



Secondary Teachers' Study Award Application Guide

About the Secondary Teachers' Study Award

A Secondary Teachers' Study Award gives 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 award opportunities to secondary teachers in state or state-integrated schools.

Study awards are one of the professional learning opportunities available to teachers through the Secondary Teachers' Collective Agreement (STCA). The Secondary 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 a Secondary Teachers' Study Award, you must be:

- employed under the Secondary Teachers' Collective Agreement (STCA) or applicable individual employment agreement (IEA)
- a permanently appointed full-time or part-time teacher in a New Zealand state or state-integrated school
- a full-time long-term relieving or fixed-term teacher in a New Zealand state or state-integrated school.

Guidance counsellors covered by the STCA may apply. Fixed-term and long-term part-time relieving teachers and day relievers are not eligible to apply.

Purpose of the award

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 secondary 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: [Secondary 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 equal representatives from the Ministry/Te Whakarōputanga and PPTA 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.
- Issues faced due to professional isolation of teachers.
- Equal opportunity factors.
- Support from the school Board/employer and principal.

Priority is given to:

- completing a level 7 specialist subject qualification
- study in a wider or new curriculum area
- teachers who are gaining and/or advancing a teaching or education qualification.

- study to enhance your knowledge and/or pedagogy in areas where there is pressure on teacher supply. For study in 2027 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’s priorities in education, including the following priority student groups:
 - Māori and Pacific students.
 - Students from low socio-economic backgrounds.
 - Students with special education needs.
- Study that benefits the teacher personally and professionally.
- The commitment and effort already made in recent study.
- The completeness and clarity of the study plan.

Preference is then given to teachers on equal score who:

- are completing qualifications in 2027
- have not had a significant period of study leave in the last five years
- are registered teachers with at least five years’ service in New Zealand state or state-integrated schools.

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

- Issues faced because of professional isolation.
- Equal opportunity factors.
- Support from the school Board/employer (or limited statutory manager or commissioner) and principal.

The panel’s role is to ensure the selection process is open, fair, consistent and impartial, that it provides equal opportunity and non-discrimination and that study leave weeks are 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