



# Secondary Teachers' Study Support Grant Application Guide

## About the Secondary Teachers' Study Support Grant

A study support grant gives teachers a 4-hour time allowance per week so they can study or undertake research while continuing to teach. Each year, we offer 100 study support grants to fully certified teachers in state or state-integrated secondary schools.

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

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. Teachers can also apply for reimbursement of up to \$500 towards their course fees, paid upon successful completion of their course.

## Eligibility

---

To apply for a Secondary Teachers' Study Support Grant, you must:

- be employed under the Secondary Teachers' Collective Agreement (STCA) or applicable individual employment agreement (IEA)
- be permanently appointed as a full or part-time teacher in a New Zealand state or state-integrated school
- hold a full and current practising certificate.

## Purpose of the award

---

Teachers can apply to do the following:

- Enhance their knowledge and skills to support teaching practice and students' learning outcomes while continuing to teach.
- Participate in higher-level professional learning.
- Move into specialist teaching areas.
- Further career development.

## 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.

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 grant.

## 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](mailto: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.

### 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 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 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 teaching service in New Zealand state or state-integrated 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 your principal and school Board/employer confirm that you will be released from teaching for the relevant time.

The application form requires an email or 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 support grant

---

If awarded a study support grant, you must:

- notify the Ministry if you are accepting or declining the study support grant
- notify the Ministry 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
- produce confirmation of enrolment and completion of study when required
- provide the Ministry 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/employer, subject to notification to the Ministry.

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.