



## **VICE-CHANCELLOR'S PROFESSIONAL DEVELOPMENT SCHOLARSHIPS GUIDELINES**

### **1. Purpose**

Western understands the critical importance of building organisational capacity by valuing and rewarding achievement, and attracting, retaining, and developing the very best staff.

The Vice-Chancellor's Professional Development (VCPD) Scholarships promote and support these goals by providing an opportunity for staff to undertake professional development activities relevant to their role.

### **2. Terms and Conditions**

- 2.1 Up to 34 scholarships will be awarded annually at the discretion of the Vice-Chancellor on recommendation of the assessment panel, each capped at AUD 3,000.00 and distributed as follows:
  - Up to 12 scholarships for professional staff.
  - Up to 12 scholarships for academic staff.
  - Up to six scholarships for academic casual or academic adjunct staff.
  - Up to two scholarships for Indigenous staff.
- 2.2 Applications are open to full or part-time academic and professional staff with a minimum of 12 months of service at Western at the time of the scholarship application.
- 2.3 Applications must be for professional development activities, such as workshops, seminars, short courses, or conferences, scheduled to take place between January and December the following year.
- 2.4 The proposed professional development activity must be relevant to the applicant's role, career aspirations and duties of employment at Western.
- 2.5 The timing of the professional development activity must not interfere with teaching, research, or general work commitments.
- 2.6 The scholarship cannot be used to fund formal award courses (e.g., undergraduate, or postgraduate studies, completion of a PhD, Vocational Certificates or Diplomas)
- 2.7 The scholarship must be wholly utilised for the approved development activity and within the specified timeframe. If the awardee is unable to attend or participate in the approved activity, they must notify the staff scholarships administrators to maintain their eligibility to apply again in the following round.

- 2.8 The scholarship will primarily cover the cost of enrolment/registration on the approved professional development activity. If participation in the activity requires travel, accommodation, and/or incidental expenses, the scholarship may also cover these costs, up to a maximum of AUD 3,000.00.
- 2.9 If the total cost of participation in the approved professional development activity exceeds the scholarship award, the awardee and/or their Unit/School/Institute may cover the additional costs.
- 2.10 Awarded funds will be transferred to the awardee's Unit/School/Institute for their financial management. The Unit/School/Institute will be responsible for ensuring the awardee meets the following terms, or the scholarship may be forfeited:
- i. the scholarship is fully utilised for the approved professional development activity only, and within the specified timeframe, and
  - ii. Travel, accommodation and incidental expenses must comply with the University's [travel policy](#) and be recorded through [TEMs](#).

### 3. Eligibility

#### 3.2 All Applicants must:

- i. have an active contract of employment or hold honorary status with Western at the time of application and for the entirety of the proposed activity;  
**Note:** Senior Staff HEW 10 and above, and Professors (Level E) are not eligible.
- ii. have completed all mandatory modules on [MyCareer](#);
- iii. have completed the most recent performance review with a rating of “meeting” or “exceeding expectations”; and
- iv. not be a current recipient of any other University-funded development scholarship.

#### Applicants wishing to apply for an Indigenous scholarship must also:

- i. confirm that they identify as Indigenous in their employment records (for applicants who have not yet identified as Indigenous, records can be updated in Staff Online by completing the Equal Opportunity Survey in the Personal Details session).

### 4. Application Requirements

#### 4.1 Applications must:

- i. describe the nature of the activity and include a link to the conference, workshop, seminar, or short course webpage;
- ii. include a copy of any papers or resources submitted or accepted for presentation at a conference;
- iii. include the location and date/s of the activity;
- iv. provide a breakdown of confirmed and estimated costs (informed by quotations for travel and/or accommodation);
- v. detail how the proposed activity aligns with the applicant's career development plan, as discussed with their supervisor;

- vi. propose a plan to share the experience or learnings from the proposed activity with colleagues and implement outcomes in the workplace;
- vii. include a copy of training records for the past two years, as available on [MyCareer](#);
- viii. list any University funded professional development undertaken in the past two years which is not recorded on [MyCareer](#) training records;
- ix. detail how the applicant will effectively manage completion of the nominated activity without compromising their work and overall wellbeing; and
- x. optionally, include a confidential statement of equity or hardship in the past two years for discretionary consideration.

4.2 Applications include a section to be completed by the applicant's supervisor where they must:

- i. confirm that the proposed activity has been discussed and agreed to as part of the applicant's career development plan;
- ii. outline the relevance of the proposed activity to the applicant's current or future role, and the potential benefits to the applicant and to their Unit/School/Institute;
- iii. confirm that the applicant has completed their most recent performance review with a rating of "meeting" or "exceeding expectations"; and
- iv. confirm that if successful and applicable, the applicant may be released from work to undertake the activity.

**For Indigenous Staff, applications also must:**

- v. confirm that the applicant identifies as Indigenous in their employment records.

**N.B.** information provided in the application will be shared with the applicant's supervisor during the application endorsement process.

## 5. Assessment of Applications

5.1 It is the applicant's responsibility to ensure all requirements, as outlined in section 4, are met at the time of submission. Only complete applications will be considered.

5.2 Eligible applications for Professional, Academic, or Casual or Adjunct staff scholarships, will be assessed by a panel consisting of:

- One senior representative, **Office for People**
- One representative, **Organisational Development**
- One representative, **Equity, Diversity and Wellbeing**
- One senior representative, **Student Success**
- Up to three (3) senior **academic staff** members

Eligible applications for Indigenous staff scholarships, will be assessed by a panel consisting of:

- Two senior representatives, **Indigenous Leadership**
- One representative, **Organisational Development**
- One representative, **Equity, Diversity and Wellbeing**

- 5.3 Applications will be assessed based on:
- i. the extent to which the applicant meets the eligibility criteria as outlined in section 3;
  - ii. the strength of the case made for the relevance of the proposed activity to the applicant's current or future role at Western, and the anticipated benefits to their work area;
  - iii. confirmation that the scholarship application has been discussed with and endorsed by the supervisor as part of the applicant's career development plan;
  - iv. the applicant's stated ability to complete the course, in recognition of the demands of their time, personal circumstances and overall wellbeing; and
  - v. equity or hardship considerations, if applicable.
- 5.4 The panels may request additional information through the Office for People, who may in turn contact the applicant or their supervisor.
- 5.5 Recommended applications will be submitted by the panel for the Vice- Chancellor's consideration and endorsement.
- 5.6 Final scholarship decisions are made by the Vice-Chancellor and are not subject to appeal.

## 6. Awardee's Responsibilities

- 6.1 The awardee must arrange their activity and associated expenses in line with the standard procedures of their Unit/School/Institute, including making any necessary travel and/or accommodation arrangements per WSU [travel policy](#) and processing them through [TEMs](#).
- 6.2 Any incidental costs included in the application must be adequately justified.
- 6.3 Upon completion of the funded professional development activity, the awardee must submit a 300-word report, endorsed by their supervisor, to [staffscholarships@westernsydney.edu.au](mailto:staffscholarships@westernsydney.edu.au) to confirm successful completion.