



Area School Teachers' Study Award Application Guide

About the Area School Teachers' Study Award

The Area School Teachers' Study Award gives teachers paid leave to complete part-time or full-time study in an educational priority area. We offer seven full-time teacher equivalent (FTTE) study leave opportunities each year, with two study awards reserved for studies in te reo Māori or Māori immersion learning.

Study awards are one of the professional learning opportunities available to teachers through the Area School Teachers' Collective Agreement (ASTCA). The Area School Teachers' Study Award provides paid leave at the teacher's normal salary for the duration of the study award. The school also receives relief funding while the teacher is on study leave.

The study award does not include any additional expenses associated with the study (for example, course fees or removal and travel expenses).

Eligibility

To apply for an Area School Teachers' Study Award, you must be:

- employed under the Area School Teachers' Collective Agreement (ASTCA) or an applicable Individual Employment Agreement (IEA)
- permanently appointed
- a full-time or part-time teacher in a New Zealand state or state-integrated area school.

You cannot apply for this award if you are on a fixed-term contract or are a long-term relief teacher.

Purpose of the award

Teachers can apply to do the following:

- Complete a qualification.
- Improve an existing qualification.
- Undertake study to obtain qualifications in a different curriculum or subject area.

- Undertake study that is relevant and adds value to education.
- Obtain practical knowledge and skill-related experience in their subject area.

How to apply

Applications are made through the application form on our website: [Area School Teachers' Study Award and Support Grant | Education Workforce](#)

First, provide your personal details including your name, date of birth, and contact information.

Provide your current employment information as detailed below.

- Your teacher registration number. This can be found on the Teaching Council website. ([How to search for a teacher](#))
- Your Ministry of Education employee number. This can be found on your payslip.
- Your certification status. Please note you must receive your Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate by the end of the year to be eligible.

You will then be asked for information about your school, your employment history, and previous awards or supported leave you have received in the past.

You will also be asked to provide a brief study plan. This includes information about the qualification you are pursuing or the research you are undertaking as part of the study award. Also provide your sought period of leave.

Written statement

The core of the application is a written statement. We recommend writing your statement in a word document or other application and then copying it into the form to avoid data loss. The statement is separated into four sections:

Proposed study (250-word limit)

Describe how your proposed study or research meets the purpose of this award and the Ministry's priorities in education.

Benefits of study (250-word limit)

Outline the benefits of the study or research to:

- yourself, both personally and professionally
- your students' learning outcomes
- your school
- the education sector.

Discuss how might you share your learning.

Recent study (250-word limit)

What study or professional learning within the last three years have you undertaken and how does it link to this application?

Personal statement (250-word limit)

Provide a short personal statement, including how this study or research:

- fits into your wider career plan
- helps address any major disadvantages you have experienced because of distance or professional isolation, the socio-economic status of the school or community, or specific requirements of the school
- identifies how you will complete your study successfully.

Discuss any barriers that prevent you from taking up professional development opportunities.

Support

Indicate the method by which you will supply your principal and school Board support documents. This can be a signed letter of support, a copy of a relevant school Board motion, or an email sent directly from the principal/school Board.

You can upload your documents on this section of the form or email them directly to teacher.studyawards@education.govt.nz.

Applicant declaration

Finally, tick the boxes to declare that all your information is true and accurate. A privacy statement is provided at the bottom of the form.

How is my application assessed?

First, your application will be checked to ensure it meets all the eligibility criteria. A panel made up of representatives from NZEI, NZSBA, PPTA, and the Ministry will then assess your application.

The following factors are considered when assessing applications:

- Study or research that furthers the Ministry's priorities in education, including the following priority student groups:
 - Māori and Pacific students.
 - Students from low socio-economic backgrounds.
 - Students with learning support needs.
- A relevant study path that benefits the teacher personally and professionally, and benefits students.
- The commitment and effort already made in recent study.
- The completeness and clarity of the study plan.
- The issues faced due to professional isolation of teachers.
- Equal opportunity factors.
- Support from the school Board/employer and principal.

Preference is given to teachers who:

- are completing a qualification
- have not had a significant period of study leave in the last five years

- are registered teachers with a full and current practising certificate with at least five years' service in state or state-integrated New Zealand schools.

Priority is given to study that relates to:

- te reo Māori or Māori immersion for the two study awards
- te reo Māori in English-medium settings
- completing a level 7 or above qualification to access a higher qualification grouping
- wider or new curriculum areas that a teacher has been required to move into or wants to move into
- the curriculum.

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

Approval of leave

Teachers who are granted a study award will be given leave for the period of study by their principal and school Board/employer.

The application form requires a signature from the principal and school Board/employer to demonstrate support for the application. If you have not received support from your principal or the school Board/employer, you may still apply but you must explain why this has not been included with your application.

Expectations if awarded a study award

If you are selected for a study award, you must:

- notify the Ministry if there are any changes to your contact details, employment status or your study plan, or if you take up a new position
- undertake the study as stated in your application
- work before and after taking up the study award if you are awarded less than a full year's study award (for example, 20 or 32 school weeks rather than 40)
- provide confirmation of enrolment and proof of completion of study when required.

If you are offered a study award and decline it, you may re-apply in a subsequent year. Please note that the study award cannot be deferred to the following year.



**Te Tāhuhu o
te Mātauranga**
Ministry of Education



**Te Kāwanatanga
o Aotearoa**
New Zealand Government