

## **INFORMATION AND APPLICATION FORM –SECOND YEAR STUDENTS**

**Education** in the College of the Arts, Society and Education (James Cook University) acknowledges the high quality teaching and learning that takes place in rural and remote schools throughout Queensland and is committed to graduating pre-service teachers who are well prepared to work in these sites and their broader communities.

Education is offering “*Improving the Practicum: Focusing on Rural/Remote Professional Experience*” Travel Support Grants to assist highly motivated pre-service teachers to undertake a professional experience in a rural or remote Queensland school.

Through this initiative, pre-service teachers will be provided with financial assistance to enable them to build upon their knowledge, skills and professional teaching experience in rural or remote locations.

**Up to TEN (10) grants will be awarded per annum**

***Second Year pre-service teacher grant recipients will be provided with a grant payment of up to \$500 to assist with travel and accommodation expenses***

Applicants must complete the application form **in full** and provide **all** specified supporting documentation by the closing date to be eligible for consideration.

**Applications for Second Year Preservice Teachers close  
4pm Thursday 29 March 2018**

Grant recipients must undertake a professional experience placement, as scheduled per Education Professional Experience Calendar, in a rural or remote school in 2018 – that is, the year in which the grant is approved.

Applicants seeking to undertake a professional experience placement in an Indigenous community will be looked upon favourably.

Applications will be reviewed by a panel that shall comprise, for example:

- the Head of Academic Group
- the Director of Professional Experience and Community Engagement
- the College Manager; and a
- member(s) of the Professional Experience Advisory Committee (Townsville and/or Cairns).

Pre-service teachers who are the recipients, in 2018, of any other form of financial assistance relating to professional experience (for example, Beyond the Range Professional Experience Grants, Rural and Remote Education Access Program [RREAP] funding) are **not** eligible to apply for “*Improving the Practicum: Focusing on Rural/Remote Professional Experience*” Travel Support Grants in 2018.

### **RURAL AND REMOTE SCHOOLS**

Information about those schools which are considered by Education to be classified as rural and remote is available on the Queensland Education website at:

<https://schoolsdirectory.eq.edu.au/Search/AdvancedSearch>

## ELIGIBILITY CRITERIA

To be eligible for *“Improving the Practicum: Focusing on Rural/Remote Professional Experience”* Travel Support Grant, applicants must:

- be undertaking, full-time at James Cook University in 2018: *the second year of an undergraduate pre-service teacher education program*;
- be planning to undertake a professional experience placement in a rural or remote school and have indicated this on their professional experience placement request (as submitted by the due date) in 2018;
- be undertaking a professional experience placement in a school that is **at least 200 kilometres** from their primary residence;
- hold a current Blue Card from the Public Safety Business Agency.

## PAYMENT OF GRANTS FUNDS

Grant payments will be paid direct to the successful applicant after confirmation of an eligible professional experience placement is provided. The successful applicant will be required to provide full bank account details in order for the grant payment to be processed.

The grant funds are to be used to assist with travel expenses related to their rural and remote professional experience placement, such as travel and accommodation.

Grant recipients are encouraged to seek independent financial advice regarding taxation matters and self-education expenses. Information about the taxation on scholarships and grants is available from the ATO Website at: <https://www.ato.gov.au/Calculators-and-tools/Is-my-scholarship-taxable/>.

It is also recommended that applicants who are in receipt of Centrelink Study Assistance contact Centrelink for financial advice in relation to being awarded a grant – see: <http://www.centrelink.gov.au/internet/internet.nsf/home/index.htm>

Grant Recipients who withdraw from the pre-service teacher education program or their rural or remote professional experience after payment of the grant, **will** be required to reimburse Education the *“Improving the Practicum: Focusing on Rural/Remote Professional Experience”* Travel Support Grant funds.

## APPLICATION PROCESS

All applicants must submit a written application by the closing date (and time), including:

- completed *“Improving the Practicum: Focusing on Rural/Remote Professional Experience”* Travel Support Grant Application Form **and**
- written responses to the following questions:
  1. What subjects have you undertaken and/or experiences have you had which would assist you in teaching in a rural or remote, or Indigenous, community? (Maximum 300 words).
  2. What strengths (i.e., knowledge, skills and attributes) do you believe you would bring to teaching in a rural or remote, or Indigenous, school and community? (Maximum 300 words).
  3. What do you think will be your greatest challenges as a pre-service teacher in a rural or remote school and community? (Maximum 300 words).

## SELECTION PROCESS

Education (James Cook University) will offer grants through a merit selection basis determined by the written application.

## GRANT OFFERS

Once the selection process is complete, successful applicants will be provided with a written notification – via email – of their successful application. Applicants will be required to respond in writing – via email – to the offer within a specified period of time. Upon receipt of the response to the grant offer, successful applicants will be forwarded a Bank Account details proforma for completion and submission within the specified period of time.

All grant offers are subject to the recipient providing confirmation of ongoing full-time enrolment in the Bachelor of Education program at James Cook University and confirmation of a professional experience placement in a rural or remote school.

Grant offers will be for a specific period during the 2018 calendar year only, and **cannot** be deferred.

## TIMELINES

Key dates for the “*Improving the Practicum: Focusing on Rural/Remote Professional Experience*” Travel Support Grant Application in 2018 are as follows:

| Date               | Activity   |
|--------------------|--|
| 29/3/2018<br>(4pm) | <i>Grant applications for second year pre-service teachers close</i>                             |
| 29/3/2018<br>(4pm) | <i>Submit completed applications to Professional Experience Coordinator</i>                      |
| 5/4/2018           | <i>Grant offers made to successful second year pre-service teacher applicants</i>                |
| 10/4/2018          | <i>Successful applicants respond in writing via email to Professional Experience Coordinator</i> |
| 10/4/2018          | <i>Complete and submit Bank Account Details proforma to Professional Experience Coordinator</i>  |

## FURTHER INFORMATION AND SPECIFIC DETAILS

**Student Placement Advisor:** Trish Quayle

([eduprofex@jcu.edu.au](mailto:eduprofex@jcu.edu.au))

**Disclaimer:** Education makes every attempt to ensure the accuracy, currency and reliability of the information contained in this document. However, changes in circumstances after the time of publication may impact on the quality of this information, which is subject to change. Students who meet the eligibility criteria are responsible for submitting a complete application, according to the application process outlined herein, by the aforementioned deadline. Education cannot be held responsible for late and/or incomplete applications.

**College of Arts, Society and Education**  
***“Improving the Practicum: Focusing on Rural/Remote Professional Experience”***  
**Travel Support Grant 2018**

**APPLICATION FORM**

Please ensure that you have read the information provided previously before completing this application form.

| <b>Section 1: Personal details</b>                               |                             |  |
|--|-----------------------------|--|
| Surname  | Given names                 |  |
| JCU student number   |                             |  |
| Blue Card No   | Expiry date                 |  |
| Term address   |                             |  |
| Home address   |                             |  |
| JCU email  | @my.jcu.edu.au              |  |
| Phone (work or home)   |                             |  |
| Mobile   |                             |  |
| <b>Section 2: Preservice Teacher Education Enrolment Details</b> |                             |  |
| <b>Program and Course: Bachelor of Education</b>                 |                             |  |
| Early Childhood  |                             |  |
| Primary  |                             |  |
| Secondary  |                             |  |
|  | SAT 10                      |  |
|  | SAT 10                      |  |
|  | SAT 12                      |  |
| <b>Mode of study</b>   |                             |  |
|  | Internal, Townsville campus |  |
|  | Internal, Cairns campus     |  |
|  | External                    |  |

### Section 3: Previous Professional Experience Placements

Please attach a short written response to each of the following questions (maximum 300 words for each response):

- 1) What subjects have you undertaken and/or experiences have you had which would assist you in teaching in a rural or remote, or Indigenous, community?
- 2) What strengths (i.e., knowledge, skills and attributes) do you believe you would bring to teaching in a rural or remote, or Indigenous, school and community?
- 3) What do you think will be your greatest challenges as a pre-service teacher in a rural or remote school and community?

### Section 4: Other Information

Are you considering employment in a rural or remote location?

Yes  No  Uncertain

Have you previously applied for an "Improving the Practicum: Focusing on Rural/Remote Professional Experience" Travel Support Grant?

No  Yes  If 'Yes', in what year did you apply?   
application successful? No  Yes

Have you previously applied for any other financial assistance related to Professional Experience

No  Yes

If 'Yes', What Scheme did you apply for?

In what year did you apply?

Was your application successful? No  Yes

### Section 5: Checklist and Applicant Declaration

The following checklist and applicant declaration has been provided to ensure the required documentation is attached to your application. **Failure to provide required documentation by the closing date (and time) will result in your application being deemed ineligible for consideration.**

Please note: Documentation will not be returned – so attach copies only, not originals.

- I have read the information provided and understand the expectations and conditions of the "Improving the Practicum: Focusing on Rural/Remote Professional Experience" Travel Support Grant program.
- I expect to complete a rural or remote professional experience as part of my pre-service teacher education program in a Queensland school in 2018 and have indicated this on my professional experience placement form (as submitted by the due date).

I have attached **all** requested documentation including:

- Supporting statements (Section 3)

I attest that the information provided in this application is true and accurate to the best of my knowledge.

Applicant Name (please print):

Applicant Signature:

Date:

Completed applications must be submitted by the closing date (**4pm Thursday 29 March 2018**) to:  
**Student Placement Advisor:** Trish Quayle (eduprofex@jcu.edu.au)