

GUIDE

2018 Early Childhood Education Scholarships

Please read this Guide before filling in the Application Form. It contains important information to help you:


- decide whether or not to apply for a scholarship
- select the scholarship type most relevant to you
- fill out the Application Form.

The academic year for early childhood teaching qualifications has two intakes – one at the start of the calendar year and one that commences mid-year. This application form is for:

- students starting their study year in the first semester (beginning of the year). If you receive an Early Childhood Education (ECE) scholarship, your course fees will be paid from Semester 1, 2018; *and*
- students starting their study year in the second semester (mid-year). If you receive an ECE scholarship, your course fees will be paid from Semester 2, 2018.

For undergraduate applicants, it can be the start of your first or any subsequent year of study. If you have already started study towards your Graduate Diploma/Master of Teaching (Early Childhood Education) before 2018, you are not eligible to apply for this scholarship.




Applications open: Monday 4 December 2017
Applications close: Friday 23 February 2018

 The Application Form must be fully completed with all necessary documents attached. Incomplete or illegible applications may not be considered. We strongly recommend you ask someone else to check your completed application before you send it to us.

We are happy to answer any questions about scholarships. Call us (free) on 0800 165 225, weekdays between 8:30am and 5pm, or email teachnz.admin@education.govt.nz. Also visit www.TeachNZ.govt.nz.

Colour key

This Guide and Application Form are colour coded. Areas with a white background apply to everyone making an application. The coloured sections match the scholarship you are applying for:

-  All applicants
-  ECE Graduate/Master's Scholarship applicants
-  ECE Undergraduate Scholarship applicants

The Application Process



Apply to enrol in an approved early childhood teaching qualification. See information at the bottom of page 2.



Gather the appropriate documents to include with your application. See pages 2–4 and the checklist on page 6 for more information.



Get all of your photocopied documents certified. Take the copies and originals to be sighted, and please ensure the **front** page of every document is stamped and endorsed as a true copy of the original.



Post or courier your completed Application Form and attached documents on or before Friday 23 February 2018. *Postal and courier addresses are on page 9 of the Form.* We will let you know by email that we have received your application. Please contact us if your application is not acknowledged within one week after you have posted it, or if your contact details change.

Scholarship Information

What are the scholarships worth?

An ECE Graduate/Master's Scholarship with a focus on Māori or Pasifika identity, language and culture pays your compulsory course fees for one full-time year. Full-time students may also receive an allowance. The allowance is up to \$10,000 for one full-time year.

An ECE Undergraduate Scholarship with a focus on Māori or Pasifika identity, language and culture pays your compulsory course fees for up to four full-time years. Full-time students may also receive an allowance. The allowance is up to \$10,000 over the period of study (up to four full-time years).

How many scholarships are available?

Scholarship numbers are capped. For 2018, there are 20 ECE Scholarships available.

The scholarships may only be awarded to applicants who demonstrate the selection factors, listed on page 2, to a suitable level.

The Ministry of Education also offer TeachNZ ECE Māori and Pasifika Language Scholarships. The Application Form and Guide for this scholarship are available from www.TeachNZ.govt.nz/scholarships.

Scholarship eligibility

You must meet the eligibility criteria to be assessed for a scholarship.

Note: You can only be awarded one TeachNZ scholarship. If you have previously received a TeachNZ scholarship, and failed to meet the terms and conditions of that scholarship, you are not eligible to reapply.

TeachNZ scholarships are for those who are entering study into their initial teaching qualification. These scholarships do not support upgrades for those who have existing ECE qualifications that can lead to teacher registration.

There are two types of scholarships available:

ECE GRADUATE/MASTER'S SCHOLARSHIP

ECE Graduate/Master's Scholarships are for people with a degree or diploma (a Level 7 qualification) wanting to complete a one-year Graduate Diploma/Master of Teaching (Early Childhood Education), who have knowledge, understanding and experience of working with Māori or Pasifika communities.

Eligibility criteria for ECE Graduate/Master's Scholarship

A selection panel made up of experts in ECE will assess your application using information supplied by both you and your tertiary provider.

You must:

- have a degree or equivalent Level 7 qualification
- be a New Zealand citizen or permanent resident
- be enrolled to study an approved Graduate Diploma/Master of Teaching (Early Childhood Education) starting either Semester 1 or Semester 2 in 2018.

ECE UNDERGRADUATE SCHOLARSHIP

ECE Undergraduate Scholarships are for people who have knowledge, understanding and experience of working with Māori or Pasifika communities and want to teach in the early childhood sector.

Eligibility criteria for ECE Undergraduate Scholarship

A selection panel made up of experts in ECE will assess your application using information supplied by both you and your tertiary provider.

You must:

- be a New Zealand citizen or permanent resident
- be enrolled to study in an approved early childhood teacher education qualification.

Approved early childhood teaching qualifications

For a list of the approved qualifications view the Early Childhood Teacher Education Qualifications guide on the TeachNZ website, www.TeachNZ.govt.nz/getqualified.

Contact the tertiary provider directly to discuss the details of the qualification.

How are the applications assessed?

When we receive applications, we will check them to ensure they meet all eligibility criteria. Any relevant information is gathered from the tertiary provider. A selection panel made up of experts in ECE will then meet to assess applicants against the following factors:

- your qualifications and/or history of achievement
- your experience of work or involvement with leadership in the community, in particular with young people
- support within the community for your decision to become a teacher

- your knowledge, understanding and experience of working with Māori and/or Pasifika communities
- your ability to form effective relationships that demonstrate understanding of Māori identity, language and culture
- your ability to form effective relationships that demonstrate understanding of Pasifika identity, languages and cultures
- your ability and commitment to achieving correct pronunciation in te reo Māori and a strong desire to improve existing levels of proficiency
- your ability to recognise the different Pasifika languages and demonstrate correct pronunciation of these languages, and a strong desire to improve existing levels of proficiency.

The selection panel will make a recommendation to the Ministry of Education as to whether the applicant demonstrates the above factors to the level suitable for a successful candidate for a TeachNZ ECE Scholarship.

Completing the Application Form

1. Type of scholarship

On the Application Form, tick which scholarship you are applying for.



2. Name and contact details

Proof of your name and date of birth

Please supply a certified copy of **one** of the following:

- passport
- birth certificate
- certificate of citizenship.

Please ensure you enter on the Application Form the name that your tertiary provider knows you by.

Proof of your name change (if applicable)

Please supply a certified copy of **one** of the following:

- marriage certificate
- deed poll document
- birth certificate (that shows name change).



3. Citizenship or residency status

Proof of your citizenship or residency status

If you are a New Zealand citizen you need to provide a certified copy of:

- your New Zealand passport (ID page) OR
- your New Zealand birth certificate OR
- your certificate of New Zealand citizenship.

If you are a permanent resident you need to provide certified copies of the following pages in your passport:

- the main ID page AND
- the page showing your indefinite New Zealand permanent residency stamp or sticker. You must have held permanent residency for at least three years.

4. Ethnicity

Please state your ethnicities (you may list up to three). If you are Māori, please specify your iwi (you may list up to three different iwi). This information may be used for statistical purposes.



5. Qualifications and academic history

The selection panel considers the qualifications you already hold when assessing your application.

If you are applying for an ECE Graduate/Master's scholarship, insert details of your degree or equivalent Level 7 qualification. Attach certified evidence of your academic transcript for every year of study undertaken.

If you are applying for ECE Undergraduate, insert details of the highest qualification you've achieved or partially completed, either academic or work-related. Attach certified evidence of your highest or partially completed qualification. This must be a certified copy of a work-related certificate or award, and/or an academic transcript for every year of study undertaken.

If you have already commenced study towards your teaching qualification, you must provide an academic transcript which shows all study undertaken.

You can provide further support for your application by inserting details of any other degrees, certificates and awards that you may have achieved. Attach certified evidence of these as well.

What documents are required as proof of my qualifications?

An A4-size certified photocopy of one of the following:

- NCEA results or other proof of university entrance
- official certificate of qualification including New Zealand Qualifications Framework (NZQF) level. Find out more about levels on the New Zealand Qualifications Framework by visiting www.nzqa.govt.nz.
- official academic transcript (results)
- New Zealand Qualifications Authority (NZQA) assessment
- letter from a recognised New Zealand tertiary provider.

Your documented proof must include every year of study completed.

What if my academic transcript shows that I have failed some papers?

You may provide reasons for this if you wish.

What should I do if I have overseas qualifications?

You must have them assessed by NZQA before sending us your application. You can apply to get your overseas qualifications assessed at www.nzqa.govt.nz or by contacting NZQA on 0800 697 296. All papers must be translated into English.

NZQA will take several weeks to assess these.

What are equivalent qualifications?

Equivalent qualifications are ones that are considered to be on the same level within the NZQF. For example, New Zealand's National Certificate of Educational Achievement (NCEA) Level 2 is equivalent to Sixth Form Certificate.

What if I am currently completing a qualification or I have partially completed a qualification?

You can apply for a scholarship part-way through your study if you meet all the eligibility criteria listed in the guide and are applying for an ECE Undergraduate Scholarship. If you are completing a qualification, you will need to provide evidence of this when you are applying for a scholarship (e.g. academic transcript).

What should I do if I have lost proof of my qualifications?

You will need to contact NZQA or your tertiary provider to request proof of your qualifications. Certified copies of your qualifications must be provided with your application.

6. CV (Curriculum vitae)

To give the selection panel a greater understanding of your qualifications and work history, please supply a brief CV (no more than four A4 pages).

7. Tertiary provider declaration

Please indicate on page 3 or 4 of the application form the qualification you are intending on or have already enrolled in. If you are studying towards a Graduate Diploma/ Masters of Teaching, you must be starting the course in 2018. If you are an undergraduate commencing your first year in 2018, you do not need to be enrolled at the time of applying. If you are offered a scholarship, we will ask you to confirm which qualification you are enrolling in.

8. Leadership statement (all applicants)

Tell us from your perspective what skills, attributes and qualities you think leadership requires; then describe a personal experience or situation where you've utilised your leadership skills to lead, motivate, consult or encourage others. It may be as part of a sports team, a previous position you've held, a group of young children you have been involved with or the role you play within your own whānau/fānau or community.

Great teachers have the ability to lead and motivate. Great leaders display qualities of adaptability, perseverance and courage. They also have the ability to pull people together, consult, delegate and make hard decisions when required. The purpose of asking you to provide a leadership statement in your application is to gain an understanding of the leadership styles you aspire to.

Complete your statement on page 6. You may type your leadership statement and attach a print-out to the Application Form. If choosing this option, please indicate this at the bottom of the page and ensure the page is titled '8. Leadership statement'. We would appreciate it if your response was between 500–600 words of handwritten or typed text.

You must list two referees who can confirm your leadership statement. You or your referees may be contacted by us or the selection panel.

Please note: A referee cannot be a member of your family, spouse or partner.



9. Community support (all applicants)

You must have the support of an ECE teacher, manager, tutor, or someone within your community for whom you have worked or volunteered.

Once you have completed your statement(s), give this page and your statement(s) to one of the people listed below who has agreed to support your application. Once your supporter has signed your completed statement(s), attach it to the Application Form (with a paperclip) before returning it to us.

Please ask one of the following people to support your statement about working with Pasifika and/or Māori. This person may also be one of your referees for the leadership statement but cannot be your spouse or partner, or a member of your family.

- ECE centre manager or teacher
- manager at work (paid or voluntary work)
- tutor
- kaumātua
- minister of a church
- Māori or Pasifika liaison officer
- Leader of a Māori or Pasifika community group
- Authorised person from a Māori or Pasifika authority, trust board or rūnanga.

You or your supporter may be contacted by us or the selection panel.



9a. Working with Māori

Ka Hikitia – Accelerating Success 2013–2018 is a strategy to guide action to make a significant difference for Māori students in education for the next five years and beyond. We know Māori students do much better when education reflects and values their identity, language and culture, and this is a central focus within *Ka Hikitia – Accelerating Success 2013–2018*.

The purpose of asking you to provide this statement and community support for your experience or involvement working with Māori communities is to gain an insight into your understanding of Māori identity, language and culture; your ability to form effective relationships with Māori whānau, hapū, and iwi; and how you believe these skills will help you as an early childhood teacher.

You may type your supporting statement and attach a print-out to your application. If choosing this option, please tick the box at the bottom of page 7 of the Application Form and ensure the page is titled '9a. Working with Māori'. We would appreciate it if your response was between 500–600 words of handwritten or typed text.

You or your supporter may be contacted by us or the selection panel.



9b. Working with Pasifika

The Pasifika Education Plan 2013 – 2018 (PEP) is aimed at raising Pasifika learners' participation, engagement and achievement from early learning through to tertiary education.

The PEP's vision is to see 'Five out of five Pasifika learners participating, engaging and achieving in education, secure in their identities, languages and cultures and contributing fully to Aotearoa New Zealand's social, cultural and economic wellbeing'.

The PEP Implementation Plan 2013–2018 is an overview of the Ministry of Education and Education Partner Agencies' programmes to achieve the goals and targets of the PEP. It includes the lead agencies, key contacts and links to more information on each programme.

The purpose of asking you to provide this statement and community support for your experience or involvement working with Pasifika communities is to gain an insight into your understanding of Pasifika identity, language and culture; your ability to form effective relationships with Pasifika families and communities; and how you believe these skills will help you as an early childhood teacher.

You may type your supporting statement and attach a print-out to your application. If choosing this option, please tick the box at the bottom of page 8 of the Application Form and ensure the page is titled '9b. Working with Pasifika'. We would appreciate it if your response was between 500–600 words of handwritten or typed text.

You or your supporter may be contacted by us or the selection panel.

10. Applicant declaration

Read each statement and, if it is true, then tick, sign and date the declaration. If you do not sign the declaration your application may not be considered.

11. Document checklist

Use this checklist to ensure you have attached certified copies of all the relevant documents to your application.

Accepting a scholarship



If your scholarship is successful, we will email you a scholarship offer letter on Friday 13 April 2018 with an agreement setting out the terms and conditions of the scholarship. *Note: Your scholarship offer is subject to you gaining entry onto an approved qualification.*



Gather the appropriate document to include with your scholarship agreement. *This will include your signed agreement, NSN number, original or certified copies of bank evidence and IRD number.*



Get all of your photocopied documents certified. Take the copies and original to be sighted, and ensure all front pages are stamped and endorsed as true copies of the original.



Email or post your completed agreement documents to the Ministry of Education. *We will let you know by email that we have received your agreement documents.*

We will pay all eligible fees through StudyLink to your tertiary provider and any eligible allowances directly to you. *Note: Payments can take up to six weeks once all required documentation is received and your provider confirms enrolment with StudyLink.*

Course fees

Payment of course fees

Course fees are the compulsory fees charged by the tertiary provider for each paper in which you are enrolled plus compulsory student levies. Course fees do not include course-related costs such as stationery, books, computer equipment, or travel. You must pay course fees upon your enrolment, either personally or with a Student Loan. There are certain restrictions on who can apply for a student loan. For further information please contact StudyLink directly.

Course fees are paid for each year of full-time or part-time study for an approved teaching qualification. Fees are paid up to one full-time year for ECE Graduate/Master's and up to four full-time years for ECE Undergraduate.

If you start your study year in the first semester and an ECE scholarship is awarded, your course fees will be paid from Semester 1, 2018.

If you start your study year in the second semester (mid-year), and an ECE scholarship is awarded, your course fees will be paid from Semester 2, 2018.

StudyLink manages the payment of fees and allowances (as applicable) on our behalf. When you receive a scholarship, StudyLink confirms with your tertiary provider that you are enrolled. StudyLink then pays your course fees directly to your tertiary provider.

What should I do if my fees are due now?

You must arrange initial payment of your fees. Pay your fees personally or contact StudyLink to apply for a Student Loan to pay the fees. If you are granted a scholarship, StudyLink will make a payment to your tertiary provider who will then refund:

- you, if you paid the fees personally
- your Student Loan, if that is how you paid your fees.

The Ministry of Education is not responsible for your fees being paid by the due date.

If you are unable to pay your fees, you should apply for a Student Loan by contacting StudyLink on 0800 88 99 00.

Permanent residents and Australian citizens must have lived in New Zealand for at least three years and currently reside in New Zealand in order to be eligible for a Student Loan. Permanent residents also need to have held permanent residency status for at least three years.

You must pass at least half your papers each year to have your course fees paid by the scholarship the following year.

Allowances

An allowance of \$10,000 is paid in equal instalments over the period of study, if you meet the eligibility criteria.

- Only full-time students or those granted limited full-time status by StudyLink are eligible for an allowance.
- Part-time students are not eligible for an allowance.
- If you are eligible for an allowance payment, we advise you to contact Inland Revenue to check whether your allowance payments will be tax-exempt.

- If you currently receive financial support from government agencies (e.g. Work and Income or Housing New Zealand) this support may be affected by the TeachNZ scholarship allowance.
- Before accepting the scholarship we advise you to contact the government agencies that you receive support from to enquire if receiving the TeachNZ scholarship allowance would change or affect your financial eligibility.

To receive an allowance for each year of study, you must pass all of the papers you are enrolled in.

Eligibility

You must be studying full-time (or have limited full-time status from StudyLink) to be eligible for an allowance. To be considered full time you must be enrolled in a programme of 32 weeks of full-time study, and study at least 80 percent or 0.8 EFTS (equivalent full-time student) within the academic year. One EFTS is usually considered to be a standard year of full-time study by most tertiary providers.

Credits awarded to you through cross-crediting or RPL (Recognition of Prior Learning) are not considered when assessing whether or not your study has been full time.

Check with your tertiary provider or us if you are not sure whether your study would be considered full time.

Students who have been granted limited full-time status for Student Loan (living costs) or Student Allowance purposes are also considered full-time.

What does 'limited full-time status' mean?

Limited full-time status is applied by StudyLink to a Student Loan (living costs) or a Student Allowance when advice from your education provider to study less than full-time is received. This may be because of illness or disability, or because you are finishing an approved qualification and to do this need to study less than full time, but more than half time. Find out more by contacting StudyLink on 0800 88 99 00.

Bond period

Teaching in New Zealand when you finish studying

If you receive an ECE scholarship, you are required to teach in a licensed New Zealand ECE centre or as a coordinator in a home-based ECE service for a stipulated time after you graduate. This is called a 'bond period'.

You must complete your bond period within a certain time after completing your teaching qualification.

If you receive an **ECE Graduate/Master's Scholarship**, the bond period is two years.

If you receive an **ECE Undergraduate Scholarship**, the bond period is one year for each full time year a scholarship is received, unless you are in the final year of your study. In this case the bond period is two years.

If your application is successful we will send you the Terms and Conditions of the Scholarship Agreement, which will outline your bond period.

If you do not complete your study or bond period you will be held liable for the repayment of fees and allowance payments you received from your TeachNZ scholarship.


What if I don't get a job when I graduate?

It is likely you will find a teaching position, however, it is your responsibility to apply for vacant positions wherever they are in New Zealand. If you do not get a job and do not teach for the required bond period, you must repay the fees and allowance payments (as applicable) received from your TeachNZ scholarship.

The Ministry of Education has a contracted recruiter to provide job find assistance to beginning teachers.


Document checklist

All applicants must provide a complete, correct and legible Application Form, including:

- ☐ CV (curriculum vitae) – no more than four A4 pages
- ☐ Leadership statement, listing two referees.
- ☐  Question 9a. Working with Māori or Question 9b. Working with Pasifika, signed by the supporter and including their details.

Attach certified copies of:

- ☐ proof of name and date of birth (your New Zealand passport or New Zealand birth certificate or certificate of New Zealand citizenship)
- ☐ proof of change of name (if applicable: a marriage certificate, deed poll document or birth certificate showing your name change)
- ☐ proof of residency status (if applicable: the main ID page in your passport AND the page showing your indefinite New Zealand permanent residency stamp or sticker. You must have held permanent residency status for at least three years)
- ☐ proof of your highest qualification. Either a certified copy of a work-related certificate or award, and/or an academic transcript for any study undertaken.

 **Note:** ECE Graduate/Master's applicants must provide certified copies of their degree or equivalent Level 7 qualification, including academic transcripts showing every year of study undertaken.

If you have already commenced study towards your teaching qualification, you must provide an academic transcript which shows all study undertaken.



IMPORTANT

Certified copies

Applications must be accompanied by all required documents as evidence of your eligibility for a scholarship. These documents must be certified photocopies.

What is a 'certified copy'?

Certified copies are photocopies that have been stamped and signed on every page and endorsed as a true copy of the original. Any of the following people can certify photocopies:

- School principal
- Registrar of a tertiary provider
- District Court Registrar or Deputy Registrar
- Barrister and Solicitor
- Justice of the Peace (you can find a list of local Justices of the Peace in the Yellow Pages).

Please note: The person who certifies your documents cannot be a member of your family, spouse or partner.

We are happy to answer any questions about scholarships. Call us (free) on 0800 165 225, weekdays between 8:30am and 5pm, or email teachnz.admin@education.govt.nz. Also visit www.TeachNZ.govt.nz.