

# Transport Portfolio Aboriginal Scholarship Program

## TAFE and University Stream Program Guidelines

### 1. Introduction


The TAFE and University Stream of the Transport Portfolio Aboriginal Scholarship Program (the program) is a key initiative derived from the [Whole of Transport Portfolio Aboriginal Self-Determination Plan](#).



The program enables Aboriginal and Torres Strait Islander (Aboriginal) people, studying in area's related to the Transport sector, to apply for financial support to actively continue their accredited study.

Scholarship recipients will also gain access to a work placement within the Victorian Government Transport Portfolio (Transport Portfolio) and are able to apply for employment opportunities through pathways such as internship and graduate programs.

## Victorian Transport Portfolio Identifiers








**DEPARTMENT**

 Department of Transport







 

Road Safety Victoria | Regional Roads Victoria | Freight Victoria | Better Boating Victoria | Active Transport Victoria


**MAJOR TRANSPORT INFRASTRUCTURE AUTHORITY**


**NETWORK OPERATORS**

      Bus Operators | Ferry Operators




**RAIL ASSETS & TELECOMMUNICATIONS**








**ROAD SAFETY AND INSURANCE**



**REGULATOR**

**PORTS AND FISHERIES**

Key objectives of the program are to:

- Provide financial support to Aboriginal and/or Torres Strait Islander students to assist with the completion of their studies across three streams: Secondary School, TAFE and University
- Increase the number of Aboriginal and/or Torres Strait Islander Australians working across the Transport Portfolio
- Increase the number of Aboriginal and/or Torres Strait Islander Australians working in leadership roles (VPS 5 equivalent and above) across the Transport Portfolio; and
- Strengthen capacity and stronger relationships with our Aboriginal Victorian people and communities.

## 2. General information

The Transport Portfolio will offer a limited amount of scholarships each year for TAFE and University Students studying in Victoria, who identify as being an Aboriginal and/or Torres Strait Islander Australian and are studying in Transport Sector related fields.

Transport sector related fields of study include (but not limited to):

- Civil Engineering
- Civil Construction
- Environmental Science and Management
- Cultural Heritage Management
- Media and communications
- Information management and technology
- Finance/accounting
- Commerce/business

Scholarships will be awarded based on the needs and commitment of the applicant, taking into account an applicant's eligibility, ability to complete course of study and desire to work in the Transport Portfolio on completion of studies.

Successful recipients will begin receiving payments (see next section for schedule of payments) upon signing a contractual agreement with the Department of Transport (DoT).

Successful scholarship recipients may be eligible to reapply over consecutive years should they continue to meet eligibility requirements.

To ensure equity and accessibility to the program, all applications will be assessed by panel arranged by the Senior Advisor Aboriginal Programs, Department of Transport.

## 3. Scholarship categories

- I. **TAFE** recipients will receive \$5,000 per year, per recipient in two payments of \$2,500 the beginning of each semester.
- II. **University** recipients will receive \$15,000 per year, per recipient, paid in a fortnightly allowance.

All Scholarships run for one calendar year of study in duration. Recipients are eligible to re-apply each year should they continue to meet the eligibility requirements listed below.

#### 4. Disclaimers

All scholarship funds are paid directly to the successful recipients. Any Higher Education Loan Program (FEE - HELP) payments associated with a recipient's study must be made by the individual and will not be paid directly by the department.

The department reserves the right to vary the number and value of scholarships at any time.

#### 5. Eligibility requirements

To be eligible for a scholarship, you must:

- Reside in the state of Victoria on a full-time basis immediately preceding lodgement of your application. Residency details are requested on the application form. Additional documentation may be requested after the closing dates.
- Be an Aboriginal and/or Torres Strait Islander Australian who:
  - identifies as an Aboriginal and/or Torres Strait Islander Australian
  - is accepted by the Aboriginal and/or Torres Strait Islander community in which you live or have lived in
- Additional documentation may be required to verify your Aboriginality at the discretion of the selection panel.

**University applicants** must be undertaking studies, in an area related to the Transport Sector, at Victorian education institution and:

- have successfully completed the Secondary School Scholarship stream of the Transport Portfolio Aboriginal Scholarship Program; or
- have successfully completed the first year of an undergraduate degree course in the discipline for which the application is being made; or
- have successfully gained entry into a postgraduate course for which the scholarship application is being made; or
- have successfully completed the first year of an accredited online under/post graduate course.

**Note:** *Applicants in their first year of study are only eligible to apply if they have completed the Secondary School Stream of the Transport Portfolio Aboriginal Scholarship Program.*

**TAFE applicants** must be enrolled to study, in an area related to the Transport Sector, at a Victorian TAFE institution. The Transport Sector is quite broad and includes professions in the following areas (but not limited to):

- Business Administration
- Planning
- Policy
- Construction
- Environmental science
- Business/Commerce: Human Resources, OH&S, etc.
- Graphic design and media
- Legal
- Road and Rail Maintenance

Please also see higher level listed target area's above in section 2. *General Information.*

Shortlisted applicants will be required to provide one Aboriginal community referee prior to the awarding of any scholarships.

## 6. Overseas and interstate study

Applications for overseas and interstate study will not be considered for the scholarship. However, applications may be considered from students undertaking short-term study interstate or overseas, such as study tours and student exchanges as part of their course curriculum.

In such instances, the applicant will need to demonstrate in their application why the study cannot be undertaken in Victoria.

## 7. Scholarship requirements

Scholarship recipients will be required to sign a contractual agreement which will include the following requirements:

- perform to a satisfactory standard throughout the duration of the scholarship for both the academic and work placement, if undertaken
- provide proof of continued enrolment at the educational institution and in the course of study throughout each semester. Such documentation is to be endorsed by the educational institution
- provide copies of results at the end of each semester to the Scholarship Program Officer
- provide their Tax File Number to the DoT Scholarship Program Officer
- provide the Scholarship Program Officer with information on their progress, or any plans to vary their study

provide the Scholarship Program Officer in writing, within fourteen days, of any change to your study workload or contact details.

## 8. Academic requirements

A scholarship recipient is required to complete the proposed units of study within the duration of the scholarship. Failure in any subject in any semester could result in the scholarship being cancelled and additional assistance to complete an extended course of study is unlikely to be approved.

Each applicant is required to provide, as part of their application, a written academic reference from a nominated referee who can provide an appraisal of their academic performance and ability.

*\* Applicants who are yet to begin their course are exempt from providing this reference.*

## 9. Work placement

Scholarship recipients will be encouraged to participate in practical work placement opportunities within the Transport Portfolio during studies.

Work placements may take place during the semester break or between the end of one academic year, to the commencement of the next academic year. Shorter work placement opportunities, such as attending key meetings, and mentoring opportunities may also be arranged.

The work placement arrangements will be negotiable between the scholarship recipient and the Scholarship Program Officer within the DoT Inclusion & Diversity Team.

Some placements may be subject to a Working with Children Check.

If a work placement is undertaken, scholarship recipients may be encouraged to have a recreational break prior to their return to study.

At the completion of the scholarship, DoT's Aboriginal Employment Team will support recipients in applying for employment opportunities across the Transport Portfolio through either direct employment or other Graduate Employment Programs.

Please note the Transport Portfolio offers no guarantee of employment at the end of the scholarship.

## 10. ABSTUDY

It is the responsibility of each scholarship holder in receipt of ABSTUDY (or any other like payment) to advise Centrelink that they have been successful in securing a scholarship.

Any ongoing ABSTUDY liabilities or benefits available to the scholarship holder are for Centrelink to assess. For further information, please contact the Centrelink Indigenous contact centre on 1800 136 380.

## 11. Taxation

The Department of Transport cannot advise scholarship applicants on tax matters. Successful recipients of the scholarship must seek independent advice from a tax professional.

For information regarding tax and your scholarship, please use the following links:

- Information about whether your scholarship is considered income by Centrelink can be found on the [Australian Government's Guide to Social Security Law](#).
- To help you work out if your scholarship is taxable by the Australian Tax Office (ATO) you can use their [Is your scholarship taxable? Tool](#).

# How to apply

## 12. Stage one: Application form

Complete the application form and submit with the required attachments. Please email the DoT Inclusion & Diversity team to receive an application form: [diversity-inclusion@roads.vic.gov.au](mailto:diversity-inclusion@roads.vic.gov.au)

All applications and attachments must be submitted into the DoT Inclusion & Diversity team (email above) by the due date.

## **Application Deadline: Tuesday 16 March 2021**

Please feel free to contact the DoT Inclusion & Diversity team on one of the following numbers during business hours for more information on the program:

0429 987 209 and 0409 524 686

## 13. Stage two: Application assessment

Scholarships applications are assessed by the scholarship selection panel and ranked according to the eligibility criteria outlined in this document.

Applications will be short-listed and at this stage you may be requested by the selection panel to supply further information to support your application.

Applications will only be assessed on the information and documentation provided.

It will be the responsibility of the applicant to advise the DoT Inclusion & Diversity Team (Scholarship Program Officer), as soon as it is known, if they receive an additional offer of financial assistance through a study scholarship or similar program after lodgement of their application.

The selection of scholarship recipients will be assessed on:

- the competitiveness of the applicant against other applicants;
- satisfying the eligibility criteria;
- the competitiveness of applicants taking into account their actual course of study and how it relates to the Transport Portfolio's operations
- The applicants desire to have a career in the Transport Sector post studies

#### **14. Stage three: Interview**

**University** short listed applicants will be invited to attend an interview to discuss their application in further detail.

**TAFE** short listed applicants may be required to attend a short interview upon request.

#### **15. Stage four: Notification**

Successful applicants will be notified by email or phone within 10 business days from being shortlisted and will be sent a formal notification of the outcome of their application.

Unsuccessful applicants will be notified by email.

Unsuccessful applicants will be eligible to re-apply for the scholarship in future rounds and are encouraged to seek feedback and support from the selection panel.

#### **Program contact details**

E [diversity-inclusion@roads.vic.gov.au](mailto:diversity-inclusion@roads.vic.gov.au)

P 0429 987 209 and 0409 524 686