



RTO ID: 5025

C&K Aboriginal and Torres Strait Islander (Certificate III or Diploma of Early Childhood Education and Care) Scholarship

Applicant Guidelines

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Introduction

The C&K Aboriginal and Torres Strait Islander (Certificate III or Diploma of Early Childhood Education and Care) Scholarship is a new scholarship program for C&K, commencing in 2017. This program has been designed to support an Aboriginal and/or Torres Strait Islander person (who is either a current or potential future student of the C&K College of Early Childhood) with mentoring, tuition fees (for up to two years) and additional professional development opportunities.

Scholarship inclusions:

- The program will cover the cost of student fees (for up to two years) for a Certificate III or Diploma of Early Childhood Education and Care (studying through the C&K College of Early Childhood)
- The scholarship recipient must complete unpaid vocational placement (as required under the Certificate III or Diploma) and will have the opportunity to undertake relevant vocational placements at C&K service/s or a C&K affiliate or associate Service (depending on location)*
- The scholarship recipient will be provided with the opportunity to attend the Queensland Early Childhood Education and Care Conference in 2017
- There may be opportunities to take part in study and development and mentoring opportunities, as coordinated by C&K
- C&K will cover the cost of a First Aid course (including asthma and anaphylaxis) or refresher
- C&K will cover the cost of a working with children suitability card (Blue Card);

Note: Monies will not be distributed directly to the student/potential student. C&K will pay suppliers direct on production of relevant invoice.

*It is preferred that vocational placement takes place in a C&K service or affiliated service. Consideration will be given to individual circumstances; such as your place of residence and access to transport.

C&K

The Creche and Kindergarten Association (C&K) is a not-for-profit organisation with a proud history of educating and caring for children for over a century in Queensland. C&K is regarded as one of Australia's leading providers of kindergarten, long day care, and family day care services and also offers Aboriginal and Torres Strait Islander programs. At its 367 services operating across Queensland, C&K educators use Building waterfalls– teaching and learning guidelines, a curriculum developed specially for C&K. Building Waterfalls is approved by the Queensland Curriculum Assessment Authority and closely aligns with the National Early Years Learning Framework. C&K is also a Central Governing Body (CGB), which manages federal and state funding to branch, affiliate and associate services. The C&K philosophy values inclusion and supports children with additional and complex needs, and from culturally-diverse backgrounds. Children at C&K services learn through play and through engagement with the natural environment in preparation for school and their life-long learning journey.

In relation to the scholarship, C&K's vision is to:

- encourage, support and assist an Aboriginal and/or Torres Strait Islander C&K College of Early Childhood student (new or existing) to complete their studies
- assist in closing the gap in employment and educational outcomes for Aboriginal and/or Torres Strait Islanders
- support C&K's journey towards reconciliation and form part of C&K's Reconciliation Action Plan (RAP)
- promote diversity within C&K

C&K College of Early Childhood

To ensure C&K graduates are job-ready, the C&K College of Early Childhood focus on ensuring the Early Childhood Education and Care Sector influences how our training is delivered. The C&K Registered Training Organisation (RTO) engages closely with the Sector when developing training and assessment strategies. The C&K College of Early Childhood invites employer feedback (where applicable) to ensure we continue to provide essential skills and knowledge to new entrants and to existing workers in the Early Childhood Education and Care profession.

The training package sets the industry standards of the skills and knowledge required for both the Certificate III in Early Childhood Education and Care and for the Diploma of Early Childhood Education and Care. The C&K College of Early Childhood ensures that graduates meet these expectations by requiring students to demonstrate their skills and knowledge through training and assessment. Vocational placement is an important part of learning and the C&K College of Early Childhood arranges suitable vocational placement opportunities for their students.

The Standards for RTO's require rigorous assessment to ensure learners:

- have absorbed the knowledge, and
- developed the skills, and
- are able to combine skills and knowledge to perform in the workplace to expected industry standards (as expressed in the training package)

We ensure that our trainers and assessors are skilled practitioners with current industry skills and knowledge, so our students receive the training they need and our graduates are properly assessed before being issued with a qualification or a statement of attainment.

We ensure that we are responsive to student feedback and will be responsive to student needs including questions or concerns related to completing coursework, etc.

C&K Aboriginal and Torres Strait Islander (Certificate III or Diploma of Early Childhood) Scholarship

One scholarship will be offered to an Aboriginal and/or Torres Strait Islander full-time or part-time student of the C&K College of Early Childhood – studying a Certificate III or Diploma of Early Childhood Education and Care.

Eligibility criteria

Applicants:

- are **not** required (however can be) to be a current C&K College of Early Childhood student, a C&K branch or affiliate employee. Individuals external to the organisation who are committed to complete a Certificate III or Diploma of Early Childhood are also encouraged to apply
- may/wish to study externally or be studying/wish to study through the College classroom program (see the [C&K College of Early Childhood Student Guide](#) for more information on these delivery modes)
- if the applicant is an existing student of the C&K College, they must have at least 50% left to complete the relevant qualification (C&K will meet the cost of their remaining tuition fees for the Scholarship period, should their application be successful)
- are required to maintain a full-time or part-time study load and progress to the satisfaction of the Scholarship Panel (once enrolled)
- are required to be of Aboriginal and/or Torres Strait Islander descent and provide a Confirmation of Aboriginal / Torres Strait Islander Descent (see documents section)
- are required to adhere to all requirements noted in the C&K College of Early Childhood student handbook and the scholarship conditions noted in this document.

Timing and payment of scholarship monies

Scholarships will be awarded in/prior to Term 1, 2017.

The distribution of scholarship monies will be paid directly to suppliers on production of the relevant tax invoice and subject to approval from C&K.

Tax and Other Benefits implications

The scholarship applicant and/or recipient are encouraged to contact Centrelink, the Australian Taxation Office (ATO) and/or their taxation agent to obtain advice about the implications of the scholarship payments on their individual circumstances.

Information about taxation on scholarships is also available from the ATO website at:

<https://www.ato.gov.au/calculators-and-tools/is-my-scholarship-taxable/>

Application process

Applicants are required to complete the scholarship application form, provide supporting documentation (see other documents section below) and complete a written submission of 250 words or less per question answering the following in their own words:

- What are your early childhood career aspirations? What it is about early childhood that inspired you to pursue a career in this profession?
- How do you think Early Childhood benefits children? How do you think C&K can help to increase participation of Aboriginal and/or Torres Strait Islander children in early childhood education?
- How will the C&K Aboriginal and Torres Strait Islander Scholarship assist you in achieving your current and future goals?

Other documents

Applicants should attach documentary evidence of additional material that they believe will support their scholarship application. These should include but may not be limited to:

- academic transcripts (from high school, TAFE and/or current/previous study);
- documentation supporting Aboriginal and/or Torres Strait Islander heritage (letter and/or confirmation on the signed application form is sufficient)
- a current Resume/Curriculum Vitae

Submitting the application

Applications (with supporting documentation) must be submitted via email to Corinne Nixon (HR Manager – Projects; c.nixon@candk.asn.au) by **Monday, 16th January 2017, 5pm**.

All required documentation is to be provided by the closing time and date. Any incomplete or late applications may not be considered.

Selection process

The scholarship applications will be reviewed and assessed by a selection panel.

The Selection Panel:

- Will review the application, supporting documentation and the written submission
- May request further information
- Will contact short-listed candidates for an interview (either face to face or another means e.g. phone) with representatives of the Selection Panel nominated by C&K
- The Selection Panel will consist of 2/3 representatives of C&K; one of which will be of Aboriginal and/or Torres Strait Islander heritage

The Selection Panel will advise the successful applicant in writing once the decision has been made.

Scholarship offers

Once the selection process is complete the applicants will be notified of the outcome of their scholarship application.

The successful applicant will receive a written letter of offer, which must be completed and returned within 5 business days from the date of the written letter of offer. Acceptance of offers cannot be deferred.

Scholarship Conditions

The scholarship recipient will need to enter into a binding agreement with the C&K regarding the conditions of the scholarship. These conditions will require recipient to:

- maintain a full-time or part-time study load and satisfactorily progress (to the satisfaction of the Selection/Scholarship Panel and the C&K College, and as per the [C&K College of Early Childhood Student Guide](#))
- recipients are required to adhere to C&K's Code of Conduct and [ECA Code of Ethics](#) (provided on acceptance of offer).
- maintain active communication with C&K and the C&K College of Early Childhood (as required)
- should the scholarship recipient need to suspend their scholarship for a term (maximum one term per year) they must apply to the Scholarship Panel in writing for approval
- willingly participate in C&K mentoring opportunities, as provided
- willingly participate in study and development trips (when and if arranged by C&K)
- willingly attend the Queensland Early Education and Care Conference in 2017
- adhere to conditions outlined in the C&K College of Early Childhood student handbook

Withdrawal and Termination of scholarship

Withdrawal from scholarship by recipient

If a scholarship recipient withdraws from the scholarship program after receiving payment of scholarship benefits (indirectly) all scholarship benefits will cease from that date.

Termination of scholarship by C&K

C&K may terminate a scholarship if a recipient does not satisfactorily meet the Conditions of the scholarship. For example, factors which may result in a termination of the scholarship include if the recipient:

- fails to satisfactorily progress through their studies
- exceeds the maximum deferral time allowed, if requested and approved (maximum one term per annum);
- fails to remain enrolled in the program for which the scholarship has been awarded
- acts in a manner that contravenes the scholarship agreement, C&K's Code of Conduct or ECA Code of Ethics, in C&K's absolute discretion

All other terms and conditions outlined in the [C&K College of Early Childhood Student guide](#) pertain to this scholarship and must be adhered to. C&K will work together with the scholarship recipient to support and assist them through the scholarship program; including consideration of personal and cultural circumstances.

Key dates*

Date	Activity
December, 2016	Scholarship applications open
January, 16, 2017 (5pm)	Scholarship applications close
From receipt of the first application – 23rd January, 2017	Verification, assessment and selection process
Estimated week of 23rd January, 2017	Interview of shortlisted scholarship candidates
Estimated week of 23rd January, 2017	Scholarship offers made to successful applicant
Estimated between 23rd and 30th of January	Final date for acceptance of offer
June 17, 2017	Queensland Early Education and Care Conference

*these dates are estimates and are subject to change

Privacy

C&K collects personal information from the applicant to assess the scholarship application and for other C&K College purposes upon enrolment in the selected qualification. C&K has a privacy policy (CO:06), which outlines how we collect, store and use personal information; additionally, this will be covered in your student enrollment process.

Contact details

Should you require further assistance or information regarding the C&K Aboriginal and Torres Strait Islander (Certificate III or Diploma of Early Childhood Education and Care) Scholarship, please contact:

Corinne Nixon

HR Manager - Projects

C&K

Tel: 07 3513 2509

Email: c.nixon@candk.asn.au

If you are interested in obtaining more information about the C&K College and their programs specifically, please contact visit the C&K College page on the C&K website:

<http://www.candk.asn.au/ckcollege> or call 1800 177 092.

C&K Aboriginal and Torres Strait Islander (Certificate III in/or Early Childhood) Scholarship

Application Checklist

The following documentation is required to support your completed application form:

- academic transcripts (from high school, TAFE and/or current/previous study)
- documentation supporting Aboriginal and/or current/previous study (letter and/or confirmation on the signed application form is sufficient)
- a Resume/Curriculum Vitae

To submit your application

- Complete the scholarship application form
- Email all supporting documents as listed above c.nixon@candk.asn.au by the closing date.

APPLICATIONS CLOSE Monday, 16th January 2017, 5pm