

2020 Secondary Teachers' Sabbatical

Applications close Tuesday 4 June 2019

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 2020 Secondary Teachers' Sabbatical, including:

- Application guide (pages 1–2)
- Application form (pages 3–13)
- Frequently asked questions (pages 14–18).



Please consider the environment before printing this application form. This pdf is configured to print the application form only (pages 3–13). If you would like to print all pages, you will need to change your print settings and select 'print all pages'.

About the 2020 Secondary Teachers' Sabbatical

Background

The Secondary Teachers' Sabbatical was negotiated as one of the professional learning provisions for teachers as part of the Secondary Teachers' Collective Agreement (STCA).

What is this award?

The purpose of a Secondary Teachers' Sabbatical is to provide a sustained period of time in a teacher's career to engage in a balance of professional activities, reflection and rejuvenation.

The school receives relief funding, in accordance with the STCA, while the teacher is on a sabbatical.

What does the sabbatical provide?

The Secondary Teachers' Sabbatical provides ten school weeks paid leave at the teacher's normal salary in any term of the year following a successful application. '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.

The leave counts as service for most purposes.

Any salary increases or increments due during the sabbatical still apply, according to the provisions of the STCA.

The sabbatical does not include any additional expenses associated with the leave.

The purpose of the Secondary Teachers' Sabbatical is to:

Directly:

- improve overall retention rates of experienced, effective secondary teachers
- improve knowledge, skills and practice through engagement in professional learning
- enhance teachers' enthusiasm for teaching.

Indirectly:

- enhance the learning experience of secondary students
- enhance the professional learning cultures in secondary schools.

How many sabbaticals are available each year?

There are 50 Secondary Teachers' Sabbaticals available each year.

Eligibility criteria

To be eligible to apply for the 40 Secondary Teachers' Sabbaticals based on service, you must:

- be employed under the Secondary Teachers' Collective Agreement or applicable Individual Employment Agreement (IEA)
- be a full-time registered teacher, with a total of at least 20 years' teaching service in New Zealand state or state-integrated schools
- have a period of at least seven years of most recent unbroken service

- not be currently under review for competence and/or conduct and discipline (as per clauses 3.3 and 3.4 of the STCA)
- have not received a sabbatical in the last ten years.

To be eligible to apply for the remaining ten Secondary Teachers' Sabbaticals, you must:

- be employed under the Secondary Teachers' Collective Agreement or applicable Individual Employment Agreement (IEA)
- be a full-time teacher with at least five years teaching service in New Zealand state or state-integrated schools
- not be currently under review for competence and/or conduct and discipline (as per clauses 3.3 and 3.4 of the STCA)
- have not received a sabbatical in the last ten years.

If you are a senior manager, you can apply for both a Secondary Teachers' Sabbatical and a Secondary Senior Managers' Sabbatical, if you meet the eligibility criteria but you can only accept one sabbatical. Please note that to be eligible for a Secondary Senior Managers' Sabbatical, you must not have been granted a Secondary Teachers' Sabbatical within the last five years.

How is my application assessed?

First, we will check that your application meets all the eligibility criteria. A selection panel, made up of representatives from the Ministry of Education, the New Zealand School Trustees Association (NZSTA) and the Post Primary Teachers' Association (PPTA), will assess your application. The first 40 successful applications will be assessed on the following:

- Your proposal shows that the professional learning you're planning to complete during the sabbatical is in one or more of the approved fields (see 'Approved professional learning activities' below).
- Your application is clear and complete.
- Previous Ministry funded leave.
- The selection panel will then consider:
 - firstly, the length of most recent unbroken service
 - secondly, if necessary, the total teaching service
 - thirdly, if the first two steps do not clearly indicate a number of teachers equivalent to the number of sabbaticals available, teachers with equal ranking after the first two steps will enter a ballot to allocate the remaining sabbaticals.

If your application is unsuccessful against the above criteria, ten more sabbaticals will be allocated based on the following selection factors:

- The quality of the proposal for professional learning.
- The focus of the learning in one or more of the approved fields.
- The contribution it makes to the profession.
- The intentions to share and report on the sabbatical.

Note: The service criteria of having a total of at least 20 years' teaching service in New Zealand state or state-integrated schools does NOT apply to the additional ten sabbaticals.

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.

Approved professional learning activities

The professional learning activity you're planning to complete during your sabbatical should be in one or more of the following approved fields:

1. Literature reviews in relevant pedagogical curriculum knowledge.

2. Assessment and its impact on student outcomes.
3. Personal study of adult learning and teacher efficacy.
4. Investigation of other teaching and learning systems.
5. Investigation into the relationship between pedagogical style and student learning.
6. Personal research of subject content knowledge, pedagogical knowledge or educational theory.
7. Investigation of the learning needs of diverse students.
8. Investigation of the learning needs of Māori and Pasifika students.
9. Investigation into student development or student behaviour.
10. Action research into specific aspects of student learning.
11. Curriculum design.

Approval of sabbatical

Teachers who are granted a sabbatical will be given leave by their principal and board of trustees/employer. On the application form you are asked to provide evidence that your principal and the board of trustees/employer supports your application.

The timing of the sabbatical is to be agreed by the teacher and the principal, taking into account the needs of the school and the teacher.

If you have not yet received support from your principal and the board of trustees/employer, your application will still be considered. If you cannot, provide this information by **Tuesday 18 June 2019** (two weeks after the closing date), explain why you have not included written confirmation from your principal and the board of trustees/employer with your application.

Expectations if awarded a sabbatical

If you are selected for a sabbatical, you must:

- Notify TeachNZ of any changes to information included on the application form (e.g. Your employment status, your contact details, your proposal, or if you take up a new position).
- Undertake the professional learning activities as stated in your proposal.
- Produce a report from your professional learning, which can be placed online as a resource for other teachers, within three months of completing your sabbatical.

If you are successful and then decline the offer, you can re-apply with no prejudice in a subsequent year.

A sabbatical cannot be postponed to the next year. However, under exceptional personal circumstances, or where the principal can demonstrate the school is unable to obtain a reliever for the teacher during the year for which the sabbatical is awarded, the principal and board of trustees/employer may postpone the sabbatical to the first or second term of the following year, subject to notification and agreement form to TeachNZ.

Timetable

4 JUNE 2019

Application closing date

18 JUNE 2019

Closing date for submitting additional information

JULY/AUGUST 2019

Selection process

15 AUGUST 2019

Teachers are notified of results

2020 Secondary Teachers' Sabbatical

Please answer all questions. Applications close Tuesday 4 June 2019

Application
Form

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 or emailing teacher.studyawards@education.govt.nz.

1. Personal details

First name(s):

Date of birth (dd/mm/yyyy):

/ /

Middle name(s):

I am a New Zealand Citizen*

Preferred name:

Gender (please tick):*

Female

Gender diverse

Last name(s):

Male

Rather not say

Ethnicity (you may list up to three):*

Home phone:

Work phone:

Iwi (you may list up to three):*

Mobile phone:

Work email address:

*This information may be used for statistical purposes.

Home email address:

Preferred email address (please tick):

Work

Home

New Zealand Government



PPTA
NEW ZEALAND POST-PRIMARY
TEACHERS' ASSOCIATION
TE WEHENGAURAU
www.ppta.org.nz

SPANZ
SECONDARY PRINCIPALS' ASSOCIATION OF NEW ZEALAND INC.

2. Current employment information

MoE employee number
Teacher registration number: (on your payslip):

Current position:

Registration status (please tick):
 Full (F) Subject to Confirmation (STC)

Are you a permanent or fixed-term employee?
 Permanent Fixed-term

MoE school number:

Is your position full or part time?
You must be working full time to be eligible to apply.
 Full time Part time

School name:

3. Employment service

Teaching service

Your years of continuous service and total teaching service in any New Zealand state or state-integrated schools are key factors in ranking applications. To help the selection panel accurately rank applications in the following sections, you are asked to provide a detailed employment history, noting any breaks and previous leave taken.

Use the information below to help complete the 'Employment history', 'Breaks in service', 'Continuous Service' and 'Previous award-supported leave' sections on pages 5 and 6.

i) Employment service that is counted

Employment service includes:

- teaching service in New Zealand state or state-integrated schools
- overseas teaching as part of a government scheme or other exchange scheme (e.g. Commonwealth Exchange)
- teaching in a Pacific Island where the teacher was appointed from New Zealand under a scheme of cooperation
- working as a moderator or as a teacher educator in a tertiary education institution
- secondments and appointments to advisory services.

ii) Employment service details not counted

Employment service that is not counted:

- overseas teaching (except as listed)
- tertiary teaching (except as listed)
- teaching in an independent school
- time as a teacher trainee.

iii) Employment service is not broken by:

Employment service that does not break your service:

- any leave or break of ten weeks or less
- leave or breaks longer than ten weeks for secondment or appointment to advisory services, as a moderator or as a teacher educator in a tertiary education institution
- breaks of up to four years for childcare
Please note that although a period of childcare, up to four years, does not break your service, it will not count towards your years of teaching service for this award.
- paid sick leave
- periods of relief and part-time teaching (these will be prorated and count as service).

3a. Employment history

Provide a complete, detailed employment history, in chronological order, starting with your most recent teaching position. For any part-time teaching state the proportion and estimate the number of days for any period of relief teaching. These will be prorated for service.

It is recommended you provide an explanation for any breaks in service as some breaks do not break service (refer to section 3iii). Please explain any breaks in service in section 3b below.

Please choose type of school - primary, area, secondary. Please add extra A4 pages if necessary.

Start date:* End date:* Name of school:

School Type:

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 2019):

3b. Breaks in service

Provide dates and explanation for any breaks in service.

Start date: End date: Reason:

4. Continuous service

Calculate from the end of this year (2019) back to the last break in service or period of significant leave date. Please refer to 'Employment service' on page 4 of the application form for information on what is considered service and what is considered a break in service.

Years of continuous service:

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 STG/ATG)

Yes (tick which ones below) No

Study award/supported leave listing:

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

6. Sabbatical dates

Please indicate the provisional dates you wish to take leave in 2020. You will be asked to confirm this later, should you be awarded.

The sabbatical is for 10 school weeks only. If you choose to take sabbatical leave in a term that is nine weeks in duration, you can choose to take the tenth week of sabbatical leave either in the last week of the term before or the first week of the term after, in agreement with your school.

Term (e.g. 1, 2, 3 or 4):

Start date:

/ /

End date:

/ /

7. Sabbatical proposal

Requirements of the sabbatical proposal

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

Professional learning activity

In two to three sentences, outline the professional learning activities you will undertake.
Refer to page 2 of the application guide for a list of Approved professional learning activities.

Purpose of your sabbatical (500 word limit)

- State the purpose of your sabbatical in terms of your professional learning.
- Describe the professional activity you intend to undertake during the sabbatical.
- Convey a clear idea of what you will investigate, study and develop during the sabbatical.
- Consider any relevant research or information in your intended professional learning area, where applicable.

Time commitments of activities (500 word limit)

- The proposal must make clear the work planned for the period of the sabbatical, which should occupy 50% of your time over the ten weeks.
 - The proposal should include all activities planned and time set aside for professional reading, time for reflection and time for writing notes and the report.
 - If you intend to visit schools during your sabbatical, provide a rationale and proposed outcomes.
 - Please provide a clear outline and timeframe for this work, including time for rest and relaxation.

Reporting intention (500 word limit)

Please specify how and to whom you will report on your sabbatical, to add to the body of information available to teachers. Your reporting intentions can include the Ministry, your board of trustees, school staff, other schools and the wider education sector. *Please see page 13 of this application form for guidelines on how to report on your sabbatical professional learning activity.*

Benefits of sabbatical (500 word limit)

You must outline separately the benefits of your sabbatical activities to your students, yourself and the school. This may include the development of a resource for the school.

8. Support

Ensure your principal and board of trustees/employer are aware of what they are signing. By signing the form your principal and board of trustees/employer will be confirming permissions associated with the application, including approving any financial reimbursement associated with your sabbatical proposal.

Principal support

This section can be only completed by your principal or acting principal. Please make it clear if the declaration 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 the teacher awarded a sabbatical shall be granted leave on pay for the period of the sabbatical.

Teacher's name:

I support this application for:

Principal's name:

Role (e.g. *Principal or Acting Principal*):

Principal's signature:

Contact email address:

Date:

 / /

Contact phone number:

Board of trustees/employer support

This section can only be completed by the person with employment authority (employer). This would, in most cases, be the 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 board of trustees, 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 board of trustees/employer support.

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

1. The board of trustees/employer supports this application.
2. The board of trustees/employer is aware that a teacher awarded a sabbatical shall be granted leave on pay for the period of the sabbatical.

Teacher's name:

I support this application for:

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 board of trustees/employer has not yet been received, please provide an explanation in the box below. Evidence of support must be submitted by **Tuesday 18 June 2019**.

9. 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 award provides me with leave on full pay for a specified period from my current permanent position in a state or state-integrated school, and does not entitle me to any other benefits or expenses.

- I understand that, if granted a Secondary Teachers' Sabbatical, I will be required to provide a report sharing my professional learning. Failure to submit a report within the timeframe will preclude me from being considered for future awards.
- I am not currently under review for competence and/or discipline (as per sections 3.3 and 3.4 of the STCA).
- I intend to continue teaching after I have completed my sabbatical.

Applicant's signature:

Date:

/ /

10. Checklist

I confirm that I have:

- completed all sections of the application form
- completed my sabbatical proposal following the format outlined in section 7

supplied evidence that the board of trustees/employer support my application as outlined in section 8.

Please do not attach photographs, samples of work, your curriculum vitae, or letters of support, other than the BOT/Employer signed declaration on page 11, 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
TeachNZ, Ministry of Education
PO Box 1666
Wellington 6140

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

Applications must be postmarked no later than **Tuesday 4 June 2019**.

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

Late applications will not be considered.

Additional information must be submitted no later than **Tuesday 18 June 2019** 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 we have received your application. Please contact us if your application has not been acknowledged by **Tuesday 18 June 2019**.

Contact TeachNZ

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' Sabbatical and if you are successful, for the purpose of administering the award and for research and statistical purposes. The name and school of each successful applicant will be published on Ministry of Education websites, which will have a link to each report when published, and will note if the report is not received within the required timeframe. 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, 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.

Reporting on your sabbatical professional learning activities

Teachers awarded a sabbatical are required to provide a written report that other teachers can access online. It is strongly recommended that the report is reviewed, preferably by a colleague, before you submit it for online publication.

Failure to submit a report within the timeframe will preclude you from being considered for future awards.

When is the report due?

A copy of the report or resource must be submitted electronically to teacher.studyawards@education.govt.nz within three months of completion of the sabbatical. It is preferable that the report is also added to a website and the link be submitted to TeachNZ. A link to the project will be listed on the TeachNZ website for other principals and teachers to view.

If a report or resource is not received within the requested timeframe an email reminder will be sent to the teacher and the website will be amended to advise that the report has not yet been received.

Reports of successful applicants from previous years can be found on the TeachNZ website www.TeachNZ.govt.nz.

Reporting on your professional learning activity

It is recommended that reports are structured in the following way:

- A. Title: showing the focus of the sabbatical
- B. Author, school, period of time the sabbatical covers
- C. Acknowledgements
- D. Executive summary
- E. Purpose
- F. Background and rationale
- G. Methodology
- H. Findings
- I. Implications
- J. Benefits
- K. Conclusions
- L. References

Alternatively the resource may be a practical resource, for example:

- annotated photo study
- student learning resource
- teaching resource based on recent innovations in the subject area
- teaching resource based on practical applications of the subject discipline.

If the resource is a practical resource it will include a section or cover page clearly outlining the following:

- A. Purpose (as in the proposal)
- B. Activities undertaken
- C. Benefits to individual and to school.

2020 Secondary School Teachers' Sabbatical

Frequently asked questions

Frequently asked questions

General

When will I find out the outcome of my application?

You will be notified by **Thursday 15 August 2019**.

Are all the sabbaticals allocated each year?

Yes, there are only 50 sabbaticals available each year and the selection process is always competitive. Please note that a key factor in the ranking of teachers is the length of unbroken service.

How long is the sabbatical?

A sabbatical is for 10 school weeks only.

If you choose to take your sabbatical in a term that is nine weeks in duration, you can choose to take the tenth week of sabbatical leave either in the last week of the term before or the first week of the term after, in agreement with your school.

What does a Secondary Teachers' Sabbatical provide?

A Secondary Teachers' Sabbatical provides you with paid leave from school for 10 school weeks. TeachNZ (Ministry of Education) covers the relief costs to replace you while you are on leave, including any holiday pay due to a relief teacher. Please note that there is no contribution to any additional expenses.

How is my application assessed?

For the first 40 successful applications, there are two parts to this assessment:

Part one: Does the application meet the following requirements?

- Is the professional learning activity proposed within one or more of the approved fields? (See page 2 for a list of approved professional learning activities).
- Is the application clear and complete? (i.e. clarity of purpose and benefits to self, students and school, and how this will be achieved within the timeframe).
- Has the applicant had any previous Ministry-funded leave?

Part two: (and note that most applicants meet the requirements of Part one):

- Applicants are ranked according to the length of most recent unbroken service.

- Then, if necessary, they are ranked by the total teaching service.
- If the first two steps do not clearly indicate a number of applicants equivalent to the number of sabbaticals available, applicants with equal ranking after the first two steps will enter a ballot to allocate the remaining sabbaticals.

Note that your years of continuous service and total teaching service are key factors in ranking applications. To help the selection panel accurately rank applications please provide a detailed employment history, noting any breaks. You should provide an explanation for any breaks in service. Periods of relief and part-time teaching count as service but will be prorated.

If your application is unsuccessful against the above criteria, ten more sabbaticals will be allocated based on the following selection factors:

- The quality of the proposal for professional learning
- The focus of the learning in one or more of the approved fields
- The contribution it makes to the profession.

How many years continuous service do I need to be successful?

One of the key factors in ranking applications for the first 40 sabbaticals is your years of continuous service. The minimum number of years needed to be successful varies from year to year depending on the applications received, this can exceed 25 years of most recent unbroken service.

When can I take my sabbatical?

You can choose which term to take your sabbatical in as long your school is in agreement. Please make sure you notify TeachNZ of the dates you plan to take your sabbatical.

What do I need to do to confirm dates for my sabbatical? Can my sabbatical dates change?

Please indicate on page 6 of the application form the dates that you are planning on taking the sabbatical. If you are successful you will be asked to confirm the dates. If you wish to change these dates, please note that your school must agree to the dates. Please notify TeachNZ if these dates change.

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're successful in more than one application, you'll be asked to choose which award you would like to accept. You must send in a separate application for each award. Please note that to be eligible for a Secondary Senior Managers' Sabbatical you must not have been granted a Secondary Teachers' Sabbatical in the last five years.

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

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

Do I need to return to the same school after completing my sabbatical?

There is an expectation that you will return either to your previous role or a similar one.

What if I'm offered a position at a different school?

If you're offered a position at a different school you will need approval from the new school's board of trustees/employer and principal. You would need to provide TeachNZ with written confirmation of support from that principal and board of trustees/employer, so we can advise the correct school on how to charge teacher relief costs to TeachNZ (Ministry of Education).

Can I postpone my sabbatical until the next year?

You may request to postpone your sabbatical under exceptional circumstances to either Term 1 or 2 of the following year. You must have your principals and board of trustees/employer's support to do this and provide written confirmation of this to TeachNZ with a short explanation of the reason for this change.

Can I withdraw from a Secondary Teachers' Sabbatical?

If you choose to withdraw from the sabbatical, 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. We can accept this by email to teacher.studyawards@education.govt.nz.

Can I work while on a sabbatical?

No, the purpose of the Secondary Teachers' Sabbatical is to provide a sustained period of time in a teacher's career to engage in a balance of professional learning activities, reflection and rejuvenation. You cannot work at your school, or another school while on sabbatical.

Eligibility

If I'm a secondary trained teacher working in an area or primary school, can I apply for a 2020 Secondary Teachers' Sabbatical?

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

You can apply for a Secondary Teachers' Sabbatical if you are covered by 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 Primary or Area School Teachers' Collective Agreements, you may be eligible to apply for a Primary or Area School Teachers' Sabbatical. Please visit www.TeachNZ.govt.nz/studyawards to find out more.

I am a Resource Teacher: Learning and Behaviour (RTLB) who works in secondary schools, but my lead school is a primary or area school. Which sabbatical can I apply for?

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

You can apply for a Secondary Teachers' Sabbatical if you are covered by the terms and conditions of the Secondary Teachers' Collective Agreement.

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

If you are covered by the terms and conditions of the Primary or Area Teachers' Collective Agreements, you may be eligible to apply for a Primary or Area School Teachers' Sabbatical. Please visit www.TeachNZ.govt.nz/studyawards to find out more.

I am a part-time teacher. Can I apply for a 2020 Secondary School Teachers' Sabbatical?

No, you must be a full-time teacher to be eligible to apply.

I am on a fixed-term contract or long term reliever. Can I apply for a 2020 Secondary Teachers' Sabbatical?

Yes, if you are employed as a full-time teacher, but you will need to be employed by a school during the sabbatical, as TeachNZ (Ministry of Education) provides relief funding to your school while you are on sabbatical.

My registration is currently subject to confirmation. Can I apply?

Yes, but only if you will receive full registration status by December 2019.

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

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

Yes but one of the key factors considered when assessing applications is the length of most recent unbroken service. You need to provide details of any leave of more than one term's duration. Please see pages 5 and 6 of the application form for more details.

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 or state-integrated secondary schools who meet the eligibility criteria.

If I am appointed to the Community of Schools Teacher (within school) role, am I able to take teachers sabbatical leave?

Yes, apply as usual.

I am appointed to the Community of Schools Teacher (across community) role, am I able to take teachers sabbatical leave?

Yes, a teacher in receipt of the allowance for the Community of Schools Teacher (across community) role may apply for sabbatical leave to be taken while

they hold that role provided that any application has the support of their employing board which shall consider the needs of the wider Community of Schools.

Which sabbatical should I apply for if I am a teaching principal?

Which sabbatical you are eligible to apply for depends on which collective agreement you are employed under.

As a teaching principal, you will be covered by an employment agreement as a secondary principal. You can apply for Secondary Principals' Sabbatical if you meet the eligibility criteria.

Completing your application form

Why do I need to provide a detailed employment history?

Your years of continuous service and total teaching service are key factors in ranking applications. To help the selection panel accurately rank applications please provide a detailed employment history, and note any breaks. You should provide an explanation for any breaks in service.

Periods of relief and part-time teaching count as service but will be prorated, so please provide an estimate of number of days worked for any period of relief teaching and for part-time positions, the proportion of an FTTE (number of hours paid divided by 25).

What is considered a break in service?

A break in service is any break or leave you have had from teaching 10 weeks or longer. Please see page 4 of the application form for information on what counts as service and what breaks service.

How do I work out my years of continuous service?

Count back from the end of 2019 until there is a point that breaks service. See page 4 of the application form for information on what is considered a break in service.

I took maternity leave from 2013 to 2018 does this break my service?

Yes, for the purposes of this award your service is broken.

Approved professional learning activities

Where can I find information on the professional learning activities completed by previous sabbatical recipients?

Reports by successful teachers from previous years can be found on the TeachNZ website www.TeachNZ.govt.nz/studyawards.

Can I change my sabbatical project 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.

Sabbatical proposal requirements

How should I present my proposal?

Please see section 7 of the application form and complete your sabbatical proposal in the requested format. This makes it easier for the selection panel to assess applications consistently.

Can I submit more than one sabbatical proposal with my application?

You can only submit one sabbatical proposal with your application.

Can I put in a joint sabbatical application with another teacher?

You can put in a joint application for a sabbatical, but each application will be assessed separately by the selection panel. As the key selection criterion is your length of continuous service, it is likely that your applications will be ranked differently.

Principal and board of trustees/employer support

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

RTLbs are employed by the cluster lead school's board of trustees/employer. The schools where RTLbs are located, but not employed, are called host (or satellite) schools.

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

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 **Tuesday 18 June 2019**.

Please note that support from the 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 board of trustees/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 board of trustees/employer support:

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

Board of trustees/employer support, in one of the formats outlined above, must be submitted by **Tuesday 18 June 2019**.

Please note that support from the board of trustees/employer is a selection factor.

Who has the authority to support my application on behalf of the board of trustees 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 board of trustees has been disestablished?

Please ask the commissioner acting in place of the board of trustees 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 board of trustees for employment matters, ask the limited statutory manager to confirm support for your application by signing your application form, otherwise the board chairperson should sign. Please ensure it's clear that the signature is that of the limited statutory manager.

What if I can't provide confirmation of principal and board of trustees/employer support when I submit my application?

If you have not yet received support from the principal and board of trustees/employer you may still apply, but please send this in by **Tuesday 18 June 2019**.

Please provide an explanation in the box provided on page 11 of the application form as to why the support of the principal and/or board of trustees/employer is not included with your application.

Sending my application

Can I email or fax you my application?

No, we can only accept applications sent in by post or courier. For your application to be considered, it must be sent and postmarked on or before **Tuesday 4 June 2019**. You can apply online at www.teachnz.govt.nz/studyawards

Can I apply online?

Yes, just complete and submit your application form online at www.teachnz.govt.nz/studyawards before **Tuesday June 4th 2019**.

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 **Tuesday 4 June 2019**.

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 **Tuesday 18 June 2019**.

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 is not in the correct format, the selection panel may 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 **Tuesday 18 June 2019** (two weeks after the closing date), otherwise this cannot be considered with your application.

Can I post a digital copy (on a disc or USB stick) of my application?

No, please submit a printed, unbound document on A4 paper.

What will happen if my application is postmarked after Tuesday 4 June 2019?

Your application will not be considered.