

Procedure:	Staff Scholarship Program
Applies To:	Ocean View Child Care Centre Mountain View Child Care Centre Outside School Hours Care and Vacation Care Services
Review Date:	September 2014

Blackmans Bay Childrens Services values the professional development of staff within our services, particularly the attainment of formal qualifications. This procedure sets out scholarship program guidelines to assist staff to gain formal qualifications.

Objectives:

- To ensure that the scholarship program is made available to staff that wish to gain formal qualifications for whom the financial cost is an impediment.
- To provide fair and consistent procedures for approval of scholarship applications.
- To ensure staff are clear about their obligations to Blackmans Bay Childrens Services should a scholarship be granted.
- The Scholarship is a contribution towards the cost of obtaining or upgrading a qualification and may be used only for enrolment and/or course fees for the qualification.

Procedure:

Each service will be allocated a sum within the training and professional development budget each year that will be quarantined for Scholarship purposes.

A written application must be made addressing the criteria set out on the current Scholarship Application Form.

Scholarship applications will be accepted at any time from current permanent employees of Blackmans Bay Childrens Services submitted to the employee's Director.

Scholarship applications will be assessed by the Senior Management Team at the next available meeting.

The Scholarship available will be a maximum of 90% (ninety per cent) of course fees payable by the staff member.

Scholarship Conditions:

If a scholarship is granted, the recipient must enrol in the qualification within three (3) months of the date of approval.

Scholarship recipients must have an ongoing commitment to Blackmans Bay Childrens Services and remain at Blackmans Bay Childrens Services whilst undertaking their training.

Should the recipient withdraw from their course, any scholarship monies paid must be returned to Blackmans Bay Childrens Services within one (1) month of withdrawal from the course.

All training and study undertaken must be undertaken with a Registered Training Organisation (RTO) or University.

Scholarship funds will be forfeited if not fully expended within twelve (12) months of the date of approval.

The employee must pay their contribution of the course fees directly to the RTO or University.