



## VICE-CHANCELLOR'S PROFESSIONAL DEVELOPMENT SCHOLARSHIPS FOR STAFF - GUIDELINES

### 1. Overview

The Sustaining Success 2021-2026 Strategic Plan highlights 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 Scholarships promote and support these goals by providing an opportunity for staff to undertake relevant professional development activities.

### 2. Guidelines

- 2.1 Twelve(12) Professional Development scholarships are available annually<sup>1</sup> to Professional Staff to a maximum value of \$3,000.00 each. The scholarships must be fully utilised for the approved activity only within the period specified and by the end of each year of award.
- 2.2 Twelve (12) Professional Development scholarships are available annually<sup>1</sup> to Academic Staff to a maximum value of \$3,000.00 each. The scholarships must be fully utilised for the approved activity only within the period specified and by the end of each year of award.
- 2.3 Six (6) Professional Development scholarships are available annually<sup>1</sup> to Academic Sessional or Academic Adjunct staff to a maximum value of \$3,000.00 each. The scholarships must be fully utilised for the approved activity only within the period specified and by the end of each year of award.
- 2.4 An organisational unit may elect to supplement the scholarship to the full value of the professional development activity in excess of \$3,000.00, or the staff member may elect to supplement the scholarship personally, where it is expected that costs for the professional development activity will exceed \$3,000.00. Where the full cost of the professional development activity is less than \$3,000.00, 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. **Please note this is not applicable for Academic Sessional Staff please refer to 2.8.**
- 2.5 Applications are open to Professional and Academic 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.
- 2.6 The professional development activity must be relevant to a staff member's role and duties of employment at Western Sydney University.

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<sup>1</sup>The value of the Scholarship will be reviewed annually



- 2.7 The scholarships are not applicable for funding formal award courses (such as undergraduate or postgraduate studies, completion of a PhD or TAFE Certificates and Diplomas). Staff undertaking formal award courses may be eligible for Educational Support (including study leave or education support allowance).

#### **Academic Sessional Staff:**

- 2.8 Any costs in excess of the \$3,000 scholarship are the responsibility of the staff member and will not be met by the university
- 2.9 The timing of the professional development activity cannot impact upon teaching commitments

### **3. Eligibility**

#### **3.1 Applicants must:**

- i. be ongoing full-time or part-time employees;
- ii. limited term full-time or part-time employees with a contract expiry date of 31 December 2022 or beyond;
- iii. have a minimum of 12 months' continuous service at Western Sydney University;
- iv. be an Academic Staff Level A to D or Professional Staff HEW 1 to 9;
- v. have completed Work Health and Safety modules 1 -4 and the Equal Opportunity training in MyCareer Online.

#### **Academic Sessional applicants:**

- i. must have taught a minimum of 4 hours per week in 3 of the 4 past teaching sessions at Western Sydney University;
- ii. must be supported by the Dean of School where the teaching has occurred/or all Deans if across more than one School;
- iii. must have completed Work Health and Safety modules 1-4 and the Equal Opportunity training in MyCareer Online.

#### **Academic Adjunct applicants:**

- i. must have a minimum of 12 months' continuous service at Western Sydney University;
- ii. must be actively involved in teaching or research activity at Western Sydney University;
- iii. applications must be supported by the Dean of School or Director of Institute.

- 3.2 Applications will be accepted from staff to undertake a professional development activity including attendance at a conference, workshop, seminar or short course to be completed from January 2022 - December 2022. Applications should be for on-line activity noting it is likely that travel may not be approved, especially international travel. In the event that the activity requires travel, and is subsequently cancelled or travel not permitted, the scholarship will be forfeited and is not transferrable to another activity.

- 3.3 Recipients of a Vice-Chancellor's Professional Development Scholarship may only use the Scholarship for the development activity for which the Scholarship was awarded.



- 3.4 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.



- 3.5 Recipients of a Western Sydney Staff Postgraduate Coursework Study Scholarship are not eligible to receive a Vice-Chancellor's Professional Development Scholarship in the same year.
- 3.6 Applications to attend a conference that the applicant attended in the previous year will not be considered.
- 3.7 Applicants must submit an application detailing:
- i. a description of the professional development activity. For a conference, workshop, seminar or short course provide a copy of, or link to, the conference or course information
  - ii. how the Scholarship will benefit the applicant's career and professional development, their organisational unit and/or the University
  - iii. confirmation of discussion with the applicant's supervisor on how the proposed professional development activity supports their career development
  - iv. expected outcomes from participation in the professional development activity. A report and or presentation is required upon completion of the activity
  - v. proposed actions for sharing the outcomes of the professional development activity with their Western Sydney University colleagues
  - vi. a full account of all training and development courses and all work related conferences attended in the past four (4) years
  - vii. for attendance at a conference, details of any papers or presentations submitted or accepted, and any support to be provided by the applicant's business unit or personally (e.g. registration, travel, accommodation, etc.).
- 3.8 Applications must include a statement of support from the Head of the Organisational Unit (e.g. Dean or Director), which outlines:
- i. the reasons for supporting the application including the benefits or value add that the professional development activity would have for the staff member and to the organisational unit
  - ii. confirmation that the applicant has discussed the proposed activity with their immediate supervisor and that the professional development activity fits into the applicant's career development plan
  - iii. details of any funding or additional support the organisational unit will provide should the application be successful
  - iv. confirmation that the staff member may be released from work to undertake the professional development activity should their application be successful.
- 3.9 Applications must be made on the application form at the following link: <http://westernsydney.edu.au/vcpd> Only applications made on the application form will be accepted.
- 3.10 Applications should be emailed to [vcpdscholarships@westernsydney.edu.au](mailto:vcpdscholarships@westernsydney.edu.au) by the advertised closing date. Late applications will not be accepted. It is the applicant's responsibility to ensure



that their application is complete at the time of submission. All applications received will be acknowledged by return email.

## 4. Assessment of Applications

- 4.1 Eligible scholarship applications will be considered by a Selection Panel in late 2021. The Panel comprises the following:
- Executive Director, People and Success (Chair)
  - Senior Representative, Careers, Talent and Organisational Success
  - Senior Coordinator, Equity, Diversity and Support
  - Chief Student Experience Officer
  - Three (3) Senior Academic staff members as nominated by the Vice-President, People and Advancement.
- 4.2 The Panel will consider applications against the information provided at 3.7 and 3.8 above and the degree to which the application demonstrates the following:
- i. The quality of the application
  - ii. How the professional development activity will benefit the staff member's current role, career, and the organisational unit
  - iii. the proposed activity has been discussed and agreed to as part of their career development plan discussions with their Supervisor
  - iv. The strength of support from the applicant's Head of Unit.
- 4.3 Panel members may contact an applicant or their manager for further information.
- 4.4 The panel will be supported administratively by the Office of People and Success.
- 4.5 It is anticipated that the outcome of all applications will be made known within 1 week of the Committee meeting.

## 5. Successful candidates

- 5.1 Report of outcomes – successful candidates are required to submit a brief report on the template provided (maximum of 300 words) on the outcomes of their activity to Office of People and Success [vcpscholarships@westernsydney.edu.au](mailto:vcpscholarships@westernsydney.edu.au) within 1 month of completing the activity.
- 5.2 Successful applicants may be asked to give a formal presentation or submit their report for publication by the Chair of the Committee or by the applicant's supervisor.
- 5.3 An undertaking form must be completed prior to the commencement of the approved development program. Financial transactions will be organised in conjunction with the Office of People and Success.