



VICE-CHANCELLOR'S PROFESSIONAL DEVELOPMENT SCHOLARSHIPS FOR WESTERN SYDNEY UNIVERSITY INDIGENOUS EMPLOYEES - GUIDELINES

Overview

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

The Vice-Chancellor's Professional Development Scholarships are 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 while building the capability and expertise in our current people.

Guidelines

- 2.1 Two Professional Development Scholarships are available to Indigenous staff, 1 x academic employee and 1 x professional employee, 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.
- 2.1 Applications are open to all Indigenous 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. These activities should be discussed with your supervisor as part of your career development planning and they must be clearly outlined within the performance planning and evaluation process.
- 2.3 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).



Eligibility

3.1 Applicants must be:

1. ongoing full-time or part-time Indigenous employees
11. limited term full-time or part-time employees with a contract expiry date of 31 December 2023 or beyond
111. have a minimum of 12 months continuous service
- 1v. an academic Level A to D or Professional Staff HEW 1 to 9

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.

Recipients of a Vice-Chancellor's Professional Development Scholarship may only use the Scholarship for the development activity for which the Scholarship was awarded. In the event that the activity is cancelled, or the applicant's circumstances change, the Scholarship will be forfeited and is not transferrable to another activity. The applicant will still be eligible for their Scholarship certificate to be presented at the following year's Excellence Awards ceremony.

To be eligible to submit your application as an Indigenous candidate, you must be a Western Sydney University Indigenous employee. If you have not previously identified as an Indigenous staff member 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 Indigenous staff to undertake professional development activities including attendance at a conference, workshop, seminar or short course to be completed from January 2023 - December 2023.

3.3 Applicants must submit an application detailing:

1. a description of their Indigenous employee ambassadorship
11. a description of the conference, workshop, seminar or short course with a copy of, or link to, the conference or course information, along with the dates, location and cost of the program;
111. how the scholarship will benefit their career or professional development, their organisational unit and/or the University
- 1v. expected outcomes from participation in the conference or course (note a report is required upon completion of the outcomes). This report will be required for future Scholarship applications. A presentation may be requested at a suitable function once the program is complete if appropriate;
- v. proposed actions for sharing their conference or course experience with their Western Sydney University colleagues
- v1. a full account of all training and development courses and all work-related



conferences attended in the past four years

v11. 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.)

v12. Applicants must include their past Scholarship report if a previous Vice-Chancellor Professional Development Scholarship has been awarded

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

1. the reasons for supporting the application
11. the benefits or value add that the professional development activity would have to the staff member and to the organisational unit
111. the level of funding, if any, that the organisational unit is prepared to contribute should the application be successful
- 1v. 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](#).

3.6 Only complete applications made on the application form will be accepted. Applications must include the approved career development planning documentation and any past VCPD Scholarship Reports.

3.7 Applications should be emailed to vcpscholarships@westernsydney.edu.au by the advertised closing date. 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.



Assessment of Applications

Panel members:

- Deputy Vice Chancellor, Indigenous Leadership (or nominee) (Chair)
- Director, Badanami Centre for Indigenous Education
- Director, Equity, Diversity and Support

4.1 Eligible scholarship applications will be considered by a panel in November. The panel will consider applications against the information provided above. The selection panel will consider applications that demonstrate the following:

1. The proposed professional development activity is directly relevant to the staff member's current role or future role at Western Sydney University
11. The proposed activity has been discussed and agreed to as part of their career development plan
111. The strength of support from Dean/ Executive Director/ Director/DVC & VP/ VP /PVC
- 1v. 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 the DVC, Indigenous Leadership. All applications will be received by the Office of People and Success.

4.4 It is anticipated that the outcome of all applications will be made known within one week of the committee meeting.

Successful candidates

5.1 Administration of the Scholarship – Successful candidates will book their approved event/training following the standard processes within their unit. Upon payment of these by their unit, a copy of the receipts should be sent to vcpscholarships@westernsydney.edu.au to facilitate the transfer of funds from the Scholarship to the Unit by the Office of the DVC, Indigenous Leadership.

5.2 Report of outcomes - successful candidates are required to submit a brief report on the template provided on the website of the outcomes of their activity to Professor Michelle Trudgett Michelle.Trudgett@westernsydney.edu.au (max 300 words) within one month of completing the activity. A copy of this report must also be sent to vcpscholarships@westernsydney.edu.au for scholarship records.

5.3 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.