



Primary Principals and Teachers' Study Award Application Guide

About the Primary Principals and Teachers' Study Award

A Primary Principals' and Teachers' Study Award gives principals and teachers paid leave to complete part-time or full-time study in an educational priority area. Each year, we offer 75 full-time teacher equivalent (FTTE) study awards to teachers and principals in state or state-integrated schools.

Study awards are one of the professional learning opportunities available to teachers through the Primary Teachers' Collective Agreement (PTCA), Primary Principals' Collective Agreement (PPCA) or Primary Principals' Bargaining Collective Agreement (PPCB). The Primary Teachers' and Principals' Study Award provides paid leave at the principal's or teacher's normal salary for the duration of the study award. The school also receives relief funding while they are on study leave.

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

Eligibility

To apply for a Primary Principals' and Teachers' Study Award, you must:

- hold a current Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category One)
- be a full-time or part-time principal or teacher employed in a state or state-integrated New Zealand primary school
- have the support of your principal and school Board, or employer
- be employed under the Primary Principals' Collective Agreement (PPCA), or Primary Principals' Bargaining Collective Agreement (PPCB) or applicable individual employment agreement (IEA). Teachers employed under the Primary Teachers' Collective Agreement (PTCA) are also eligible to apply
- have at least 3 years' experience as a fully certificated teacher in New Zealand state or state-integrated schools
- have not received a TeachNZ study award or sabbatical in the last five years.

Purpose of the award

Principals and teachers can apply to do the following:

- Complete a qualification.
- Improve an existing qualification.
- Study a new qualification in a new or different curriculum area.
- Undertake research.
- Undertake study that is relevant and adds value to education.
- Undertake study into effective school management and leadership.

How to apply

Applications are made through the application form on our website: [Primary Teachers' Study Award | Education Workforce](#) / [Primary Principals' Study Award | 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 have at least three years' experience as a fully certified teacher in a New Zealand state or state-integrated school to be eligible to apply.

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 the Ministry, NZEI and Te Whakarōputanga 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.
- For those completing a level 7 Bachelor of Education teaching qualification
- 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.

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

Please note that support from the principal is an eligibility factor. The application form requires a signature or email from the principal and school Board/employer to demonstrate support for the 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