CAREER DEVELOPMENT SCHOLARSHIPS FOR INDIVIDUAL STAFF MEMBERS

Guidelines

Introduction
Career Development Scholarships of up to $3,000 each, are available to individual staff members in 2016.

The scholarships supports staff to participate in self-identified learning and development activities that align with their performance and career development, the strategic direction of their Faculty/Institute/Division, and that are not normally supported via other means.

Who can apply?
Professional staff members (up to and including HEO10) and academic staff members (levels A to D), holding ongoing or fixed-term appointments beyond 31 December 2016.

How much is available for each scholarship?
Scholarships are being offered up to the value of $3,000 each.

What are some examples of activities that may be funded?
Innovative applications are strongly encouraged. Examples of potential activities include:

- Collaboration with innovative or best practice individuals, industry groups, community organisations or institutions relevant to your work with the University
- Professional development opportunities which offer alternative, innovative or entrepreneurial methodologies, practices or approaches
- Short term visits to other universities and/or relevant private sector organisations to further learn and develop partnerships that will benefit your work
- Establishment of internal or external cross-discipline/function communities of practice to increase collaboration and idea sharing

Selection Criteria:

1. **Self-identified learning and development**
   *Assessed by:*
   - Clearly defined and achievable purpose, outcomes, benefits, and follow up activities
   - Demonstrated innovation in terms of design and/or resourcing (for example in securing co-funding)
   - Clarity of how the funds will be spent
   - Strength of the anticipated return on investment and value for money

2. **Aligns with performance and career development**
   *Assessed by:*
   - Demonstrated strength of expected longer term career benefit
• Strength of links to achievement of objectives in your Performance and Career Development Plan

3. **Aligns with the UTAS Statement of Values and the strategic direction of the Faculty/Institute/Division or University**
   
   **Assessed by:**
   
   - *Alignment with one or more of the University’s core values as outlined in the UTAS Statement of Values*
   - Alignment with the strategic priorities of your Faculty/Institute/Division and/or [Open to Talent: 2012 Onwards](#)
   - The strength of support from your supervisor and/or Dean/Director

4. **Not normally supported via other learning and development mechanisms**
   
   **Assessed by:**
   
   - Must be an ‘eligible’ activity, not activities which are a requirement of your current role or usually made available or promoted by the University. For example, funds will not be provided to support basic technical up-skilling, teaching relief or to contribute directly to research or community engagement activities

**Please Note:**

- All eligible staff are encouraged to apply
- Formal studies at TAFE, University or equivalent will not be considered (the Study Assistance for Staff Scheme provides HECS exemption scholarships for undergraduate units)
- Conference attendance support will be considered in exceptional circumstances
- Support for teaching and marking relief is excluded
- Generic feedback only will be provided and the decisions of the selection committee are final
- Funds must be utilised by 31 December 2016

**How can I apply?**

Applications are to be made on the Application Form – Individual Career Development Scholarship 2016 and sent to career.scholarships@utas.edu.au. **Closing date for applications is Wednesday 2nd March 2016.**

**What is the process?**

- Applications are received by HR;
- HR compiles applications by Faculty/Institute/Division and/or School/Section;
- HR conducts an initial assessment of eligibility;
- The relevant Dean/Director indicates the strength of alignment with the priorities of your Faculty/Institute/Division;
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A Selection Committee, consisting of the Provost, DVC (Research), Chair of Academic Senate, Executive Director HR and Associate Director, Strategic HR (or their nominee/s) meets to consider and assess applications, and determine the outcome/s.

**When will I know the outcome?**
The selection committee will consider the proposals and make decisions on funding allocation. It is expected that outcomes will be known by Wednesday 13\(^{th}\) April 2016 with funds available soon after.

**What obligations do I have if I am successful?**
Demonstrate completion of your Career Development Scholarship proposal, coupled with a concise (200 word) report regarding the outcomes of the activity, return on investment and how it links to your success by the 28\(^{th}\) February 2017.

**How will I gain access to the scholarship money?**
A dedicated project will be set up in your local budget area and funds transferred to this. The funding must be fully utilised by 31 December 2016.

**How do I gain further information?**
Further information can be gained at career.scholarships@utas.edu.au.