

# 2023 Primary Principals' and Teachers' Study Award

Applications close Monday 4 July 2022

Application  
Guide

## About the Primary Principals' and Teachers' Study Award

### Background

The Primary Principals' and Teachers' Study Awards were established in negotiation between the New Zealand Educational Institute (NZEI) and the Ministry of Education. The awards are based on criteria determined by the Ministry of Education in consultation with NZEI and New Zealand School Trustees Association (NZSTA).

### What is this award?

This study award is one of the professional learning provisions available to teachers and principals in New Zealand state or state-integrated schools, who are employed under the terms and conditions of the Primary Teachers' Collective Agreement (PTCA) or Primary Principals' Collective Agreement (PPCA).

The award provides time for part-time or full-time study in agreed educational priority areas.

### What does the study award provide?

The study award provides paid leave at the teacher's or principal's normal salary for the duration of the study award. "Normal salary" includes all permanent salary units and allowances.

Where fixed-term salary units and allowances are held, the teacher should clarify with their principal whether these will continue to be paid. Any salary increases or increments during the period of leave still apply, according to the provisions of the collective agreement.

The leave counts as service for most purposes.

The leave of absence is for full-time or part-time study.

The study award does not include any additional expenses associated with the study leave (e.g. course fees or removal and travelling expenses).

The number of weeks is granted at the discretion of the selection panel and is based on the study proposed in the application.

### How is the study award paid?

You will continue to be paid through your school. Your school receives relief funding, in accordance with the relevant collective agreement, while you are on study leave.

### How many are available each year?

There are 75 full-time teacher equivalent (FTTE) Primary Principals' and Teachers' Study Awards available each year.

### Eligibility criteria

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

- hold a full and current Tiwhikete Whakaakoranga Tūturu Full Practising Certificate (Category One)
- be a full-time or part-time teacher or principal employed in a state or state-integrated New Zealand primary school
- have the support of your principal and school board/employer
- be employed under the Primary Teachers' Collective Agreement, Primary Principals' Collective Agreement or applicable Individual Employment Agreement (IEA)
- have had at least three years' experience as a fully certificated teacher in New Zealand state or state-integrated schools
- have not received a TeachNZ award or sabbatical in the last five years

## Purpose of the award

Professional learning (study) principals and teachers can apply to undertake:

- complete a qualification
- improve an existing qualification
- study a qualification in a new or different curriculum area
- undertake research
- undertake study that is relevant and adds value to education
- undertake study into effective school management and leadership.

## How is my application assessed?

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

Firstly, priority is given to applicants who:

- are completing a level 7 Bachelor of Education teaching qualification OR
- are undertaking study or research that furthers and contributes to the Ministry of Education's priorities in education; policy that aims to improve the learning outcomes for priority student groups, including:
  - Māori and Pacific students
  - students from low socio-economic backgrounds
  - students with Learning Support needs.

Then the following four factors are considered when assessing applications:

- The completeness and clarity of your application.
- The benefits to you, your students, your school and your community.
- Issues you face because of distance or professional isolation.
- The commitment and effort you have already made in recent study.

The selection panel's role is to ensure that the selection process is open, fair, consistent and impartial; that it provides for equal opportunity and non-discrimination, and that study leave weeks are assigned equitably.

## Approval of leave

Teachers and principals who are granted a study award will be given leave on pay for the period of study by their principal and school board/employer.

On the application form you are asked to provide evidence that the principal and school board/employer supports your application.

## Expectations if awarded a study award

If you are selected for a study award, you must:

- Notify TeachNZ if there are any changes to your contact details, employment status, or your study plan, or if you take up a new position.
- Undertake the study as stated in your application.
- Be at school before and after taking up the study award if you are awarded less than a full year's study award (e.g. 20 or 32 school weeks rather than 40).
- Provide confirmation of enrolment and proof of completion of study when required.

If you are offered a study award and then decline it, you can re-apply with no prejudice in a subsequent year.

Please note that the study award cannot be deferred to the following year.

## Timetable

The following is a timetable for the study award application process:

### MONDAY 4 JULY 2022

Applications close.

### MONDAY 18 JULY 2022

Closing date for submitting additional information.

### AUGUST/SEPTEMBER 2022

Selection process.

### FRIDAY 9 SEPTEMBER 2022

Teachers and principals are notified of results.

# 2023 Primary Principals' and Teachers' Study Award

Frequently asked questions

Frequently  
asked  
questions

## General

### When will I find out the outcome of my application?

You will be notified by Friday 9 September 2022.

### Are all the awards allocated each year?

Yes, the selection process for Primary Principals' and Teachers' Study Awards is always competitive. There are a limited number of study awards available and only applicants of the highest calibre are successful.

### What does a Primary Principals' and Teachers' Study Award provide?

A Primary Principals' and Teachers' Study Award provides you with paid leave for study. TeachNZ (Ministry of Education) covers the relief costs to replace you while you are on study leave including any holiday pay a relief teacher is entitled to.

### Does the Primary Principals' and Teachers' Study Award pay for course fees or any additional expenses?

No, there is no contribution to course fees or any additional expenses.

### If my study finishes before the end of the school year, do I need to return to school?

Yes, you are expected to be at school before and after your study leave. A study award will only fund the relief costs up to the total number of school weeks that you have been awarded.

### Can I submit more than one application for the same study award?

No, you can only submit one application for each award you apply for.

### 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 you will accept. Please note that you must send in a separate application for each award.

### Can I postpone my study award until the next year?

No, a study award cannot be postponed. If you need to withdraw from the study award, you can apply again in the future with no prejudice.

### Do I need to return to the same school after completing my study award?

There is an expectation that you will return to your school.

### What if I am offered a position at a different school before I take up the study award?

You will need to tell the new school board/employer you have been offered a study award and discuss your options with them. If you then choose not to take up the study award, for any reason, you must advise TeachNZ as soon as possible.

Please advise by the end of September if you do not wish to take up the award so that it can be offered to a teacher on the reserve list.

### **Can I withdraw from a study award?**

If you choose to withdraw from the study award prior to undertaking the leave, you can apply again in the future with no prejudice. You will need to let us know in writing that you would like to withdraw from the award. We can accept this via email to [teacher.studyawards@education.govt.nz](mailto:teacher.studyawards@education.govt.nz).

### **What if I begin my study and I find I cannot complete it?**

The study award is given to you for the purpose of completing the study outlined in your study plan. If you are unable to complete the study, you will need to contact TeachNZ to discuss your options.

### **What if I am made surplus to requirements while on study leave?**

The usual provisions for surplus staffing apply at the end of that year as you are still an employee of the school from which you are on study leave. You have the same rights as other teaching staff and you will be able to complete your study leave award.

You will need to contact the Ministry of Education and talk to your school board/employer about the options available to you through the surplus staffing provisions. Your proposal for the study award may fit the criteria for the retraining option.

## Eligibility

### **If I am a primary-trained teacher working in an area or secondary school, can I apply for a 2023 Primary Principals' and Teachers' Study Award?**

The study award you are eligible to apply for depends on which collective agreement you are employed under.

You can apply for a Primary Principals' and Teachers' Study Award if you are covered by the terms and conditions of the Primary Teachers' Collective Agreement and meet all eligibility criteria.

If you are covered by the terms and conditions of either the Area or Secondary Teacher Collective Agreements, you may be eligible to apply for an Area or Secondary Teachers' Study Award. Please visit [www.TeachNZ.govt.nz/studyawards](http://www.TeachNZ.govt.nz/studyawards) to find out more.

### **I am a part-time teacher. Can I apply for a 2023 Primary Principals' and Teachers' Study Award?**

Yes, if you are offered a study award, the amount of study leave you will receive will be pro-rated on the basis of your current full-time teaching equivalent (FTTE). Please ensure you state your current FTTE in the application form.

### **I am on a fixed-term contract. Can I apply for a 2023 Primary Principals' and Teachers' Study Award?**

Yes, but you will need to be employed by a school during the study award as TeachNZ provides relief funding to your school while you are on study leave.

### **Can I apply if I am a long-term reliever?**

Yes, but you will need to be employed by a school during the study award as TeachNZ provides relief funding to your school while you are on study leave.

### **My certification is currently Tiwhikete Whakaakoranga Pūmau | Full Practising Certificate (Category Two). Can I apply?**

No, only teachers with full certification are eligible to apply.

### **Can I apply if I have previously had a study award or sabbatical?**

Yes, but only if you have not had a study award or sabbatical in the five years before the beginning of 2023.

### **Can I apply if I'm not a member of a union?**

Yes, the awards are open to all New Zealand teachers and principals in state or state-integrated schools who meet the eligibility criteria.

### **I am a Resource Teacher: Learning and Behaviour (RTL) who works in primary schools, but my lead school is a secondary/area school. Can I apply for this award?**

The study award that you are eligible to apply for depends on which collective agreement you are employed under.

You can apply for a Primary Principals' and Teachers' Study Award if you are covered by the terms and conditions of the Primary Teachers' Collective Agreement.

Although you are working in primary schools, if your lead school is a secondary/area school, you could be employed under the terms and conditions of the Secondary Teachers' Collective Agreement or the Area School Teachers' Collective Agreement.

If you are covered by the terms and conditions of the Secondary Teacher Collective Agreement or the Area School Teachers' Collective Agreement, you are not eligible for this study award, but you may be eligible to apply for a Secondary Teachers' Study Award or an Area School Teachers' Study Award. Please visit [www.TeachNZ.govt.nz/studyawards](http://www.TeachNZ.govt.nz/studyawards) to find out more.

## How will my application be assessed?

### What is considered recent study?

Recent study is defined as study that has been undertaken in the last three years.

### What are the Ministry of Education's priorities for education?

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

You can find further information in the Ministry of Education's current Statement of Intent. You can find a copy on the Ministry of Education's website:

<https://www.education.govt.nz/our-work/publications/statement-of-intent/>

### 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 specialist area e.g. the only te reo Māori teacher or in special education
- 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
- The socio-economic status of the school or community or specific requirements of the school.

## Completing the application form

### What does Full-Time Teacher Equivalent (FTTE) mean?

Full-Time Teacher Equivalent means one full-time teaching position and this has a measure of 25 hours per week (5 hours per day).

If you are employed part-time, please make sure you provide your FTTE (which is the number of hours you are employed per week divided by 25), as the leave awarded will be pro-rated on the basis of your part-time hours.

### Can I include time spent in initial teacher education in my employment history?

No, time spent in initial teacher education is not counted as service as a teacher in New Zealand.

### I have received a study support grant previously. Does this count as supported study leave?

No, a study support grant is not considered supported leave.

### 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, study leave is given according to particular priorities, which are outlined in 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 study in your study plan.

### What is research study?

For the purposes of a study award, research may be part of, or in conjunction with, 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.

### 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/studying-in-new-zealand/understand-nz-quals/](http://www.nzqa.govt.nz/studying-in-new-zealand/understand-nz-quals/). Or you can ask your tertiary institution.

### 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 award you will be asked to provide confirmation of enrolment in February or March of the year you go on leave.

### Can I study overseas?

Yes, you can apply to study at any tertiary institution you choose, including an overseas one.

### Can I apply to study part-time throughout the year?

Yes you can, as study leave can be used flexibly throughout the year. It is important your principal and school board/employer understand that you plan to study part-time and how this will affect your teaching time. An example of this could be if you are planning to study 60 credits, you would be awarded 16 school weeks to complete your study. You can take the 16 school weeks flexibly throughout the school year with agreement from your school.

## How is the leave awarded?

### How do I work out the number of weeks I will need a study award for?

The amount of leave awarded is based on the length of the course you study up to a maximum of 40 school weeks (term breaks are not counted). The period of study leave is granted at the discretion of the selection panel.

For example:

- If you plan to study 120 credits, you will be awarded 32 school weeks to complete your study.
- If you plan to study 60 credits, you will be awarded 16 school weeks to complete your study.

### What are school weeks?

School weeks are the weeks during term time. TeachNZ funds relief costs for the school weeks plus any holiday pay the relief teacher is entitled to.

### Can I apply to study for one semester only?

Yes you can, but it is important that your principal and school board/employer know that you are planning to study for one semester as they will only receive relief funding for the time you are away.

### Can I apply to complete my postgraduate qualification, and start work towards my master's degree ?

Yes, you can apply to complete more than one qualification in the year. Please make sure you provide all the requested information for both/all qualifications in the appropriate section of your study plan.

### The study that I plan to complete takes two full years. If I am awarded a study award, will it cover both years of study?

No, study awards are only available for up to one school year.

### Can I change my course of study after submitting an application?

Yes, but not substantially. Please notify TeachNZ of proposed changes in writing – you will need to provide details along with 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. Please present your study plan in the requested format. This makes it easier for the selection panel to assess study plans consistently.

### Why do I need to complete all the information in 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 as outlined in section 6. Failure to do so will affect the outcome of your application.

### Why is it important that I explain what study I plan to do?

The selection panel will be using only what you provide as the basis for their decisions and you need to present your application as best you can.

### Can I submit more than one study plan?

No, you can only submit one study plan.

## Principal and school board/employer support

### 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.

### 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 **Monday 18 July 2022**.

Please note that support from the principal is a eligibility factor.

### Who has the authority to support my application on behalf of the school boards presiding member?

The deputy presiding member or another member who has delegated authority in the absence of the boards presiding member or their deputy. Please make sure this is clearly noted on the application form.

### What can I provide as evidence that my school board/employer supports my application?

The application form asks for a signature from the boards presiding member/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 boards presiding member/employer.
- An email sent directly from the boards presiding member/employer to TeachNZ.

School board/employer support, in one of the formats outlined above, must be submitted by **Monday 18 July 2022**.

Please note that support from the school board/employer is a eligibility factor.

### 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 confirm support for your application by signing your application form. Please ensure it's clear the signature is that of the commissioner.

### Who can 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 confirm support for your application by signing your application form, otherwise the boards presiding member should sign. Please ensure it's clear that the signature is that of the limited statutory manager.

### What if I can't provide evidence of principal and school board/employer support at the time of sending my application?

If you have not yet received support from the principal and/or school board you may still apply, but you must provide this information by **Monday 18 July 2022**. (two weeks after the closing date). Evidence of school board and principal support must be sent and postmarked no later than **Monday 18 July 2022**, otherwise your application will not be assessed. You must provide us with an explanation of why evidence from the principal and/or school board is not included with your study application.

### I am a Resource Teacher: Learning and Behaviour (RTL) and work in a number of schools. Which principal and school board/employer do I ask to support my application?

RTLs are employed by the cluster lead school board/employer. The schools where RTLs 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 apply online?

Yes, just complete and submit your application form online at [www.teachnz.govt.nz/studyawards](http://www.teachnz.govt.nz/studyawards) before **Monday 4 July 2022**.

### Can I email my application?

No, we can only accept applications that are submitted online on or before **Monday 4 July 2022**.

### What happens if my application is late?

Late applications will not be considered.

### How will I know 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 by **Monday 4 July 2022**.

### 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 assess it fully.

### Can I send in additional information after submitting my application?

You may submit additional information for your application up to **Monday 18 July 2022** (two weeks after the closing date). This must be sent and postmarked with a reference to your application **no later than Monday 18 July 2022**, otherwise your application cannot be assessed.