

Policy and Procedure Guide

Subject: Study Assistance Grant

Date Effective: September 2011

Review Date: By end of
December 2012

Responsible to: Team Leader Senior Teachers

Applies to: All employees

Purposes:

1. To provide guidelines for the fair distribution of a fund to assist in meeting study costs.

References:

- The Association's *Equal Employment Opportunities, Professional Development for Teachers and Head Teachers* and *Professional Development for Non-Teaching Staff* policies

POLICY

1. Many employees choose to upgrade or otherwise enhance their qualification in education. The Association, in its role as a good employer, wishes to go some way in supporting permanently appointed employees in this endeavour.
2. The Association will make appropriate financial provision annually for this purpose within budget constraints.
3. Grants will be for the purpose of undertaking a course of study that will upgrade or otherwise enhance a qualification in education.
4. Permanent employees, who have been employed by the Association for a minimum of one year at the time of application, are eligible to apply.
5. The total amount available to each applicant will be half the appropriate course fee, to a maximum of \$500.
6. Where applications received exceed the total value of the fund, a ballot will determine successful applicants.
7. Applicants who are unsuccessful in one calendar year will have priority of ballot in the succeeding year, should they reapply.
8. Allocation and conduct of the ballot will be the responsibility of the General Manager.
9. Applications from employees who are allocated a grant in the previous year of allocation will only be considered if the succeeding year of allocation fund is not exhausted.
10. Leave will generally not be approved for study that requires teachers or head teachers' *regular* absence from the kindergarten during normal working hours. However, 'one-off' release will be considered under the Release Time policy and Leave for Teachers policy.

PROCEDURES

1. All applications should be made on the 'Study Grant Application Form', which is sent out to the kindergarten at the beginning of each year (and is also available at the Association Office and on the website).
2. Applications should be received at the Association no later than 28 February each year. Applicants will be advised early in March each year, as to their success.
3. Allocations made each February will cover courses commencing in the period from 1st July in the preceding year to 30th June in the year of allocation.