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MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

2022 Secondary Teachers' Study Support Grant

Applications close Friday 27 August 2021

Application Guide

You can apply using the online form or alternatively you can submit a printed version of this pdf. This pdf contains everything you need to complete your application for a 2022 Secondary Teachers' Study Support Grant, including:

- Application guide (pages 1–2)
- Application form (pages 3–11)
- Frequently asked questions (pages 12–16).

Please consider the environment before printing this application form. This pdf is configured to print the application form only (pages 3–11). If you would like to print all pages, you will need to change your print settings and select 'print all pages'.

About the 2022 Secondary Teachers' Study Support Grant

Background

The Secondary Teachers' Study Support Grants were established in negotiation between the New Zealand School Trustees Association (NZSTA), Post Primary Teachers' Association (PPTA) and the Ministry of Education. The awards are based on criteria determined by the Ministry of Education in consultation with NZSTA and PPTA.

What is this award?

Study support grants are available to fully certificated teachers through the provisions of the Secondary Teachers' Collective Agreement (STCA).

A study support grant allows time for a teacher to study while continuing to teach. The study support grant provides an allowance to the school of an additional 0.16 FTTE staffing entitlement. The teacher is entitled to this time allowance of 0.16 FTTE, which is equivalent to four hours per week, and reimbursement of up to $500 towards their course fees, paid upon successful completion of their course.

What does the study support grant provide?

The study support grant provides:

- a 0.16 FTTE time allowance (equivalent to four hours per week) for one year (52 weeks)
  - when a course has particular time requirements (e.g. a block course) the time allowance may be used flexibly in agreement with the employing school
- reimbursement of up to $500 towards course fees on successful completion of the course of study
  - for the purposes of this reimbursement, course fees are defined as the fees charged by the tertiary institution to the study support grant recipient for the course. Any other expenses, such as textbooks, field trip expenses, or travel associated with the study are not payable with this study support grant.

How many Secondary Teacher Study Support Grants are available each year?

Each year there are 100 study support grants available to permanently appointed fully certificated teachers in New Zealand state or state-integrated secondary schools.

Eligibility criteria

To be eligible to apply for a study support grant, you must be:

- employed under the Secondary Teachers' Collective Agreement or applicable Individual Employment Agreement (IEA)
- a permanently appointed full or part-time teacher in a New Zealand state or state-integrated school
- hold a full and current practising certificate.

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What professional learning (study) can teachers undertake?

A study support grant enables you to undertake study or research to:

- enhance your knowledge and skills to support your teaching practice and your students' learning outcomes while you continue to teach
- participate in higher-level professional learning
- move into specialist teaching areas
- further your career development.

Examples of study include (but are not limited to): teachers starting postgraduate study in pedagogy or leading professional learning; a head of department (or aspiring head of department) taking tertiary papers in mentoring skills, curriculum and assessment, or education management; and teachers teaching out-of-field pursuing study in their out-of-field specialist subject areas.

How is my application assessed?

Your application will be checked to ensure it meets all the eligibility criteria outlined on page 1 of the application guide. A selection panel, made up of equal representatives from the Ministry of Education/NZSTA and PPTA, will then assess your application.

Firstly priority is given to:

- completing a qualification or improve an existing tertiary qualification with studies at level 5 or above on the New Zealand Qualifications Framework
- begin postgraduate study
- extend into other specialist teaching areas.
- enhance knowledge and/or pedagogy in areas
- where there is pressure on teacher supply.

For study in 2022 these areas are the sciences, technology, and mathematics (particularly at years 11-13) and te reo Māori.

Applications are then ranked highest to lowest on the following selection factors:

- Study or research that furthers the Ministry of Education's priorities in education including policy that aims to improve the learning outcomes for priority student groups, this includes: Māori and Pasifika students
- students from low socio-economic backgrounds
- students with special education needs.
- Study that will help in the development of the teacher's practice and their students' learning outcomes.
- A relevant study path that benefits the teacher personally and professionally.
- The completeness and clarity of the study plan.
- Preference is then given to teachers on equal ranking who: have not had a study award or sabbatical in the last five years.

If required the following additional selection factors will be given consideration:

- length of service in secondary schools.
- issues faced because of professional isolation.
- equal opportunity factors.
- support from the School board/employer and principal.

The selection panel's role is to ensure that the selection process is open, fair, consistent and impartial, and that it provides for equal opportunity and non-discrimination.

Approval of leave

The application form requires that you have your employing principal and School board/employer confirm that, should an offer of a study support grant be made, you will be released from teaching for the relevant time.

If you have not received support from the School board/employer and principal, you may still apply. You should provide an explanation by Friday 27 August 2021 (one week after the closing date) as to why written confirmation from the principal and School board/employer is not included with your application.

Expectations if awarded a study support grant

If awarded a study support grant, you must:

- Notify TeachNZ if you are accepting or declining the study support grant.
- Notify TeachNZ of any changes to your contact details or study plan, or if you have taken up a new position.
- Undertake the study as stated in your application.
- Provide confirmation of enrolment and completion of study when required.
- Provide TeachNZ with a receipt for payment of your study fees when applying for reimbursement.

If you are awarded a study support grant and are subsequently appointed to another school, you may transfer the grant with the agreement and support of the new employing principal and School board, subject to notification to TeachNZ.

A study support grant cannot be deferred to the following year.

If you decline the offer of a study support grant, you can re-apply with no prejudice in a subsequent year.

Timetable

The following is a timetable for the study support grant application process.

Friday 27 August 2021
Application closing date

Friday 10 September 2021
Closing date for submitting additional information

OCTOBER/NOVEMBER 2021
Selection process

Friday 12 NOVEMBER 2021
Teachers are notified of results.

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2022 Secondary Teachers' Study Support Grant

Application Form

Please answer all questions. Applications close Friday 27 August 2021.

If you need any help completing your application please refer to the Frequently asked questions attached at the back of the Application form. If you have any further questions, please contact TeachNZ by calling 0800 165 225

1. Personal details

First name(s):

Middle name(s):

Last name(s):

Phone Number:

Date of birth (dd/mm/yyyy):

/ /

☐ I am a New Zealand Citizen*

☐ I am a Permanent Resident*

Gender (please tick):*

☐ Female

☐ Male

☐ Rather not say

Email address:

Ethnicity (you may list up to three):*

Iwi (you may list up to three):*

This information may be used for statistical purposes.

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2. Current employment information

Teacher registration number:

MoE employee number (on your payslip):

Current position:

Are you fully certificated?
You must be fully certificated to be eligible to apply.

☐ Yes ☐ No

MoE school number:

School name:

Are you permanently employed?
You must be permanently employed to be eligible.

☐ Yes ☐ No

Is your position full time of part time

☐ Full time ☐ Part time

If you work part time, what is your full-time teacher equivalent (FTTE)*:

*1 FTTE is full-time.

3. Employment history

Provide a detailed employment history, starting with your most recent teaching position. List all service as a teacher in New Zealand state or state-integrated schools. *Please add additional A4 pages if necessary.*

Start date:	End date:	Name of school:	Position held:	Length employed (e.g. 1 year, 1 term):

Total years of completed teaching service in New Zealand state or state-integrated schools *(as at December 2020):*

4. Qualifications and study details

Provide details on all study you have undertaken, starting with the most recent.
This includes any study or qualifications that you may not have completed. Please add additional A4 pages if necessary.

Qualification:	Tertiary institution:	Date started:	Date completed:

5. Previous award/supported leave

Have you received a study award or sabbatical in the last five years?
Tick box of the names of collective awards you have received (excluding Secondary or Area Support Grants)

☐ Yes (tick which ones below) ☐ No

Study award/supported leave listing:

- ☐ Area School Teachers' Study Award (AT)
- ☐ Area School Teachers' Sabbatical (ATS)
- ☐ Area School Principals' Sabbatical (APS)
- ☐ Primary Principals' and Teachers' Study Award (PT)
- ☐ Primary Teachers' Sabbatical (PTS)
- ☐ Primary Principals' Sabbatical (PPS)
- ☐ Secondary Teachers' Study Award (ST)
- ☐ Secondary Teachers' Sabbaticals (STS)
- ☐ Secondary Senior Managers' Sabbatical (SSMS)
- ☐ Secondary Principals' Sabbatical (SPS)

6. Study plan

Requirements of the study plan

Fill in the sections on your study plan using the headings listed. Please ensure you provide enough information for the selection panel to judge whether your study plan meets the selection criteria. Your application should be realistic and achievable within the period of the study grant. You must complete your study plan on the application form.

Proposed study for 2022

Provide details of your proposed study for 2022 to support your study plan, including how your study may meet the selection priority areas.

State the qualification/research you are working towards achieving.

Tertiary institution:

Level of qualification:

List each paper you plan to complete.

Paper code:	Paper title:	Credits/points:

Total credits/points to be completed in 2022:

Will you complete your study/research during the period of study leave?

☐ Yes ☐ No

Priority areas for study

Please tick the boxes below if your study relates to any of the following:

- ☐ completing a qualification or improving an existing tertiary qualification with studies at level 5 or above on the New Zealand Qualifications Framework
- ☐ beginning postgraduate study
- ☐ extending into other specialist teaching areas

1. Proposed study (500 word limit)

Describe how your proposed study:

- meets the purpose of this study support grant
- furthers the Ministry of Education's priorities in education.

500 word limit

2. Benefits of study (500 word limit)

Outline the benefits of the study or qualification to you personally and professionally, your students' learning outcomes, your school, and the education sector, and how you might share your learning.

500 word limit

3. Recent study (500 word limit)

What recent study have you undertaken and how does it link to this application?

500 word limit

4. Personal statement (500 word limit)

Provide a succinct personal statement, including how this study:

- fits into your wider career plan
- helps address any major disadvantages you have experienced because of distance or professional isolation, the socio-economic status of the school or community, or specific requirements of the school
- identifies how you will complete your study successfully.

Discuss any barriers that prevent you from taking up professional development opportunities.

500 word limit

7. Support

Ensure your principal and School board/employer are aware of what they are signing. By signing the form the principal and School board/employer will be confirming and giving permissions associated with the study support grant.

Principal Support

This section can be completed by the principal or acting principal, and it must contain their original signature. Please make it clear if the signature is from the acting principal.

Note for the principal or acting principal: In signing this application, the principal is verifying that they are authorised to confirm the following:

1. The principal supports this application.
2. The principal is aware that a teacher awarded a study support grant shall be granted 0.16 FTTE release time.

I support this application for: Principal' sname:

Teacher's name:

R ole *(e.g. Principal or Acting Principal):*

Principal's signature:

Contact email address:

Date:

Contact phone number:

School board/employer support

This section can only be completed by the person with employment authority (employer). This would, in most cases, be the School board chairperson or another board member with this delegation. This declaration must contain their original signature. If, however, either a Limited Statutory Manager (LSM) has been appointed for employment matters, or a commissioner has been appointed in place of the School board, the LSM or commissioner must sign this form. Please make it clear who the signature is from and what role is held by that person. The principal's signature cannot be accepted as proof of School board/employer support.

Note for the School board chairperson/employer: In signing this application the School board chairperson/ employer is verifying that they are authorised to confirm the following:

1. The School board/employer supports this application.
2. The School board/employer is aware that a teacher awarded a study support grant shall be granted 0.16 FTTE release time.

I support this application for:

Teacher's name:

Board chairperson's/employer's name:

Role *(e.g. Board chairperson/delegate/ LSM(employment)/commissioner):*

Board chairperson's/employer's signature:

Contact email address:

Date:

Contact phone number:

If support from your principal or School board/employer has not yet been received please provide an explanation in the box below. Evidence of support must be submitted by Friday 10 September 2021.

8. Applicant declaration

By signing this form, I (the applicant) agree and declare that all the information provided is true and accurate.

- I certify that the information given complies with the eligibility criteria.
- I understand that, if I am successful, this study support grant provides me with a time allowance of 0.16 FTTE (equivalent to four hours per week) for one year, and a reimbursement of up to $500 towards course fees on successful completion of the course(s), and does not entitle me to any other benefits or expenses.
- I understand that, if granted a Secondary Teacher's Study Support Grant, I will be required on request to confirm my enrolment and later provide a transcript showing studies undertaken and results achieved during the period of the study support grant.

Applicant's signature: Date: / /

9. Checklist

I confirm that I have:

- ☐ completed all sections on the application form
- ☐ completed my study plan following the correct format outlined in section 6
- ☐ identified professional isolation and equal opportunity factors
- ☐ supplied evidence that my principal and School board/employer support my application as outlined in section 7.

Please do not attach photographs, samples of work, your curriculum vitae, or letters of support, other than the BOT/Employer signed declaration on page 10, as they will not be considered by the selection panel.

Sending your application

Submit your online application form directly or send your unbound, completed and signed application form to:

Post:
Teacher Study Awards
Scholarships and Awards, Ministry of Education PO Box 1666
Wellington 6140

Courier:
Teacher Study Awards
Scholarships and Awards, Ministry of Education Mātauranga House
33 Bowen Street
Wellington 6011

Applications must be postmarked no later than Friday 27 August 2021.

You can complete your application online at www.teachnz.govt/studyawards

Late applications will not be considered.

Additional information must be submitted by Friday 10 September 2021 to be considered by the selection panel.

Faxed or emailed applications will not be accepted.

We will send you an email to let you know that we have received your application. Please contact us us if your application has not been acknowledges by Friday 10 September 2021.

Contact details

Phone: 0800 165 225
Email: teacher.studyawards@education.govt.nz
Website: www.TeachNZ.govt.nz/studyawards

If your contact details change

Let us know as soon as possible if your details change after sending your application by calling (free) 0800 165 225 or emailing teacher.studyawards@education.govt.nz

Privacy

The personal information on this form is being collected for the purpose of considering your application for a Secondary Teachers' Study Support Grant and, should you be successful, for the purpose of administering the award and for research and statistical purposes. The information collected may be used by the Ministry of Education and disclosed to other agencies such as your school, NZSTA and PPTA as applicable, and tertiary institutions, only for these purposes. The information will be held by the Ministry of Education and you have the right to access and request correction of this information.

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2022 Secondary Teachers' Study Support Grant

Frequently asked questions

Frequently asked questions

General

When will I find out the outcome of my application?
You will be notified by Friday 12 November 2021.

What does a Secondary Teachers' Study Support Grant provide?
A Secondary Teachers' Study Support Grant provides you with study time of 0.16 FTTE (equivalent to four hours per week for the year awarded) while continuing to teach – for example, this may mean that you teach one less class for the year or have four hours of release time each week. Your school receives an additional staffing allowance of 0.16 FTTE for the year to cover relief costs.

You also can apply for reimbursement of up to $500 towards your course fees after successful completion of your course.

I am a part-time teacher – what will be the 0.16 FTTE time allowance I receive?
The time allowance provided with a study support grant is a fixed amount of 0.16 FTTE (or four hours per week) for all teachers and is not pro-rated for part-time teachers. The time allowance is provided to your school as an additional staffing entitlement to release you from four hours of teaching.

Can I use the time allowance flexibly throughout the year?
The time allowance of 0.16 FTTE (equivalent to four hours per week) can be used flexibly throughout the school year to suit your study requirements as long as it is in agreement with your school. For example, if you plan to study for the first semester only you could seek agreement with your school to use all the additional staffing entitlement in the first half of the year (e.g. eight hours a week for six months).

What will happen if I have applied for the wrong award?
Your application will only be assessed for the award you have applied for. It's important you check the application information to ensure that you are applying for the correct award.

Can I apply for more than one award?
Yes, but you can only accept one award. If you are successful in more than one application, you will be asked to choose which award to accept.

Please note you must send in a separate application for each award you apply for.

Can I submit more than one application for the same award?
No, you can only submit one application for each award.

I work for Te Aho o Te Kura Pounamu (The Correspondence School) and work 40 hours a week. What will be the 0.16 FTTE time allowance I receive?
A Secondary Teachers' Study Support Grant provides 0.16 FTTE (equivalent to four hours per week) for all secondary teachers (including Te Aho o Te Kura Pounamu) as per clause 6.6.6A (b) of the Secondary Teachers' Collective Agreement. This means that the time allowance provided with a study support grant is a fixed amount of 0.16 FTTE (or four hours per week) for all recipients.

What if I am offered a position at a different school before I take up my study support grant?
You may transfer your study support grant to your new school with the support of your new principal and School board/employer. Please tell them that you have been offered a study support grant and discuss your options with them.

If you plan to continue with your study support grant, then you would need to provide TeachNZ with confirmation of support from the principal and School board/employer so the additional staffing entitlement can be provided to the correct school.

If you then choose not to take up the study support grant, for any reason, please advise TeachNZ as soon as possible.

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What if I am offered a position at a different school which will commence while I am studying?
You may transfer your study support grant to your new school with the support of your new principal and School board/employer. Please tell them that you have been offered a study support grant and discuss your options with them.

If you plan to continue with your study support grant, then you would need to provide TeachNZ with confirmation of support from your principal and School board/employer so the additional staffing entitlement can be transferred to their staffing entitlement.

Can I postpone my study support grant until the next year?
No, you cannot postpone a study support grant.

Can I withdraw from a Secondary Teachers' Study Support Grant?
If you choose to withdraw from the study support grant, you can apply again in the future with no prejudice. You would need to let us know in writing that you would like to withdraw from the study support grant. We can accept this via email to teacher.studyawards@education.govt.nz.

Eligibility

If I am a secondary-trained teacher working in an area or primary school, can I apply for a 2022 Secondary Teachers' Study Support Grant?
The study support grant you are eligible to apply for depends on which collective agreement you are employed under. You can only apply for a Secondary Teachers' Study Support Grant if you are employed under the terms and conditions of the Secondary Teachers' Collective Agreement and meet all eligibility criteria.

If you are covered by the terms and conditions of the Area School Teachers' Collective Agreement, you are not eligible for this study support grant but you may be eligible to apply for an Area School Teachers' Study Support Grant. Please visit www.TeachNZ.govt.nz/studyawards to find out more.

Please note there are no study support grants available to teachers covered by the Primary Teachers' Collective Agreement.

I am a Resource Teacher: Learning and Behaviour (RTLB) who works in primary and area schools, but my lead school is a secondary school. Can I apply for this award?
The study support grant you are eligible to apply for depends on which collective agreement you are employed under. Through the reorganisation of the RTLB service some RTLBs retained the employment terms and conditions they previously had before, so you will need to check which collective agreement you are employed under.

You can apply for a Secondary Teachers' Study Support Grant if you are employed under the terms and conditions of the Secondary Teachers' Collective Agreement and meet all eligibility criteria.

If you are employed under the terms and conditions of the Area School Teachers' Collective Agreement, you are not eligible for this award but you may be eligible to apply for an Area School Teachers' Study Support Grant. Please visit www.TeachNZ.govt.nz/studyawards to find out more.

Please note there are no study support grants available to teachers covered by the Primary Teachers' Collective Agreement.

I am on a fixed-term contract; can I apply for a 2022 Secondary Teachers' Study Support Grant?
No, you must be permanently employed to be eligible.

Can I apply if I am a long-term reliever?
No, you must be permanently employed to be eligible.

I am a part-time teacher; can I apply for a 2022 Secondary Teachers' Study Support Grant?
Yes, if you are a permanently employed part-time teacher.

Part-time fixed-term and long-term relieving teachers are not eligible to apply.

My registration is currently subject to confirmation. Can I apply?
Yes, but only if you will receive full registration status by December 2021.

Please notify TeachNZ if your registration status changes during the application or selection process.

I have Limited Authority to Teach (LAT) – can I apply?
No, you must be a fully certificated teacher to be eligible.

Can I apply if I have previously had a study award or sabbatical?
Yes, but please note that preference is given to teachers who have not received a study award or sabbatical in the last five years.

Can I apply if I'm not a member of a teachers' union?
Yes, the awards are open to all teachers in New Zealand state and state-integrated schools who are employed under the terms and conditions of the Secondary Teachers' Collective Agreement and meet the eligibility criteria.

I am appointed to the Community of Schools Teacher (across community) role, am I able to take a study support grant?
Yes, apply as usual.

If I am appointed to the Community of Schools Teacher (within school) role, am I able to take a study support grant?
Yes, apply as usual.

How is my application assessed?

What are the Ministry of Education's priorities for education?
The Ministry of Education's priorities for education include those referred to on page 2 of the application guide.

For further information please refer to the Statement of Intent which can be found online at https://www.education.govt.nz/our-work/publications/statement-of-intent/

What are equal opportunity factors?
The selection panel will consider equal opportunity factors, which are any barriers that could prevent a teacher form taking up opportunities.

Examples of equal opportunity factors can include:

- family circumstances that prevent you from taking up professional development opportunities
- it is hard to find relief teachers in your subject area so you have been unable to take up professional development opportunities.

What is considered 'professional isolation'?
It is important that you outline any professional isolation as applications are judged based on the information you provide.

Examples of professional isolation include:

- if you are the sole teacher of a subject area e.g. the only te reo Māori or chemistry teacher
- if you are the sole mentor of beginning teachers in your school
- if you are a teacher in a small isolated school
- if you cannot access professional development opportunities because of distance and/or costs.

Completing the application form

What does full-time teacher equivalent (FTTE) mean?
Full-time teacher equivalent means one full-time teaching position which has a measure of 25 classroom hours per week (five hours per day).

Can I include my professional development in my qualifications on the application form (e.g. National Aspiring Principals programme)?
You may describe any aspect of your learning and study in support of your overall personal career plan and your application however applications are assessed according to the factors and priorities, which are outlined in 'How is my application assessed' on page 2 of the application guide.

I have received a study support grant previously; does this count as supported study leave?
No, a study support grant is not supported leave, but if you have had one in the past it should be identified in your application. This does not preclude receiving another, but all applications in any year are in competition with each other and awarded according to the priorities and selection factors described in
'How is my application assessed' on page 2 of the application guide.

Proposed study

Is there an approved list of qualifications?
You can apply to study any qualification you choose. You will need to justify your choice of qualification in your study plan.

What is research study?
For the purposes of the study support grant, research study must be part of a formal study programme provided by a tertiary institution.

Which tertiary institutions are approved for study?
You can apply to study at any tertiary institution, whether on campus or via distance learning.

Can I study overseas?
Yes, you can apply to study at any tertiary institution you choose.

How do I find out the level of the qualification I am studying?
You can find the level of the qualification on the New Zealand Qualifications Authority website www.nzqa.govt.nz. Alternatively you can ask your tertiary institution.

What if the qualification I am planning on studying is not on the NZQA framework?
Please make sure you provide as much information as possible.

Do I need to be enrolled when applying?
No, but please contact your proposed tertiary institution to find out key enrolment dates. If you are awarded a study support grant you will be asked to provide confirmation of enrolment in February or March.

Can I apply to complete my postgraduate qualification, and start work towards my Masters? Yes, you can apply to complete more than one qualification in the year.
Please make sure you provide the requested information for both qualifications in your study plan.

Can I change my course of study after submitting an application?
Yes, but not substantially. Please notify TeachNZ of proposed changes in writing, and provide details of this and an explanation of the reason for this change as this will need to be approved.

Study plan requirements

How should I present my study plan?
Please see section 6 of the application form and complete your study plan in the requested format. This makes it easier for the selection panel to consistently assess study plans.

Why do I need to complete all the information on my study plan?
Your study plan is a key part of your application and you need to demonstrate to the selection panel that you have taken the time to carefully prepare it and followed the format structure. Failure to do so may result in your application scoring lower.

Why is it important that I explain what study I plan to do?
As you can apply to study any qualification at any tertiary institution, you need to clearly justify your choice of study and explain how this decision will benefit your teaching practice and students. This includes detailing your chosen qualification and papers in your own words and explaining why you have chosen that paper or qualification.

Can I submit more than one study plan?
No, you can only submit one study plan.

Principal and School board/employer support

What can I provide as evidence that my principal supports my application?
The application form asks for a signature from your principal as support for your application.

Alternatively we can also accept one of the following as principal support:

- A signed letter of support from your school principal.
- An email sent directly from your school principal to TeachNZ.

Principal support, in one of the formats outlined above, must be submitted by Friday 10 September 2021.

Please note that support from your principal is a selection factor.

Who can support my application if my principal is away?
The acting principal is the only person who can support your application on behalf of your principal. Please make sure it is clear that the signature is from the person acting in the role of the principal.

Who can support my application if I am acting principal?
The principal should support your application. If your principal is unable to provide support in one of the approved formats please provide an explanation in the box provided.

What can I provide as evidence that my School board/employer supports my application?The application form asks for a signature from the board chairperson/employer as support for your application.

Alternatively we can also accept one of the following as School board/employer support:

- A copy of relevant School board minutes confirming support for your application.
- A signed letter of support from the School board chairperson/employer.
- An email sent directly from the School board chairperson/employer to TeachNZ.

School board/employer support, in one of the formats outlined above, must be submitted by Friday 10 September 2021.

Please note that support from your School board/employer is a selection factor.

Who has the authority to support my application on behalf of the School board chairperson? The deputy chairperson or another trustee who has delegated authority in the absence of the chairperson or their deputy. Please make sure this is clear on the application form.

Who can sign my application form if the School board has been disestablished?
Please ask the commissioner acting in place of the School board to sign your application form to confirm support for your application. Please ensure it's clear the signature is that of the commissioner.

Who should sign to support my application if my school has a limited statutory manager employed? If the limited statutory manager is acting in place of the School board for employment matters, ask the limited statutory manager to sign your application form to confirm support for your application. Please ensure it's clear that the signature is that of the limited statutory manager.

Please note that support from the School board/employer and principal is a selection factor, and must be submitted by Friday 10 September 2021.

What if I can't provide confirmation of principal and School board/employer support when I submit my application?
If you have not yet received support from the principal and/or School board/employer you may still apply, but please send this in by Friday 10 September 2021. Please provide an explanation in the box provided on the application form as to why the support of the principal and/or School board is not included with your application.

Please note that support from the School board/employer and principal is a selection factor, and must be submitted by Friday 10 September 2021.

I am a Resource Teacher: Learning and Behaviour (RTLB) and work in a number of schools. Which principal and School board/employer should I ask to support my application?
RTLBs are employed by the cluster lead school's School board/employer. The schools where RTLBs are located, but not employed, are called host (or satellite) schools.

Please ask the principal and School board/employer from your lead school to support your application.

Sending my application

Can I email you my application?
No. We can only accept applications that are sent in via post or courier. For your application to be considered, it must be sent and postmarked on or before Friday 27 August 2021.

Can I post you a digital copy (on a disc or USB stick) of my application?
No, please submit your application as a printed, unbound document on A4 paper.

Can I apply online?
Yes, just complete and sumit your application form online at www.teachnz.govt.nz/studyawards before Friday 27 August 2021.

What happens if my application is late?
Late applications will not be considered. For your application to be considered, it must be sent and postmarked on or before Friday 27 August 2021.

How will I know that you have received my application?
You will receive an email to confirm that your application has arrived. Please contact us if you have not heard from us.

What happens if my application is incomplete?It's important to ensure you've submitted all the required information. If your application is incomplete, or it is not in the correct format, the selection panel will not be able to fully assess it.

Can I send in additional information after submitting my application?
You may submit additional information up to Friday 10 September 2021 (one week after the closing date). This must be sent and postmarked with a reference to your application no later than Friday 10 September 2021; otherwise it cannot be considered with your application.

What will happen if my application is postmarked after Friday 27 August 2021?
Your application will not be considered.

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