seen fit by the Chair of the Committee or their supervisor.
- 5.3 Financial transactions will be organised in conjunction with the Office of PVC, Engagement and PVC Aboriginal & Torres Strait Islander Leadership.