



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

1. 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 (VCPD) Scholarships are offered as an incentive to staff to attend relevant conferences or professional development courses. The 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.

2. Guidelines

- 2.1 Two (2) 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.
- 2.3 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. The activity should be discussed with the supervisor and must be clearly outlined in the applicant's Work Planning and Career Development plan.
- 2.4 The professional development activity must be relevant to the applicant's role and duties of employment at Western Sydney University.
- 2.5 The scholarships are not applicable for funding formal award courses (such as undergraduate or postgraduate studies, completion of a PhD or TAFE Certificates or Diplomas). Staff undertaking formal award courses may be eligible for Educational Support (including study leave or education support allowance).
- 2.6 Applications must be for a professional development activity such as a workshop, seminar, short course or attendance at a conference, to be completed between January and December 2024.

- 2.7 Recipients may only use the Scholarship for the development activity for which the Scholarship is awarded. If 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.

3. Eligibility

3.1 **Applicants must:**

- i. be ongoing full-time or part-time employees;
- ii. be limited-term full-time or part-time employees with a contract expiry date of 31 December 2024 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 (Senior Staff HEW 10 and above, and Professors (Level E) are not eligible);
- v. have completed all mandatory modules in MyCareer Online.
- vi. have completed their Work Planning and Career Development Review.

- 3.2 Recipients of a Vice-Chancellor's Professional Development Scholarship are not eligible to apply for another scholarship in the year following the award of the scholarship.

- 3.3 To be eligible to apply as an Indigenous candidate, you must identify as Indigenous employee. If you have not previously identified as Indigenous in your employment records, please update your details within [Staff Online](#) by completing the Equal Opportunity Survey in the 'Personal Details' section.

4. Application Requirements

4.1 Applicants must submit an application detailing:

- i. a description of their Indigenous employee ambassadorship;
- ii. 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, along with the dates, location and cost of the program;
- iii. 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;
- iv. proposed actions for sharing the outcomes of the professional development activity with Western Sydney University colleagues;
- v. a full account of all training and development courses, and all work-related conferences attended in the past two (2) years;
- vi. 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 (eg, registration, travel, accommodation, etc.);
- vii. past Scholarship report if a previous Vice-Chancellor's Professional Development Scholarship has been awarded.

- 4.2 Applications must include a statement of support from the Head of the organisational unit (eg, Dean, Director or PVC), which outlines:
- i. the reasons for supporting the application including the benefits or value that the professional development activity would have for the staff member and to the organisational unit
 - ii. details of any funding or additional support the organisational unit will provide should the application be successful;
 - iii. confirmation that the applicant has participated in the University's Work Planning and Career Development process, meeting or exceeding performance expectations, and that the professional development activity fits into the applicant's approved Work Planning and Career Development plan;
 - iv. confirmation that the applicant may be released from work to undertake the professional development activity should their application be successful.
- 4.3 Applications must also include:
- i. a copy of 2023 Work Planning and Career Development Review as on MyCareer Online (except for sessional or adjunct academics) confirming discussion with the supervisor on how the proposed professional development activity supports the applicant's career development plan, and
 - ii. any past VCPD Scholarship reports, if applicable.
- 4.5 To be considered, applications must be:
- i. complete (refer to checklist in the application form);
 - ii. saved as a single PDF file including all accompanying documents;
 - iii. named as [SURNAME]_[StaffID]_ **ApplicationVCPDIndigenous**, and
 - iv. emailed to staffscholarships@westernsydney.edu.au with the file name as the email subject (this becomes the application reference) by **Monday 16 October 2023**.

N.B.: It is the applicant's responsibility to ensure that their application meets all the requirements outlined hereby at the time of submission. Incomplete applications will not be considered.

5. Assessment of Applications

- 5.1 Eligible scholarship applications will be considered by a selection panel. The panel comprises the following:
- Deputy Vice-Chancellor Indigenous Leadership; or nominee (Chair)
 - Director, Badanami Centre for Indigenous Education
 - Director, Equity, Diversity and Wellbeing; or nominee
- 5.2 The Selection Panel will consider applications against the requirements outlined above and the degree to which the application demonstrates the following:
- i. the quality and the comprehensiveness of the application
 - ii. how the professional development activity will benefit the applicant's current role, career, and the organisational unit;
 - iii. the applicant consistently meets or exceeds expectations in their Work Planning and Career Development Review;
 - iv. the proposed activity has been discussed and agreed to as part of the applicant's

Work Planning and Career Development plan

- v. previous professional development activities in the last two (2) years
 - vi. the strength of support from the applicant's Head of Unit.
- 5.3 Details of equity or hardship considerations in the past two (2) years that the applicant may wish to *confidentially* draw to the attention of the selection panel may be taken into account. The Selection Panel may contact applicants or their manager for further information.
- 5.4 The selection panel will be supported administratively by the Office of the DVC, Indigenous Leadership, who may contact the applicant or their supervisor for further information.
- 5.5 The selection panel will determine an order of merit for recommended applications, and Scholarships will be granted in accordance with this ranking.
- 5.6 The selection panel recommendations will be submitted for the Vice- Chancellor's consideration.
- 5.7 The decision of the Vice-Chancellor is not subject to appeal.
- 5.8 It is anticipated that the outcome of all applications will be communicated by the end of November 2023.

6. Successful Candidates Responsibilities

6.1 Administration of the Scholarship

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

6.2 Report of outcomes

Successful candidates are required to submit a brief report on the template provided on the Scholarship website (maximum of 300 words) on the outcomes of their activity to DVC, Indigenous Leadership, **Professor Michelle Trudgett** Michelle.Trudgett@westernsydney.edu.au, copying in staffscholarships@westernsydney.edu.au, within one month of completing the activity.

The Chair of the panel or the applicant's supervisor may also ask that the applicant give a formal presentation or submit their report for publication.