

# 2025 Secondary Teachers' Study Support Grant

Applications close Thursday 5 September 2024

Application  
Guide

## About the Secondary Teachers' Study Support Grant

### Background

The Secondary Teachers' Study Support Grants were established in negotiation between the New Zealand School Board Association (NZSBA), Post Primary Teachers' Association Te Wehengarua (PPTA) and the Ministry of Education. The awards are based on criteria determined by the Ministry of Education in consultation with NZSBA and PPTA.

### What is this award?

Study support grants are available to fully certificated teachers through the provisions of the Secondary Teachers' Collective Agreement (STCA).

A study support grant allows time for a teacher to study while continuing to teach. The study support grant provides an allowance to the school of an additional 0.16 FTTE staffing entitlement. The teacher is entitled to this time allowance of 0.16 FTTE, which is equivalent to four hours per week, and reimbursement of up to \$500 towards their course fees, paid upon successful completion of their course.

### What does the study support grant provide?

The study support grant provides:

- a 0.16 FTTE time allowance (equivalent to four hours per week) for one year (52 weeks)
  - when a course has particular time requirements (e.g. a block course) the time allowance may be used flexibly in agreement with the employing school
- reimbursement of up to \$500 towards course fees on successful completion of the course of study
  - for the purposes of this reimbursement, course fees are defined as the fees charged by the tertiary institution to the study support grant recipient for the course. Any other expenses, such as textbooks, field trip expenses, or travel associated with the study are not payable with this study support grant.

### How many Secondary Teacher Study Support Grants are available each year?

Each year there are 100 study support grants available to permanently appointed fully certificated teachers in New Zealand state or state-integrated secondary schools.

### Eligibility criteria

To be eligible to apply for a study support grant, you must be:

- employed under the Secondary Teachers' Collective Agreement or applicable Individual Employment Agreement (IEA)
- a permanently appointed full or part-time teacher in a New Zealand state or state-integrated school
- hold a current Tiwhikete Whakaakoranga Tūturu Full Practising Certificate (Category One)

### What professional learning (study) can teachers undertake?

A study support grant enables you to undertake study or research to:

- enhance your knowledge and skills to support your teaching practice and your students' learning outcomes while you continue to teach
- participate in higher-level professional learning
- move into specialist teaching areas
- further your career development.

Examples of study include (but are not limited to): teachers starting postgraduate study in pedagogy or leading professional learning; a head of department (or aspiring head of department) taking tertiary papers in mentoring skills, curriculum and assessment, or education management; and teachers teaching out-of-field pursuing study in their out-of-field specialist subject areas.

## How is my application assessed?

Your application will be checked to ensure it meets all the eligibility criteria outlined on page 1 of the application guide. A selection panel, made up of representatives from the Ministry of Education/ NZSBA and PPTA, will then assess your application.

Firstly priority is given to:

- completing a qualification or improve an existing tertiary qualification with studies at level 5 or above on the New Zealand Qualifications Framework
- begin postgraduate study
- extend into other specialist teaching areas.
- enhance knowledge and/or pedagogy in areas
- where there is pressure on teacher supply.

For study in 2025 these areas are the sciences, technology, and mathematics (particularly at years 11-13) and te reo Māori.

Applications are then ranked highest to lowest on the following selection factors:

- Study or research that furthers the Ministry of Education's priorities in education including policy that aims to improve the learning outcomes for priority student groups, this includes: Māori and Pacific students
- students from low socio-economic backgrounds
- students with additional learning needs
- Study that will help in the development of the teacher's practice and their students' learning outcomes.
- A relevant study path that benefits the teacher personally and professionally.
- The completeness and clarity of the study plan.
- Preference is then given to teachers on equal ranking who: have not had a study award or sabbatical in the last five years.

If required the following additional selection factors will be given consideration:

- length of service in secondary schools.
- issues faced because of professional isolation.
- equal opportunity factors.
- support from the school board/employer and principal.

The selection panel's role is to ensure that the selection process is open, fair, consistent and impartial, and that it provides for equal opportunity and non-discrimination.

## Approval of leave

The application form requires that you have your employing principal and school board/employer confirm that, should an offer of a study support grant be made, you will be released from teaching for the relevant time.

If you have not received support from the school board/employer and principal, you may still apply. You should provide an explanation by two weeks after the closing date as to why written confirmation from the principal and school board/employer is not included with your application.

## Expectations if awarded a study support grant

If awarded a study support grant, you must:

- Notify TeachNZ if you are accepting or declining the study support grant.
- Notify TeachNZ of any changes to your contact details or study plan, or if you have taken up a new position.
- Undertake the study as stated in your application.
- Provide confirmation of enrolment and completion of study when required.
- Provide TeachNZ with a receipt for payment of your study fees when applying for reimbursement.

If you are awarded a study support grant and are subsequently appointed to another school, you may transfer the grant with the agreement and support of the new employing principal and school board, subject to notification to TeachNZ.

A study support grant cannot be deferred to the following year.

If you decline the offer of a study support grant, you can re-apply with no prejudice in a subsequent year.

## Timetable

The following is a timetable for the study support grant application process.

### THURSDAY 5 SEPTEMBER 2024

Application closing date

### THURSDAY 12 SEPTEMBER 2024

Closing date for submitting additional information

### OCTOBER/NOVEMBER 2024

Selection process

### TUESDAY 19 NOVEMBER 2024

Teachers are notified of results.

# 2025 Secondary Teachers' Study Support Grant

Frequently asked questions

Frequently  
asked  
questions

## General

### When will I find out the outcome of my application?

You will be notified by Tuesday 19 November 2024

### What does a Secondary Teachers' Study Support Grant provide?

A Secondary Teachers' Study Support Grant provides you with study time of 0.16 FTTE (equivalent to four hours per week for the year awarded) while continuing to teach – for example, this may mean that you teach one less class for the year or have four hours of release time each week. Your school receives an additional staffing allowance of 0.16 FTTE for the year to cover relief costs.

You also can apply for reimbursement of up to \$500 towards your course fees after successful completion of your course.

### I am a part-time teacher – what will be the 0.16 FTTE time allowance I receive?

The time allowance provided with a study support grant is a fixed amount of 0.16 FTTE (or four hours per week) for all teachers and is not pro-rated for part-time teachers. The time allowance is provided to your school as an additional staffing entitlement to release you from four hours of teaching.

### Can I use the time allowance flexibly throughout the year?

The time allowance of 0.16 FTTE (equivalent to four hours per week) can be used flexibly throughout the school year to suit your study requirements as long as it is in agreement with your school. For example, if you plan to study for the first semester only you could seek agreement with your school to use all the additional staffing entitlement in the first half of the year (e.g. eight hours a week for six months).

### What will happen if I have applied for the wrong award?

Your application will only be assessed for the award you have applied for. It's important you check the application information to ensure that you are applying for the correct award.

### Can I apply for more than one award?

Yes, but you can only accept one award. If you are successful in more than one application, you will be asked to choose which award to accept.

Please note you must send in a separate application for each award you apply for.

### Can I submit more than one application for the same award?

No, you can only submit one application for each award.

### I work for Te Aho o Te Kura Pounamu (The Correspondence School) and work 40 hours a week. What will be the 0.16 FTTE time allowance I receive?

A Secondary Teachers' Study Support Grant provides 0.16 FTTE (equivalent to four hours per week) for all secondary teachers (including Te Aho o Te Kura Pounamu) as per clause 6.6.6A (b) of the Secondary Teachers' Collective Agreement. This means that the time allowance provided with a study support grant is a fixed amount of 0.16 FTTE (or four hours per week) for all recipients.

### What if I am offered a position at a different school before I take up my study support grant?

You may transfer your study support grant to your new school with the support of your new principal and school board/employer. Please tell them that you have been offered a study support grant and discuss your options with them.

If you plan to continue with your study support grant, then you would need to provide TeachNZ with confirmation of support from the principal and school/employer so the additional staffing entitlement can be provided to the correct school.

If you then choose not to take up the study support grant, for any reason, please advise TeachNZ as soon as possible.

### **What if I am offered a position at a different school which will commence while I am studying?**

You may transfer your study support grant to your new school with the support of your new principal and school board/employer. Please tell them that you have been offered a study support grant and discuss your options with them.

If you plan to continue with your study support grant, then you would need to provide TeachNZ with confirmation of support from your principal and school board/employer so the additional staffing entitlement can be transferred to their staffing entitlement.

### **Can I postpone my study support grant until the next year?**

No, you cannot postpone a study support grant.

### **Can I withdraw from a Secondary Teachers' Study Support Grant?**

If you choose to withdraw from the study support grant, you can apply again in the future with no prejudice. You would need to let us know in writing that you would like to withdraw from the study support grant. We can accept this via email to [teacher.studyawards@education.govt.nz](mailto:teacher.studyawards@education.govt.nz).

## Eligibility

### **If I am a secondary-trained teacher working in an area or primary school, can I apply for a Secondary Teachers' Study Support Grant?**

The study support grant you are eligible to apply for depends on which collective agreement you are employed under. You can only apply for a Secondary Teachers' Study Support Grant if you are employed under the terms and conditions of the Secondary Teachers' Collective Agreement and meet all eligibility criteria.

If you are covered by the terms and conditions of the Area School Teachers' Collective Agreement, you are not eligible for this study support grant but you may be eligible to apply for an Area School Teachers' Study Support Grant.

Please note there are no study support grants available to teachers covered by the Primary Teachers' Collective Agreement.

### **I am a Resource Teacher: Learning and Behaviour (RTL) who works in primary and area schools, but my lead school is a secondary school. Can I apply for this award?**

The study support grant you are eligible to apply for depends on which collective agreement you are employed under. Through the reorganisation of the RTL service some RTLs retained the employment terms and conditions they previously had before, so you will need to check which collective agreement you are employed under.

You can apply for a Secondary Teachers' Study Support Grant if you are employed under the terms and conditions of the Secondary Teachers' Collective Agreement and meet all eligibility criteria.

If you are employed under the terms and conditions of the Area School Teachers' Collective Agreement, you are not eligible for this award but you may be eligible to apply for an Area School Teachers' Study Support Grant.

Please note there are no study support grants available to teachers covered by the Primary Teachers' Collective Agreement.

### **I am a part-time teacher; can I apply for a Secondary Teachers' Study Support Grant?**

Yes, if you are a permanently employed part-time teacher.

Part-time fixed-term and long-term relieving teachers are not eligible to apply.

### **My registration is currently Tiwhikete Whakaakoranga Pūmau | Full Practising Certificate (Category Two)**

Yes, but only if you will receive Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category One) by December 2024.

Please notify the Ministry if your registration status changes during the application or selection process.

### **I have Limited Authority to Teach (LAT) - can I apply?**

No, you must be a fully certificated teacher to be eligible.

### **Can I apply if I have previously had a study award or sabbatical?**

Yes, but please note that preference is given to teachers who have not received a study award or sabbatical in the last five years.

### **Can I apply if I'm not a member of a teachers' union?**

Yes, the awards are open to all teachers in New Zealand state and state-integrated schools who are employed under the terms and conditions of the Secondary Teachers' Collective Agreement and meet the eligibility criteria.

### **I am appointed to the Community of Schools Teacher (across community) role, am I able to take a study support grant?**

Yes, apply as usual.

### **If I am appointed to the Community of Schools Teacher (within school) role, am I able to take a study support grant?**

Yes, apply as usual.

## How is my application assessed?

### What are the Ministry of Education's priorities for education?

The Ministry of Education's priorities for education include those referred to on page 2 of the application guide.

For further information please refer to the Statement of Intent which can be found online at <https://www.education.govt.nz/our-work/publications/statement-of-intent/>

### What are equal opportunity factors?

The selection panel will consider equal opportunity factors, which are any barriers that could prevent a teacher from taking up opportunities.

Examples of equal opportunity factors can include:

- family circumstances that prevent you from taking up professional development opportunities
- it is hard to find relief teachers in your subject area so you have been unable to take up professional development opportunities.

### What is considered 'professional isolation'?

It is important that you outline any professional isolation as applications are judged based on the information you provide.

Examples of professional isolation include:

- if you are the sole teacher of a subject area e.g. the only te reo Māori or chemistry teacher
- if you are the sole mentor of beginning teachers in your school
- if you are a teacher in a small isolated school
- if you cannot access professional development opportunities because of distance and/or costs.

## Completing the application form

### What does full-time teacher equivalent (FTTE) mean?

Full-time teacher equivalent means one full-time teaching position which has a measure of 25 classroom hours per week (five hours per day).

### Can I include my professional development in my qualifications on the application form

You may describe any aspect of your learning and study in support of your overall personal career plan and your application however applications are assessed according to the factors and priorities, which are outlined in 'How is my application assessed' on page 2 of the application guide.

### I have received a study support grant previously; does this count as supported study leave?

No, a study support grant is not supported leave.

## Proposed study

### Is there an approved list of qualifications?

You can apply to study any qualification you choose. You will need to justify your choice of qualification in your study plan.

### What is research study?

For the purposes of the study support grant, research study must be part of a formal study programme provided by a tertiary institution.

### Which tertiary institutions are approved for study?

You can apply to study at any tertiary institution, whether on campus or via distance learning.

### Can I study overseas?

Yes, you can apply to study at any tertiary institution you choose.

### How do I find out the level of the qualification I am studying?

You can find the level of the qualification on the New Zealand Qualifications Authority website [www.nzqa.govt.nz](http://www.nzqa.govt.nz). Alternatively you can ask your tertiary institution.

### What if the qualification I am planning on studying is not on the NZQA framework?

Please make sure you provide as much information as possible.

### Do I need to be enrolled when applying?

No, but please contact your proposed tertiary institution to find out key enrolment dates. If you are awarded a study support grant you will be asked to provide confirmation of enrolment in February or March.

### Can I apply to complete my postgraduate qualification, and start work towards my Masters?

Yes, you can apply to complete more than one qualification in the year.

Please make sure you provide the requested information for both qualifications in your study plan.

### Can I change my course of study after submitting an application?

Yes, but not substantially. Please notify TeachNZ of proposed changes in writing, and provide details of this and an explanation of the reason for this change as this will need to be approved.

## Study plan requirements

### How should I present my study plan?

Please see section 5 of the application form and complete your study plan in the requested format. This makes it easier for the selection panel to consistently assess study plans.

### Can I submit more than one study plan?

No, you can only submit one study plan.

### Why is it important that I explain what study I plan to do?

As you can apply to study any qualification at any tertiary institution, you need to clearly justify your choice of study and explain how this decision will benefit your teaching practice and students. This includes detailing your chosen qualification and papers in your own words and explaining why you have chosen that paper or qualification.

## Principal and school board support

### What can I provide as evidence that my principal supports my application?

We can accept one of the following as principal support:

- A signed letter of support from your school principal.
- An email sent directly from your school principal to TeachNZ.

Principal support, in one of the formats outlined above, must be submitted by **two weeks after the closing date**.

Please note that support from your principal is a selection factor.

### Who can support my application if my principal is away?

The acting principal is the only person who can support your application on behalf of your principal. Please make sure it is clear that the signature is from the person acting in the role of the principal.

### Who can support my application if I am acting principal?

The principal should support your application. If your principal is unable to provide support in one of the approved formats please provide an explanation in the box provided.

### What can I provide as evidence that my school board supports my application?

We can accept one of the following as school board support:

- A copy of relevant school board motion confirming support for your application. Please do not send in the full board minutes.
- A signed letter of support from the school board presiding member.
- An email sent directly from the school board presiding member to TeachNZ.

School board support, in one of the formats outlined above, must be submitted by **two weeks after the closing date**.

Please note that support from your school board/ employer is a selection factor.

### Who has the authority to support my application on behalf of the school board's presiding member?

The deputy presiding member or another member who has delegated authority in the absence of the presiding member or their deputy. Please make sure this is clear on the application form.

### Who can support my application if the school board has been disestablished?

Please ask the commissioner acting in place of the school board to support your application. Please ensure it's clear the signature is that of the commissioner.

### Who should support my application if my school has a limited statutory manager employed?

If the limited statutory manager is acting in place of the school board for employment matters, ask the limited statutory manager to support your application. Please ensure it's clear that the signature is that of the limited statutory manager.

Please note that support from the school board/ employer and principal is a selection factor.

### **What if I can't provide confirmation of principal and school board/employer support when I submit my application?**

If you have not yet received support from the principal and/or school board/employer you may still apply, but please send this in by **two weeks after the closing date**. Please provide an explanation in your application as to why the support of the principal and/or school board is not included with your application.

### **I am a Resource Teacher: Learning and Behaviour (RTL) and work in a number of schools. Which principal and school board/employer should I ask to support my application?**

RTLs are employed by the cluster lead school's school board/employer. The schools where RTLs are located, but not employed, are called host (or satellite) schools.

Please ask the principal and school board/employer from your lead school to support your application.

## **Sending my application**

### **Can I apply online?**

Yes, we only accept online applications.

### **Why do I need to apply using an Education Sector Login (ESL)?**

Applicants must use an ESL when accessing Ministry Applications.

### **Where can I find information on my ESL?**

You can review your ESL account details here: <https://applications.education.govt.nz/education-sector-logon-esl/how-use-esl/self-service>. If you do not currently have ESL, please contact your school delegated Authoriser who will be able to set up an ESL role for you in the "Te Mahau Service Portal"

### **How will I know that you have received my application?**

You will receive an email to confirm that your application has arrived. Please contact us if you have not heard from us.

### **What happens if my application is incomplete?**

It's important to ensure you've submitted all the required information. If your application is incomplete, or it is not in the correct format, the selection panel will not be able to assess it fully.

### **Can I send in additional information after submitting my application?**

You may submit additional information up to two weeks after the closing date.