



School Administrative and Support Staff  
Professional Association NSW (Inc)

Proudly sponsored by



Work Integrated Learning

SASSPA Teachers Mutual Bank  
Study Scholarship

**Application Form**

*“Enhancing Professional Development opportunities  
for School Administrative Leaders and Aspiring Leaders”*

**SASSPA’s objectives include:**

- To encourage and promote ongoing training and development for school administrative staff.
- To develop leaders who can recognise, promote and build leadership capacity in self and others.
- To support Administrative and Support Staff and to contribute professionally to quality education for the students of New South Wales.
- To develop a community of life-long learners.

## SASSPA Teachers Mutual Bank Study Scholarship for Work Integrated Learning

The Teachers Mutual Bank and SASSPA have formed a joint partnership to financially support administrative staff in their studies to develop leadership skills and meet the challenge of changing work practices in education. To be eligible to apply please refer to guidelines and application form attached.

- Applications should be submitted on the SASSPA Scholarship Application Form ONLY. Completed forms may be emailed or posted.
- Applications may be lodged throughout 2016 as study is undertaken. The first scholarships will be awarded in March 2016. Applications (for first round of grants) must be received by **close of business on 1<sup>st</sup> March 2016**. Applications will be reviewed monthly. Each applicant will receive a letter of acknowledgement and successful applicants will be advised.
- All applications will be reviewed and assessed by a panel of SASSPA Scholarship Sub-committee members and a Teachers Mutual Bank representative.
- SASSPA is seeking to support SAS staff financially to alleviate some of the financial pressure which is often associated with external study.
- Course of study must be relevant to **developing and enhancing leadership positions** in the school environment.
- Successful applicants will be eligible for **up to \$2,500.00** to offset fees and costs related to the course upon proof of enrolment and meeting the guidelines.

### Guidelines:

- Applicant must be a permanent employee of the Department of Education NSW and a financial member of SASSPA.
- Proposed expenditure outline, including cost of study, enrolment fees, and other incidentals should be submitted to be assessed by the Scholarship Review Committee. Evidence of educational outcomes associated with planned study must be provided.
- The scholarship is open to any discipline. Preference will be given to qualifications that
  - provide leadership and management capabilities
  - develop personal growth and strategies to manage and lead teams
  - expand communication skills
  - provide the greatest benefit to your school role.
- SASSPA and Department of Education run courses will not be considered.
- Study course must be relevant to developing leadership positions in the school environment to provide quality education for students. Please provide evidence of educational outcomes associated with planned study.
- Progress report must be provided to the Scholarship Sub-committee each semester.
- Successful applicants will be required to submit an evaluation on completion of the course to the Scholarship sub-committee. Your report may be used by SASSPA and the Teachers Mutual Bank to promote Scholarships and feedback will be available to SASSPA members through NetLink magazine.
- SASSPA will not be responsible for the cost of casual relief.
- Applicants may also be eligible for SASS study assistance for up to three hours paid leave per week. Full details are available on the High Performance website or contact Robyne Russo, SASS Professional Learning Coordinator.

Scholarship Sub-Committee contacts:

[helen.m.ross@det.nsw.edu.au](mailto:helen.m.ross@det.nsw.edu.au) (Mullion Creek Public School – phone (02) 6365 8382)

[jennifer.sullivan@det.nsw.edu.au](mailto:jennifer.sullivan@det.nsw.edu.au) (Yeoval Central School – phone (02) 6846 4004)

[gail.thorley@det.nsw.edu.au](mailto:gail.thorley@det.nsw.edu.au) (Orange High School – phone (02) 6362 3364)

# SASSPA TEACHERS MUTUAL BANK STUDY SCHOLARSHIP Application Form

## PERSONAL DETAILS

Please print

|  |   |                   |
|--|---|-------------------|
| Name :   | Surname: _____  | First Name: _____ |
| Present School:  | _____   |                   |
| Member of SASSPA:                                      | Individual    Yes    (Please circle)  |                   |
| School Address:  | _____   |                   |
| Current Position:                                      | _____   |                   |
| Home Address:  | _____   |                   |
| Correspondence Address (if different to home address): | _____   |                   |
| School email address:                                  | _____ @det.nsw.edu.au   |                   |
| Telephone  | Home: _____   | Mobile: _____     |
| Applicants Signature:                                  | I agree to the terms and conditions of SASSPA Teachers Mutual Bank Study Scholarship and will provide additional information if required. |                   |
|  | _____ (Signature)   | _____ (Date)      |



|   |  |
|---|--|
| <p><b>Approximate Costs –<br/>Budget Outline of<br/>Course/Study:</b></p> <p><i>(eg Course costs, text<br/>books, incidentals)</i></p>  |  |
| <p><b>Outcomes:</b></p> <p><b>Relevance to your<br/>role at school –</b></p> <p><b>How will this study<br/>impact on / progress<br/>your role at School?</b></p><br><br><p><b>What outcomes do<br/>you hope to<br/>achieve?</b></p> |  |

- Posted applications must be forwarded in a sealed envelope to:  
“SASSPA TEACHERS MUTUAL BANK STUDY SCHOLARSHIP APPLICATION”  
Helen Ross,  
c/- Mullion Creek Public School,  
45 Long Point Road,  
MULLION CREEK. NSW 2800

OR EMAIL: [helen.m.ross@det.nsw.edu.au](mailto:helen.m.ross@det.nsw.edu.au)