

# INFORMATION FOR APPLICANTS

## 1 PURPOSE

The Sponsorship Program provides funding to organisations or individuals to support literacy and numeracy specialist practitioners in accessing professional development opportunities. Applications can be made to the Sponsorship Program at any time and each of these will be considered on its merits. From time to time the Department will nominate events for which applications are invited.

## 2 OBJECTIVES

The Sponsorship Program's overall objective is to build the professional expertise of teachers who live and work in Western Australia and who teach literacy and numeracy to adults. The Program is designed to produce equality of access to professional skill enhancement opportunities for these teachers. The Sponsorship Program is one strategy that contributes to building a community of practice of adult literacy and numeracy specialists in Western Australia.

Specifically the Program seeks to achieve the following outcomes:

1	Teachers who live and work in remote areas are not prevented from accessing professional development activities because of costs associated with travelling long distances.
2	Teachers who are employed casually or on part time contracts can access professional development activities on an equitable basis with colleagues who are full-time.
3	Recommendations from the <i>Evaluation of the Effectiveness of the CGEA Report (2003)</i> relating to staff skills are implemented.
4	Teachers eligible to teach the Course in Applied Vocational Study Skills attend the essential professional development workshops.
5	Teachers access in-service training to address identified gaps in their professional skills.
6	The quality of adult literacy and numeracy training in the VET sector is enhanced.

## 3 GUIDELINES

3.1 These Guidelines relate to all applications for Sponsorship covering:

- attendance at inter- or intrastate events such as conferences, special-purpose forums and workshops, or
- participation in academic courses.

3.2 An application for Sponsorship will be considered only from those individuals

- whose primary work role is that of a teacher of literacy and numeracy to adults; and
- who live and work in Western Australia.

3.3 Sponsorship funds can be used to cover costs associated with accommodation, travel, conference or course fees. No daily travel allowances are offered. Meals will be reimbursed on receipt only.

3.3 Sponsorship funding can be claimed as a reimbursement after the activity for which the Sponsorship has been granted is complete. Sponsorship funding cannot be claimed where there is a failure to attend an event or activity.

3.4 Applicants will be required to submit a completed Application Form which provides information in response to the following Selection Criteria:

- Remote location
- Teaching Role
- Alignment with Sponsorship Program objectives
- Relevance to the workplace
- Previous Sponsorship grants.

3.5 The Selection Criteria will be assessed on a scale of 1 – 5 as follows.

3.5.1 Remote location

1 \_\_\_\_\_ 5  
Perth metropolitan area Highly remote area

3.5.2 Teaching role

1 \_\_\_\_\_ 5  
Small component of work role is literacy teaching 100% of work role is literacy/numeracy teaching

3.5.3 Alignment with Sponsorship Program objectives

1 \_\_\_\_\_ 5  
Alignment to Program Objectives poorly demonstrated Closely aligned to two or more Program Objectives

3.5.4 Direct Application in the workplace

1 \_\_\_\_\_ 5  
Proposed activity is not shown as relevant to the workplace. Proposed activity is closely related to specified needs of the workplace and the applicant.

3.5.5 Previous Sponsorship Grants

1 \_\_\_\_\_ 5  
Four previous Sponsorship Grants in the current and 4 previous years No previous grants in current or 4 previous years.

- 3.6 Where there are multiple applications from a single location, or for a single activity, the nominated Criteria may be used to rank applications.
- 3.7 Additional eligibility requirements may apply when the Department nominates events for which individuals are invited to apply for Sponsorship.
- 3.8 The approval of applications is subject to value for money considerations. Value for money can include contributions from other sources (personal or employer), the total cost of the proposal, and estimation of benefit which derives from the total score against the Selection Criteria.
- 3.9 The annual budget for the Sponsorship Program may vary from year to year.

## **4 APPLICATION PROCESS**

Please forward your application on the Application Form provided to Cheryl Wiltshire , Literacy Officer, Department of Training and Workforce Development, 1 Prospect Place West Perth 6005 Facsimile (08) 9229 5293.

A copy of your CV should be attached.

Applications can be sent by e-mail to [literacy@dtwd.wa.gov.au](mailto:literacy@dtwd.wa.gov.au) E-mail applications must bear an electronic signature or be followed by a hard copy.

Successful applicants will be notified by e-mail at the conclusion of the process. Costs will be reimbursed based on receipts up to the amount agreed only. Any other costs above those approved will not be reimbursed unless a new application with a revised budget is approved prior to the event.