

By applying for a TAFE Queensland East Coast and Exemplar Health (TQEC & EH) Scholarship you agree to the Terms and Conditions and privacy statement.

By applying for a TQEC & EH Scholarship you agree to receive via email information and marketing communications from TAFE Queensland East Coast in accordance with the TAFE Queensland Privacy Policy located at <http://tafeqld.edu.au/about-us/privacy.html>

TQEC & EH Scholarships are awarded to genuine current or future TAFE Queensland students who will be studying at the Sunshine Coast Health Institute (SCHI). Applicants should not base their decision to study on the scholarship outcome.

Information on how to apply and the description of the Scholarship form part of the January 2017 Terms.

1. Definitions

- Current Student – student enrolled in a Qualification with TQEC that is being delivered at the SCHI campus at the time the scholarship offer is made.
- Future Student – prospective student intending to enrol in a Qualification with TQEC and the qualification is planned to be delivered at the SCHI campus at the time a scholarship offer is made.
- Next Period of Study – the next semester or block of study.
- Qualification – accredited program of study offered by TQEC and as listed at training.gov.au.
- Start of Study – commencement of the Next Period of Study.
- Unique Student Identifier (USI) – is a national initiative to link an individual's training activity to a single online source. It is a mandatory requirement for Training Providers to record an individual's USI within their Student Management System to enable them to lawfully issue a VET qualification.

2. Scholarship structure

- Scholarships will be offered under the category of Access and Equity
- Scholarships may be offered for the following Qualifications in the Health Services area:
 - CHC33015 – Certificate III in Individual Support (Ageing)
 - CHC33015 – Certificate III in Individual Support (Disability)
 - HLT37315 – Certificate III in Health Administration
 - HLT33115 – Certificate III in Health Service Assistance
 - HLT54115 – Diploma of Nursing

Delivery modes:

- Qualifications listed above can be studied through a range of delivery options.

All course information can be found at <http://tafeeastcoast.edu.au/>

- The total scholarship payment will be \$2000. Refer to section 13 for information on scholarship payments. Scholarship payments can be used by the recipient to meet any study support costs including:
 - course fees
 - tuition costs
 - cost of books and other study materials
 - uniform/PPE
 - tools or equipment
 - laptop
 - cost of living expenses
 - cost of childcare
 - living away from home
 - travel costs

3. Eligibility

To be eligible to receive a TAFE Queensland Scholarship the applicant must:

- be an Australian citizen or Australian permanent resident (passport, birth certificate, visa or citizenship certificate must be provided); and
- be a Current Student enrolled for the Next Period of Study or a Future student intending to enrol in an approved TQEC Qualification being delivered at the SCHI campus for the Next Period of Study.

Employees of TAFE Queensland are not eligible to apply.

TQEC & EH Scholarships are not available for TAFE at School qualifications.

Current Students part way through their current TQEC Qualification are eligible to apply provided there is one full semester (or no less than three months) of that Qualification remaining on the date the scholarship offer is made.

4. **Types of Scholarship**

Access and equity scholarships provide equitable access to study at TAFE Queensland. They are awarded to students who can demonstrate a genuine interest in and commitment to their chosen career and identify themselves with one or more of the following categories as a person who is:

- of Aboriginal or Torres Strait Islander descent
- has significant caring responsibilities
- has a disability or long-term medical condition or illness
- long-term unemployed (for a period greater than 6 months);
- a sole parent
- suffering significant financial difficulties or social barriers to study
- a mature age student returning to the workforce (over the age of 21)
- suffering from another specified disadvantage.

Current Students applying for a scholarship part way through their current TQEC Qualification are required to supply additional evidence to support their application (outlined in section 6).

5. **Selection criteria**

The following selection criteria will be used by the TQEC & EH Scholarships Selection Committee when assessing the responses to the questions below.

Demonstrated likelihood to successfully complete the Qualification;

- Whether the student is either already employed or has a strong chance of being employed in the industry to which they applied for a scholarship;
- An assessment of the student's understanding of their industry and the employment opportunities and pathways;
- An assessment of the student's commitment to promote TAFE Queensland as the leading vocational education and training provider in Queensland; and
- An assessment of the applicant's achievement demonstrated through previous study, industry experience or a combination of both.

All applicants will be assessed against the selection criteria. The following questions guide the applicant in the sort of information the Selection Committee is looking for.

- Describe your general life experience and life goals;
- Describe your career goals and tell us how these relate to your life experience and life goals;
- Describe your understanding of your chosen industry, including any current or previous industry experience, either in this industry or another;
- Tell us about your commitment to your chosen industry;
- Tell us why you believe that TQEC will help you to achieve your goals; and
- Tell us how you intend to use the scholarship money if you are successful.

5.1. **Access and equity scholarship applicants:**

Access and equity scholarships are awarded to students who, using the selection criteria set out above, can demonstrate a genuine interest in and commitment to their chosen field of study and who also identify themselves with one or more of the following categories as a person who is:

- of Aboriginal or Torres Strait Islander descent;
- has significant caring responsibilities;
- has a disability or long-term medical condition or illness;
- long-term unemployed (for a period greater than 6 months);
- a sole parent;
- suffering significant financial difficulties or social barriers to study;
- a woman in a non-traditional industry (e.g. automotive, construction);

- a man in a non-traditional industry (e.g. hairdressing and beauty, health services);
- a mature age student returning to the workforce (over the age of 21);
- a mature age student (over the age of 21) transferring to one of the industries identified in section 2; or
- suffering from another specified disadvantage.

If an applicant is applying for an access and equity scholarship, the applicant will be required to provide any evidence reasonably requested from TQEC to confirm their eligibility in accordance with the criteria set out above.

6. Application process

- Applications should be completed and submitted via email to TQEC&EHScholarships.EastCoast@tafe.qld.edu.au
- Hard copy application forms will be available on request.
- Applicants must specify the course they wish to study. A link to all course information can be found at <http://tafeeastcoast.edu.au/>
- Applicants will have the opportunity to attach any relevant documentation (maximum 10 documents) in support of their application e.g. resume, letters of support, certificates, evidence of eligibility etc.
- Applications submitted without the mandatory supporting evidence (see below) will not be considered by the Selections Committee (and the Selections Committee is under no obligation to advise an applicant if their application conforms to the process and criteria set out in the January 2017 Terms).
- TQEC reserves the right, at any time, to verify the validity of any application (including an applicant's identity, age, place of residence and relevant documentation) and disqualify any applicant who tampers with the scholarship process or who submits an application that TQEC, in its sole discretion, deems to be offensive, inappropriate, defamatory or otherwise not in keeping with the spirit of the scholarship program.
- As part of the application process the applicant must supply the name and contact details of two personal referees. Referees cannot be family members. Reference checks may be conducted by TQEC as part of the application review process and by providing contact details of a referee the applicant consents to TQEC contacting that referee as contemplated in these January 2017 Terms.
- No additional information will be accepted from (or in respect of) an applicant after the applicant has submitted their application form (unless such additional information is requested by TAFE Queensland).
- No responsibility will be accepted by TQEC for late, lost or misdirected applications. Incomplete, indecipherable, or illegible applications will be deemed invalid.
- TQEC is not responsible for any problems the applicant has sending or receiving communication, including technical malfunction of a computer or any associated matters related to the applicant's access or use of technology.
- All information supplied as part of the application process must be true and correct at the time of submission and the applicant must inform TQEC immediately if any information supplied as part of the application becomes incorrect after the date of submission.
- The January 2017 Terms apply to any application for TQEC & EH scholarship submitted to TAFE Queensland. By submitting an application for a TQEC & EH scholarship to TQEC, the applicant warrants that they have read, understood and accepted the January 2017 Terms.

7. Evidence to attach to the application

All applicants must attach proof of eligibility (Australian citizen or Australian permanent resident). This can be a certified copy of a passport, birth certificate, citizenship certificate or visa. A driver's license or Medicare card will not be accepted.

Access and equity scholarship applicants, must identify with one or more of the access and equity groups listed in section 4.2 of this document and must attach evidence to support this.

- Current Students applying for a scholarship part way through their current Qualification must attach evidence of courses completed, results of past study at TQEC as well as supporting statements detailing why consideration should be given for a scholarship part way

through a Qualification.

- Current Students must supply their Unique Student Identification number (USI).
- Future Students should include their USI if they have one. A USI can be obtained at www.USI.gov.au

8. **Assessment process and timelines**

- A selection committee consisting of:
 - Executive Director, Education and Training, TAFE Queensland East Coast
 - Manager, Educational Planning, TAFE Queensland East Coast
 - Associate Centre Director, Community Services Health & Sport
- The successful applicant will be notified as soon as possible after the closing date
- The decision of the selection committee is final and no review will be undertaken.
- Notice of the name of the recipient of the Award may be printed in the media and in any approved TAFE Queensland publications.

9. **Unsuccessful applicants**

- Unsuccessful applicants may re-apply.
- Applicants who have been successfully awarded a scholarship cannot re-apply for a period of two years.
- Applicants who have been successfully awarded a scholarship and do not complete the first semester (or equivalent) of the Qualification become excluded from any future scholarship applications (unless extenuating circumstances apply).

10. **Exemplar Health**

- TQEC & EH Scholarships have been established through a partnership between TQEC and EH.
- EH has nominated TQEC to collect, manage and distribute all funds relating to TQEC & EH Scholarships.

11. **Administration of scholarships**

- Selection and awarding of scholarship will be conducted twice a year by the Selection Committee comprising regional representatives from TQEC, supported by representative of EH.
- TQEC will notify all applicants, in writing, of the outcome of their application.
- Successful applicants will receive (by email) instructions for completing and returning the required information for payment processing and all payments will be made in accordance with section 12.
- All information supplied to the Selection Committee, student services and administration officers is treated as confidential.
- All Selection Committee members will declare any conflict of interest, prior to the selection process.
- The Selection Committee will maintain documentary evidence of its selection.
- Each application will be individually judged according to its merits and having regard to the criteria set out in the January 2017 Terms.
- The outcome of the Selection Committee is final and binding.

12. **Awarding of scholarships**

- Scholarships are awarded to worthy applicants who, at the absolute discretion of the Selection Committee, have fulfilled the selection criteria.
- Scholarships are awarded for the Next Period of Study; they are not retrospective for completion of a Qualification.
- The award of a scholarship does not guarantee a course placement and the applicant must receive a place in the Qualification before the awarded scholarship is confirmed. Scholarships will be awarded for the next available start of study date. No deferment of the scholarship is allowed.

13. **Acceptance of scholarships**

- When an offer of a scholarship is made, it is the responsibility of the recipient to accept the offer in writing within the given time period. Failure to accept the offer within this timeframe may result in the scholarship offer being withdrawn at the discretion of TQEC.
- It is the responsibility of the recipient to enrol in their chosen Qualification within the given time period. Failure to enrol within this timeframe may result in the scholarship offer being withdrawn.

14. **Scholarship payment**

- Scholarship recipients must enrol and select a method of payment prior to the scholarship payments being received. Please note as

stated above scholarships are only awarded to genuine applicants intending to study at the SCHI campus and who understand that enrolment is not dependent on receiving the scholarship.

- Scholarship recipients must demonstrate participation in their chosen Qualification at TQEC prior to receiving the scholarship. This can be through class attendance or online participation.
- Scholarship recipients who did not have a USI on being awarded the scholarship must supply this at the time of enrolment.
- Scholarship payments will not be issued immediately upon award of the scholarship. Prior to the payments TQEC will undertake the relevant checks set out in this document (or otherwise at the discretion of TQEC) and evidence of enrolment and attendance secured. The total scholarship payment will be \$2000 as follows:
- - Payment: \$2000 will be paid at the commencement of the Qualification on proof of enrolment and attendance in the Next Period of Study following the date of the scholarship offer for the specific Qualification in which the scholarship was awarded
- Scholarship recipients studying courses that are not semester based programs will commence and progress in accordance with the course structure.
- Scholarship monies will be paid by TQEC directly to the recipient by electronic funds transfer into the recipient's bank account.

15. **Conditions of award**

- Each scholarship is offered for a specific Qualification in the Health Services area and the delivery of the Qualification must be from the SCHI.
- Scholarship is not transferable to another Qualification, except for where the qualification is in the Health Services area and delivered at the SCHI campus. TQEC Selection Committee to review the request and act with absolute discretion.
- The Selection Committee is made up of representatives of from TQEC.
- Some TQEC Qualifications have specific eligibility requirements. Eligibility requirements for the Qualification must be met by the applicant for a scholarship to be awarded.
- If scholarship recipients are found not to be using scholarship payments as intended, TQEC may require the recipient to repay any scholarship payments in full.

16. **Termination of scholarship**

TQEC has discretion to terminate a scholarship, not make any further scholarship payments and to recover any scholarship payments already made to a recipient in the event of any of the following:

- the behaviour of the recipient on or off campus is considered to bring the scholarship, TQEC or EH into disrepute;
- the Qualification is being undertaken with insufficient diligence or not in accordance with these January 2017 Terms;
- cancellation of enrolment; or
- deferral of study in the year of the award without sufficient rationale.

Once terminated, a scholarship will not be reinstated and the scholarship recipient must refund any amounts paid to TQEC in respect of the scholarship prior to termination within 10 business days of being requested in writing to do so.

17. **Publicity**

It is anticipated that scholarship recipients will be requested to participate in publicity for the scholarship from time to time. Recipients may be contacted for an interview and/or photograph.

18. **Ambassadors and Alumni**

Scholarship recipients will be required to be an ambassador for TQEC.

19. **Contact details**

All correspondence relating to TAFE Queensland Scholarships should be directed to TQEC&EHScholarships.EastCoast@tafe.qld.edu.au

20. **Liability**

Other than any liability that cannot be excluded by law (including the Australian Consumer Law), TQEC (including its officers, employees and agents) excludes all liability (including negligence), for any personal injury suffered or sustained in connection with the TQEC & EH scholarship program and any loss or damage (including loss of opportunity), whether direct, indirect, special or consequential, arising in any way out of the TQEC & EH scholarship program, including, but not limited to, where arising out of the following:

- any technical difficulties or equipment malfunction (whether or not under TQEC control);
- any theft, unauthorised access or third party interference;

- any application that is late, lost, altered, damaged or misdirected (whether or not after their receipt by TQEC) due to any reason beyond the reasonable control of TQEC;
- any tax liability incurred by a scholarship recipient; and
- participation in any aspect of the TQEC & EH scholarship program.

21. **Privacy Statement**

TQEC is collecting your information in accordance with the TAFE Queensland Act 2013 (Qld) to manage your application for a Scholarship. As a matter of routine, your personal information will be disclosed and shared with EH and if you are under 18 to your parent/guardian (unless you formally advise TQEC not to provide this information). Personal information collected may also be disclosed to third parties with your consent or as permitted or required by law.

Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please forward an email to TQEC&EHScholarships.EastCoast@tafe.qld.edu.au.

The Scholarship Provider is TQEC (**ABN 72 898 805 093**),

TAFE Queensland East Coast

PO Box 5252

SCMC Nambour

Queensland 4560

TQEC partners with Exemplar Health to manage the scholarship program.