



Guidelines – Māori Medium – Bilingual Education study award

Description – what is this award

The bilingual education study award targets teachers or principals who work in designated level one (80-100%) and level two (51-79%) te reo Māori classroom settings in state or state integrated schools, or early childhood centres.

Each year there are 42 awards available. The award provides time off for study to attend an approved course at specific institutions for one year.

Recipients of the award receive **time off for study** and a **contribution** towards fees, accommodation and travel or removal expenses.

The recipient's school receives relief funding while the recipient is on leave.

Purpose of award

The purpose of the bilingual education study award is to increase the supply of quality teachers and encourage teachers to increase their proficiency and skill in te reo Māori me ōna tikanga Māori and their skills as bilingual and immersion teachers.

Key information for applicants

Introduction

Please read the following information to see:

- if it meets your expectations and what you want to achieve
 - if you qualify for applying for study leave
 - how selections are made
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Eligibility criteria to apply

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

- ✓ fully registered as an early childhood, primary or secondary teacher
 - ✓ permanently employed in a Kohanga Reo, Ngā Puna Kohungahunga, Puna Reo, chartered early childhood service or a state or state integrated school.
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What does the award provide

The award provides for successful recipients:

- paid leave for the duration of the study award

The award includes a **contribution** towards additional expenses associated with the study:

- course fees up to \$2000 (paid directly to providers), **and**
- travelling, accommodation or relocation expenses to attend block courses and/or classes (**maximum** \$2000 for same island, \$3500 other island)

Schools are funded for relievers to cover for the recipients of this award through increased staffing entitlement. Early childhood services are funded directly for the reliever.

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Key information for applicants, Continued

Approval of leave

The course provider is to approve your eligibility for entry to the course, before the Ministry of Education gives final approval of this application.

Note that this written confirmation of your eligibility to enter the course may occur after the ministry closing date. We will liaise with providers before making a final decision regarding applications.

Written confirmation from your employing board of trustees or management board is required confirming that, should an offer of a study award be made, leave will be approved. If you have not got written approval you may still apply, but you should provide an explanation as to why written confirmation from the board is not included with your application.

Leave cannot be deferred to the next year.

Closing dates

Applications close **Friday 18 September 2009**

It is essential that you complete the Ministry of Education application form and send to the ministry by the closing date, if you wish to be considered for the study award.

Expectations if awarded a study award

If awarded a study award, you must:

- notify the Ministry of Education if accepting/declining the study award
 - notify the ministry of any changes to information included on the application form eg your employment status, your contact details, if you take up a new position, or any changes to your proposed study outcome
 - undertake the study as stated in your application
 - send pre-prepared invoices to the ministry for expenses reimbursement along with confirmation of enrolment and completion of study when required (see the timetable)
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Approved institutions and courses

The following institutions have approved courses for this one year study award:

- The University of Waikato providing a post graduate diploma – Te Ropu Tohu Paerua and Whakapiki i te Reo
 - Te Wānanga-o-Raukawa providing post graduate diploma – Heke Whakaakoranga
 - University of Canterbury – College of Education providing a graduate diploma– Hoaka Pounamu and Whakapiki i te Reo
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Selection process

Approved institutions and courses

For further information on each course and the admission criteria for each provider please visit the relevant websites below:

University of Waikato

http://edlinked.soe.waikato.ac.nz/programmes/index.php?prog_id=84&page_id=12757

Te Wānanga-o-Raukawa

<http://www.twor.ac.nz/?q=node/75>

University of Canterbury

<http://www.canterbury.ac.nz/postgrad/qualifications/education/graddiphtml>

Selection panel role

The selection panel ensures that:

- selections are based on the selection criteria and factors
- the selection process meets government expectations of openness, fairness, consistency, impartiality, equal opportunity and non-discrimination

The panel's selection of successful applicants is final and no correspondence will be entered into.

Selection criteria

The criteria for selection are:

- whether the applicant meets the eligibility criteria
- the completeness and clarity of the application

Applications are considered with reference to the selection factors and selection priority areas outlined in the next two sections.

Selection factors

The following factors are considered when assessing applications:

- percentage of time spent on immersion te reo Māori teaching in the classroom
 - impact of your study on your students' language proficiency outcomes
 - the quality of the provided study plan
 - whether the approved institution you apply to accepts your application
 - support from the board of trustees, senior colleague(s), principal
 - previous supported study leave (preference is given to those who have not had study leave in the last five years)
 - equal opportunity factors
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Selection priority areas for 2010 awards

- priority is given to full-time classroom, Kohanga Reo or early childhood centre teachers
 - teaching in level one (80-100%) or level two (51-79%) te reo Māori classroom settings
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How to make an application

Application forms

The application forms are downloadable from the Ministry of Education website www.minedu.govt.nz/studyawards2010 or from the administrator of the scheme.

Filling in the application form

The application form has six sections and all sections must be fully completed (see the application form attached)

- scheme applying for
- personal details
- current qualifications
- previous leave taken
- proposed study requirements
- declaration

How to fill in the form

Ensure your form is filled out completely and signed by the appropriate people

Area	Notes
Scheme	Ensure you tick the appropriate box eg University of Waikato (BEW).
Personal details	Fill in all areas as stated on the form. Please ensure you include your post code .
Employment details	Attach an extra sheet if needed. For early childhood educators, please enter your institutions contact details (full address, phone number, email address)
Designated Reo Māori classroom setting	State whether you are teaching in a level one or two designated Māori classroom setting
Previous paid study leave	Tick if you have received a fellowship, or had supported study leave previously. Provide details of all previous supported leave. This could include prestigious awards you have received.
Proposed study	State course that you are doing
Declaration	<p>Read the declaration panel carefully before signing and agreeing to the conditions, as you are certifying that the information you have provided is correct.</p> <p>Ensure the principal/board of trustees is aware of what they are signing. By signing the form the board will be confirming and giving permissions associated with the application.</p> <p>If you can not get sign off in time, please contact the Administrator at teacher.studyawards@minedu.govt.nz and explain why and when it will be signed.</p> <p>Incomplete application forms may not be assessed by the panel.</p>

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How to make an application, Continued

Submitting your application Send your unbound, completed and signed application to:

Administrator, Teachers' Study Awards
Ministry of Education
PO Box 1666
Wellington 6140

Faxed applications will not be accepted

Enquiries Email: teacher.studyawards@minedu.govt.nz
Phone: 04 463 4859
Website: www.minedu.govt.nz/studyawards2010

Study Proposal

Requirements of the study plan proposed Present your study plan using the following headings as listed below:

- qualifications sought
- proposed course of study
- period of leave sought
- format of study
- estimated budget of expenses

Qualifications sought State the qualification you are working towards achieving. Also state the hours of study required, and what courses you are required to do for the period of the study award.

Period of leave sought The period of study leave granted from your school or early childhood centre is determined by the institution where you are studying.

- The University of Waikato - 30 weeks
- Te Wananga-o-Raukawa - 38-40 weeks (depending on teaching sector)
- University of Canterbury – 30 weeks

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Study Proposal, Continued

Format for attached Study Plan

When you are developing your study plan. Include the following:

- a succinct personal statement, including how this study:
 - fits into your wider career plan
 - helps address any major disadvantages experienced by you because of distance/isolation, socio-economic status of school/community or special needs of the school
- the purpose of your study and proposed course of study and how it
 - meets the purpose of this study award
 - influences the learning outcomes for your students and realises the government's goals in education
 - enhances your professional practice
- the benefits of the study/qualification to you, your students' language learning outcomes, your school, and the education sector
- a brief description of papers including, credits, semester of paper(s), course dates, and:
 - your time commitment to the study – it is expected that you plan to **study for the entire period of weeks allocated**
 - whether the leave is full time, or part time
- any recent study you have undertaken and the link to this application
- identify what supervision/support, if any, is available to you while on study (within your school (HOD support, senior management), a study mentor/group or network)

Budget for expected expenses

To be eligible for a study assistance grant you must be travelling more than 100km between your usual place of work and the study centre during the study period.

Please complete the financial sheet attached to the application, estimating: Fees for your study. Note the Ministry of Education contribute up to \$2000 towards your fees, paid directly the provider, **and** Travel and accommodation or re-location expenses (whether your study will be in the same island as your school or institution) to the maximum of \$2000 (same island) or \$3500 (other island).

Note: should your application be successful, the ministry will assess your budget and **contribute** to your estimated expenses up to the maximum stated above.

Process timetable

Timetable

The following is a tentative timetable of the Ministry of Education bilingual education study award process

Action	Dates
Study Award Applications (to the Ministry of Education) closing date	18 September 2009
Confirmation of eligibility for study award by the Ministry of Education	Late September 2009
Notification of result of eligibility confirmation sent to institutions by administrator	2 October 2009
Institutions will notify applicants and the Ministry of Education of whether applicants qualify for entry to the course	2 November 2009
Confirmation study award sent to applicants by administrator	9 November
Staffing entitlement notices to schools by Resourcing Division	January 2010
Confirmation of enrolment sent to administrator by recipient	28 February 2010
First instalment reimbursement paid to recipient by administrator	February 2010
Second instalment reimbursement paid to recipient by administrator	July 2010
Confirmation of results sent to administrator by recipient	Three months after completion of study leave
