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Languages Other Than English (LOTE) Teacher Employment Scholarship Program

Guidelines 2010



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Introduction

Through the *2010 Languages Other Than English (LOTE) Teacher Employment Scholarship Program*, the Department of Education and Training (DET) provides an opportunity for pre-service teachers with a LOTE specialisation whom upon graduation will be seeking employment in a Queensland state school.

The aim of these scholarships is to identify high-achieving individuals who are preparing to graduate with LOTE teaching qualifications, and provide them with financial assistance and support during the final stages of their pre-service teacher education program.

On successful completion of their studies, scholarship recipients may be offered permanent employment with DET, subject to the conditions outlined in the scholarship agreement. Scholarship recipients who secure permanent employment with DET will be required to fulfil a minimum service commitment of two (2) years full-time employment.

There is an expectation that scholarship recipients' first teaching appointment be at a school outside south-east Queensland, although the exact location will depend on the LOTE teaching vacancies for 2011. Scholarship recipients should be willing to accept a teaching appointment at a state school in a rural, remote or regional location.

About the Department

The Department of Education and Training (DET) seeks to engage Queenslanders in lifelong learning by providing high quality, accessible services to the state's education and training sectors. DET is a diverse organisation with the largest workforce in the state. We provide services through three broad service delivery areas:

- Early Childhood Education and Care leads early childhood development and education policy, and regulates the provision of childcare services.
- Education Queensland delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training Queensland and Skills Queensland work with industry to build a world class training and skilling system to skill Queenslanders including the management of 13 TAFE institutions, regulation of the State's apprenticeship and traineeship system, regulation of registered training organisations and the development of industry engagement models to ensure industry collaboration in Queensland's training and skilling system.

Queensland State Schools

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and Departmental support structures.

Teachers play a key role in delivery of quality education to students and will contribute towards excellence in education through commitment to excellence in teaching and learning; respected curriculum that helps students to live happily and productively in their own and the global society; fair and equitable work practices; productive partnerships that ensure that as an organisation Education Queensland stays focused on our goals and is able to achieve those goals effectively; responsible school management; and responsive and helpful strategic management.



Large numbers of non-teaching professionals, such as speech and occupational therapists and administrative and support staff, work collaboratively with our teachers.

For more information about the Department, please visit the website at www.deta.qld.gov.au

Languages Other Than English

The Queensland Government is committed to the delivery of quality language studies in schools across Queensland. DET is working with state schools and teachers to ensure that all students have access to studies in a language other than English during their schooling.

The languages other than English currently offered in Queensland state schools are:

- Chinese (Mandarin);
- French;
- German;
- Indonesian;
- Italian;
- Japanese;
- Korean; and
- Spanish.

A number of Indigenous language programs are also delivered in Aboriginal and Torres Strait Island Communities. LOTE teachers may be employed in a range of settings including primary or secondary schools.

Further information about the LOTE Key Learning Area can be accessed at: <http://www.education.qld.gov.au/curriculum/area/lotte/index.html>

Queensland state school LOTE teachers are required to undertake a language proficiency assessment as part of their application for teacher employment process.

Although the *LOTE Proficiency Assessment* is not required as a part of the selection criteria for the *LOTE Teacher Employment Scholarship Program*, demonstration of the language proficiency is required as part of the selection process.

Further information about the DET *Application for Teacher Employment and LOTE Proficiency Assessment* can be accessed at www.teach.qld.gov.au

Purpose of the Scholarship Program

The purpose of the *LOTE Teacher Employment Scholarship Program* is to:

- Ensure a high quality LOTE teaching workforce in Queensland state schools;
- Support the career development of pre-service teachers;
- Ensure that identified and specific areas of workforce need are addressed; and
- Contribute to enhanced student learning outcomes.

Eligibility Criteria

Applications for a 2010 *LOTE Teacher Employment Scholarship* are open to individuals who:

- Are undertaking the final year of a four-year pre-service teacher education program, or a one-year postgraduate pre-service teacher education program at a recognised Queensland higher education institution in 2010;
- Have a language teaching specialisation in Chinese (Mandarin), French, German, Indonesian, Italian, Japanese, Korean and/or Spanish;
- Have successfully completed all necessary professional experience and academic requirements to-date;
- Are achieving high academic and professional experience results;
- Expect to be eligible for registration as a teacher in Queensland with the Queensland College of Teachers (QCT) at the end of 2010;
- Expect to be eligible for employment as a teacher from the commencement of Semester 1, 2011; and
- Are an Australian or New Zealand citizen or have permanent residency status in Australia.

DET is not able to assess an individual's eligibility to meet the QCT requirements for teacher registration. For further information about teacher registration, visit the QCT website at www.qct.edu.au

Scholarship Support

DET provides *LOTE Teacher Employment Scholarship* recipients with financial and general support including the opportunity for permanent employment upon graduation, subject to the conditions outlined in the scholarship agreement.

Financial Support

LOTE Teacher Employment Scholarship recipients will receive \$10,000 to assist with study and other expenses during the final semester of their pre-service teacher education program.

Scholarship support payments will generally be made by DET within six (6) weeks of receipt of the signed Scholarship Agreement and will be paid in one lump-sum during the final semester of the pre-service program. Scholarship recipients may use the scholarship funds at their own discretion, however, the financial assistance is intended to assist with study-related expenses.

Scholarship payments will contribute to scholarship recipients' taxable income, and may also impact entitlement to Commonwealth benefits such as Austudy. Scholarship applicants and/or scholarship recipients are advised to contact Centrelink, the Australian Taxation Office and/or their taxation agent to obtain information about the implications of the scholarship payments. Information about the taxation on scholarships is also available from the ATO website at

<http://www.ato.gov.au/individuals/content.asp?doc=/content/34815.htm>



General Support

In addition to financial support, DET provides other assistance to scholarship recipients during their studies and transition to employment which include:

- Access to professional networks and support from mentors, principals and colleagues within Queensland state schools;
- Access to a range of departmental resources, including the Learning Place and Curriculum Exchange; and
- Access to relevant departmental professional development and induction programs.

Employment with DET

Under the terms of the *LOTE Teacher Employment Scholarship Agreement*, scholarship recipients are eligible for permanent employment with DET provided that they:

- Successfully complete all requirements of the pre-service teacher education program, and obtain teacher registration with the QCT;
- Meet DET suitability for employment and language proficiency requirements*; and demonstrate merit, relative to other teacher applicants
- Successfully complete the probationary period.

*Further information about the *DET Application for Teacher Employment and LOTE Proficiency Assessment* can be accessed at www.teach.qld.gov.au Recipients must attain a ranking of Sound or above to be eligible for permanent employment through this program.

Where a scholarship recipient is eligible for permanent employment, they will be considered for available positions for the commencement of the 2011 school year.

Offers of employment to scholarship recipients will be based on demonstrated merit for appointment, relative to other teacher applicants, with consideration to teaching capabilities (including language), location preferences, availability to commence a position and suitability ranking.

Where a suitable vacancy cannot be identified for the commencement of the 2011 school year, a scholarship recipient may be placed in a temporary position until a suitable position can be identified.

DET is committed to the employment of scholarship recipients, however, where a scholarship holder is not offered a position by the offer date specified in the Scholarship Agreement, the agreement may be terminated. In these circumstances, the scholarship recipient may still be considered for teacher employment with DET.

Minimum Service Period

All scholarship recipients are required to commit to teaching in Queensland state schools on a full-time basis for a minimum of two (2) school years from the commencement of the 2011 school year.

Individuals who do not fulfil the minimum service period with the Department will be required to re-pay some or all of the scholarship benefit.

Rural, Remote and Regional Appointments

Teachers appointed to schools in identified remote areas may be eligible for incentives under the Remote Area Incentive Scheme (RAIS). Information about RAIS is available on the DET website at <http://education.qld.gov.au/hr/recruitment/teaching/remote-area-incentive.html>

State-wide Staffing

Of the approximate 1300 state schools in Queensland, many are in rural, remote and regional locations. DET operates state-wide staffing and transfer processes to help ensure the Department meets its responsibility to staff all state schools, including those outside the south-east Queensland area.

Queensland state schools are staffed with teachers through a centrally-coordinated state-wide system involving the identification and filling of vacancies through an annual transfer and appointment process. Individuals are appointed to the Department and placed in a particular location on the understanding that they may be transferred to an alternative location in the future.

Initial appointment

All applicants for teacher employment express their location preferences, that is, the education regions in which they would prefer to work. DET human resources staff use this and other applicant information to fill vacancies across the state.

Applicants are generally encouraged to provide the broadest possible range of location preferences to maximise the number of positions for which they may be considered. The department's capacity to offer permanent employment to any applicant is limited by the range of preferences specified by the applicant.

Scholarship recipients should be prepared to be employed in any state school throughout Queensland.

Teachers who re-locate to take up a new appointment may be eligible for the reimbursement of transfer and appointment expenses in accordance with departmental policy.

Subsequent appointments

Scholarship recipients, like all applicants for teacher employment, should understand that they may be required to teach in locations not necessarily of their choosing at some time during their career. It is a condition of employment for all teachers appointed on a permanent basis, regardless of location preferences at the time of application for scholarship or for teacher employment that they are likely to be required to transfer at some point during their employment.

Transfers offer teachers the opportunity for different experiences in new environments and the chance for professional growth, development and knowledge sharing. Queensland schools and school students also benefit from a dynamic and mobile teaching workforce.

Teachers transferring to rural, remote and regional areas can benefit from greater opportunities for valuable experience and advancement. These locations often feature highly supportive school communities, developmental teaching and learning environments and in some cases, RAIS benefits for teachers.

Scholarship Application Process

Applicants must complete and submit a 2010 *LOTE Teacher Education Scholarship Application Form* with the following attachments:

- Evidence of identity;
- Academic transcripts for pre-service teacher education program (to-date);
- Professional Experience reports (to-date);
- Confirmation of Semester 2, 2010 enrolment;
- Curriculum vitae/Resume;
- Statement 1 - (written in nominated language) outlining reasons for wanting to teach LOTE in a Queensland state school; and
- Statement 2 – (written in English) outlining commitment to teaching LOTE in a Queensland state school in a rural, remote or regional location.

The 2010 *LOTE Teacher Employment Scholarship Application Form* is available from the department's website at www.teach.qld.gov.au

Applications must be provided in writing to Human Resources at the address shown on the form, no later than 23 August 2010.

Selection Process

All written applications for *LOTE Teacher Employment Scholarship Program* will be reviewed and assessed by the Department. Short-listed applicants may be invited to submit additional information and if required, participate in a short interview.

Scholarship applicants are assessed on the basis of all information presented, including academic results, practical experience reports, language proficiency and demonstrated commitment to teaching in Queensland state schools.

Successful applicants will demonstrate:

- A capacity to deliver a high standard of education in LOTE;
- A high level of academic achievement and effective teaching practice;
- Commitment to teaching in Queensland state schools; and
- Preparedness to teach in rural and remote locations.

Applications are ranked and the most meritorious applicants selected. Scholarships are awarded in accordance with the available quota.

Scholarship Offers

Once the selection process is complete, all applicants are notified in writing of the outcome of their scholarship application. Successful applicants may be notified of the outcome of their application by phone or email prior to receiving the written notification.

Successful applicants are provided with a written offer of scholarship and a copy of the formal Scholarship Agreement. These applicants are required to respond to the offer within a specified period and acceptance of offers cannot be deferred.

Should all available scholarships be offered, applicants who are considered meritorious but who are not successful in the first round of offers will be placed on a reserve list. In the event that a selected applicant declines an offer of scholarship, an offer may subsequently be made to an applicant on the reserve list.

LOTE Teacher Employment Scholarship Agreement

Scholarship recipients are required to sign a legally binding Agreement that outlines the responsibilities of both the recipient and the Department and specifies the conditions of the scholarship. Under these conditions, scholarship recipients are required to:

- Successfully complete the pre-service teacher education program in which they are enrolled in Semester 2, 2010;
- Obtain teacher registration with the QCT;
- Successfully complete the department's application for teacher employment and language proficiency assessment processes at the completion of the study program;
- Undertake full-time employment as a DET teacher, with a minimum service commitment of two years commencing Semester 1, 2011; and
- Accept appointment to a Queensland state school at the discretion of DET and in response to identified vacancies for the 2011 school year, which may include employment in a rural, remote or regional location.

Scholarship recipients are advised to seek independent legal advice in relation to the Agreement and the associated conditions where appropriate.

Where a scholarship recipient fails to fulfil the conditions of the Agreement, the scholarship may be retracted by DET, and the individual will be required to repay the scholarship benefit.

The Agreement must be signed by the scholarship recipient and returned to the Department within ten (10) business days of receipt of the offer and Agreement to confirm acceptance of the scholarship. When the Agreement has been signed by both parties, the original will be kept in the Workforce Futures (Pathways and Scholarships) Unit, Human Resources and a copy will be returned to the scholarship recipient.

Termination of Scholarship

Withdrawal by Scholarship Holder

Scholarship recipients may withdraw from the scholarship program without penalty during the cooling-off period as specified in the Agreement. Scholarship recipients who withdraw from the study program or the scholarship program after payment of scholarship benefits may be required to repay the Department some or all of the scholarship funds.

Termination of Scholarship by DET

The Department may terminate a scholarship if the scholarship recipient:

- Fails to provide confirmation of enrolment in the final semester of studies in their pre-service teacher education program (Semester 2, 2010);
- Fails to satisfactorily complete the approved pre-service teacher education program in 2010 or withdraws from the study program the scholarship program after the cooling off period;

- Does not gain registration with the QCT;
- Does not meet the department's employment requirements, including Language Proficiency requirements - attaining a ranking of Sound or above and/or does not commence employment as a teacher in a Queensland state school from the commencement of the 2011 school year;
- Does not complete the minimum service period;
- Commences employment with the Department and fails to operate in accordance with legislation or departmental policy, including the Code of Conduct; or
- Acts in a manner that contravenes the Agreement.

Scholarship recipients who withdraw from the study or scholarship program or do not fulfil all conditions of the Scholarship Agreement, including the minimum service requirement in a Queensland state school, or who have their scholarship terminated, may be required to repay some or all of the scholarship funds to the Department.

Where there are extenuating circumstances, the scholarship recipient may provide the Director, Workforce Futures Unit, Human Resources with written advice outlining the circumstances of the withdrawal, or events leading up to the scholarship being terminated. A determination on the most reasonable action to be taken will be made by the Department on consideration of the circumstances including information provided by the scholarship holder.

Overview of Responsibilities

In addition to fulfilling their stated obligations under the *LOTE Teacher Employment Scholarship Agreement*, scholarship recipients and the Department (as the scholarship provider) must acknowledge a number of additional responsibilities.

This section provides an overview of the key responsibilities of administrative or functional importance that will facilitate the smooth delivery of outcomes the *LOTE Teacher Employment Scholarship Program*.

Department of Education and Training

DET Human Resources is responsible for the leadership and management of the *LOTE Teacher Employment Scholarship Program*, monitoring progress, and reporting outcomes. The department's responsibilities include:

- Managing the scholarship program, including administering the application and selection process and administering scholarship agreements;
- Working with Higher Education Institutions to promote the *LOTE Teacher Employment Scholarship Program*;
- Providing a point of contact and service for scholarship recipients during the scholarship period, and liaising with scholarship recipients in a responsive and professional manner;
- Respecting the privacy of scholarship recipient information and using personal information provided by scholarship recipients appropriately;
- Organising scholarship payments;
- Managing, where appropriate, early offers of employment; and
- Collecting data in order to evaluate and report on the program.

Scholarship Recipient

In addition to fulfilling their study program, application, teacher registration, employment and other obligations under the Agreement, scholarship recipients should note that their responsibilities include:

- Maintaining open lines of communication with DET Human Resources staff to be updated on program requirements and timelines when required;
- Participating in information sharing with other scholarship recipients;
- Providing DET with confirmation of enrolment for the final semester of pre-service teacher program (Semester 2, 2010);
- Notifying DET immediately of any change in enrolment status, unsuccessful completion of a course or professional experience, or withdrawal from a course or study program;
- Fulfilling all application requirements for DET teacher employment, including suitability assessment and language proficiency assessment to a level of Sound or above;
- Fulfilling all application requirements for QCT registration;
- Complying with all relevant DET policy statements, including the Code of Conduct
- liaising with Higher Education Institutions, DET Human Resources and other relevant DET staff in a professional manner; and
- Providing feedback to the Department if requested.

Key Dates

The key dates for the 2010 *LOTE Teacher Employment Scholarship Program* are as follows:

Date	Activity
9 August 2010	LOTE scholarships open
23 August 2010	LOTE scholarship applications close
15 September 2010	Offers made to successful applicants
25 October 2010	Initiate scholarship payment
January 2011	Commence employment with the Department

Privacy

The information collected on the 2010 *LOTE Teacher Employment Scholarship Application Form* and in its attachments is used by the Department to assess an applicant's suitability for the scholarship program and, for successful applicants, in the ongoing management of their scholarship. Personal information collected by the Department is handled in accordance with the *Information Privacy Act 2009* and the *Right to Information Act 2009*.

The information provided by applicants will be disclosed to other parties without the consent of the scholarship applicant, where the disclosure is in accordance with law. Personal information collected from scholarship recipients may be disclosed to third parties such as the applicable Higher Education Institution or the Queensland College of Teachers.

Scholarship applicants should note that the claims made in the application and in the course of administering the scholarship may be checked with the relevant Higher Education Institution, departmental personnel, past employer/s, professional experience supervisors, a teacher registration authority or police. The provision of false information may result in termination of the scholarship.

Further Information

LOTE Teacher Employment Scholarship Program

<http://education.qld.gov.au/hr/recruitment/teaching/scholarships.html>

Languages Other Than English (LOTE) education

<http://education.qld.gov.au/curriculum/area/lotte/index.html>

Application for teacher employment with DET

<http://education.qld.gov.au/hr/recruitment/teaching/apply.html>

Suitability for employment and suitability rankings

<http://education.qld.gov.au/hr/recruitment/teaching/suitability-employment.html>

Language Other Than English assessment processes

<http://education.qld.gov.au/hr/recruitment/teaching/specialist-teaching.html>

Teacher registration through Queensland College of Teachers

www.qct.edu.au

DET teaching locations

<http://education.qld.gov.au/hr/recruitment/teaching/locations.html>

Rural and remote schools list

http://education.qld.gov.au/staff/development/scholarships/rural/docs/rural_and_remote_locations_per_mceetya.doc

Remote Area Incentive Scheme (RAIS)

<http://education.qld.gov.au/hr/recruitment/teaching/remote-area-incentive.html>

Transfer and Appointment Expenses Directive – 11/09

<http://www.justice.qld.gov.au/fair-and-safe-work/industrial-relations/queensland-government-employees/directives>

DET Code of Conduct

<http://education.qld.gov.au/corporate/codeofconduct/index.html>

Taxation on Scholarships

<http://www.ato.gov.au/individuals/content.asp?doc=/content/34815.htm>

Should you require further assistance or information during the *2010 LOTE Teacher Employment Scholarship Program*, please contact:

Colleen Meakins
Workforce Futures (Pathways and Scholarships) Unit
Human Resources, Department of Education and Training

Tel: (07) 3237 0187

Fax: (07) 3237 0842

Email: scholarships@deta.qld.gov.au

Post: PO Box 15033, City East, QLD 4002