

# Postgraduate Nurse Scholarship Semester 1 2010 APPLICANT GUIDELINES Maternal and Child Health

Closing date for applications

13 November 2009

## **Scholarship Offer**

The Nurse Policy Branch administers the Postgraduate Nurse Scholarship program, which offers scholarships for registered nurses currently working in the Victorian public health sector undertaking postgraduate study in targeted areas of practice with an identified need for qualified nurses.

The Office for Children; Department of Education and Early Childhood Development, is offering scholarships through the program for qualified midwives who wish to undertake postgraduate study in Maternal and Child Health nursing.

Scholarship up to the value of \$3,500 are a contribution towards the cost of undertaking postgraduate studies, including tuition fees and student contributions (HECS), study loans, books and equipment, travel required to attend lectures and clinical placements, child care and other related study costs.

## **Eligibility**

### **Nurses**

Division 1 registered nurses are eligible to apply for a Postgraduate Nurse Scholarship in the area of Maternal and Child Health (MCH) if:

- Currently registered in Division 1 with the Nurses Board of Victoria and have endorsement as a Midwife
- An Australian citizen or permanent resident or New Zealand citizen
- Residing in Victoria
- Enrolled in Semester 1 2010 in an eligible postgraduate program that leads to an AQF qualification in MCH nursing.
- Enrolled or enrolling in full fee paying (FFP) and Commonwealth Supported Places (CSP - formerly known as HECS places)
- They **do not** hold an award qualification in MCH nursing
- They **have not** previously received a scholarship to study MCH nursing
- Intending to seek employment with a Victorian municipal council MCH service.

### **MCH scholarship High Priority areas for 2010**

A number of municipalities have been prioritised for 2010 where there are workforce shortages. Applicants demonstrating an interest in one of these high priority areas are encouraged to make contact with the Maternal and Child Health Coordinator and request **a letter of support**. The contact details for coordinators at each of these municipalities are listed below.

# Postgraduate Nurse Scholarship Semester 1 2010 Applicant Guidelines

## Contact details for high priority areas

Council or Shire	Name	Telephone	E-Mail
Brimbank	Helen Reilly	9296 1282	<a href="mailto:helen.reilly@isispc.com.au">helen.reilly@isispc.com.au</a>
Maribyrnong	Elizabeth Ruschena	9688 0145	<a href="mailto:elizabeth.ruschena@maribyrnong.vic.gov.au">elizabeth.ruschena@maribyrnong.vic.gov.au</a>
Melton	Bev Shaw	9747 7116	<a href="mailto:bevs@melton.vic.gov.au">bevs@melton.vic.gov.au</a>
Maroondah	Brenda Armstrong	9298 4361	<a href="mailto:brenda.armstrong@maroondah.vic.gov.au">brenda.armstrong@maroondah.vic.gov.au</a>
Casey	Tracy Siggins	9705 5529	<a href="mailto:tsiggins@casey.vic.gov.au">tsiggins@casey.vic.gov.au</a>
Port Phillip	Cathie Arndt	9209 6308	<a href="mailto:carndt@portphillip.vic.gov.au">carndt@portphillip.vic.gov.au</a>
Whittlesea	Debra Welsh	9217 2193	<a href="mailto:debra.welsh@whittlesea.vic.gov.au">debra.welsh@whittlesea.vic.gov.au</a>
Moreland	Jane Foy	9240 1206	<a href="mailto:jfoy@moreland.vic.gov.au">jfoy@moreland.vic.gov.au</a>
Knox	Alice Yianni	9298 8309	<a href="mailto:alice.yianni@knox.vic.gov.au">alice.yianni@knox.vic.gov.au</a>
Shepparton	Simon Rose	5832 9700	<a href="mailto:Simon.rose@shepparton.vic.gov.au">Simon.rose@shepparton.vic.gov.au</a>
Northern Grampians	Bernie Cavanagh	5358 87000	<a href="mailto:greg.little@ngshire.vic.gov.au">greg.little@ngshire.vic.gov.au</a>

### Postgraduate courses:

- Applicants for MCH scholarships must be undertaking either a Postgraduate Diploma of Nursing Science in Child, Family and Community, or a Master of Nursing Science in Child, Family and Community delivered by a university or accredited higher education provider.

*Entry requirements for both courses include Division 1 registration and endorsement as a midwife by the Nurses Board of Victoria (NBV).*

## Selection

Selection of successful applicants involves:

- Assessment of applications for eligibility; and
- Assessment against other applications giving consideration to the applicant's educational and clinical background, commitment to the target practice area, costs associated with study and other funding support.

### SC 1 Education and clinical background

The applicant will be required to provide details of post-secondary educational and clinical background.

### SC 2 Commitment to the target practice area

The applicant will be required to provide:

- A brief description of their commitment to the area of Maternal and Child Health nursing as evidenced by activities such as participation in a professional body, involvement in professional development within the workplace, or any other supporting documentation or information.
- Evidence of intention to continue working in area of Maternal and Child Health nursing. This may be in the form of a statement of intent.

### SC 3 Willingness to work in an area experiencing high workforce need

- Applicants should attach a letter of support from a Municipal Council Maternal and Child Health Service in one of the priority municipalities.

### SC 4 Costs associated with study

The applicant will be required to provide information about course costs and other project costs associated with study such as books, equipment, travel and child care to attend on campus.

### SC 5 Funding support

The applicant will be required to provide details of other professional development funding received for this course, i.e. from employer, or professional bodies (excluding loans that must be fully repaid). Applicants will be required to provide details of the amount and source of funding.

Where the number of eligible applications is greater than the available funding, scholarships will be awarded based on industry need, targeted areas of practice and government workforce priorities, including geographic areas with know workforce need. Scholarships will be granted at the discretion of the Department of Education and Early Childhood Development and the decision of the department is final.

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## **Successful applicants**

Successful applicants will be required to submit the following to the Nurse Policy Branch by the due date:

- (i) Signed 'letter of offer' accepting the scholarship and scholarship conditions
- (ii) Evidence of Australian citizenship or permanent residency or New Zealand citizenship as required (Applicants from New Zealand must submit a copy of their current passport)
- (iii) Copy of current NBV registration – front and back - showing name, registration number, endorsements and if there are conditions or restrictions on registration
- (iv) Confirmation of enrolment in Semester 1, 2010
- (v) Evidence of payment or deferment of fees (full fee paying students only). This may be in the form of:
  - An official university letter confirming enrolment
  - An official **Student Tax Invoice** or **Statement of Account** for Semester 1, 2010. In addition, a Student Tax Invoice from Semester 1 may be submitted. Students with CSP places need only provide evidence of enrolment.  
Information provided ***must*** include:
    - Course – enrolled units, subjects or courses for Semester 1 2010 (and Semester 2 2010) where applicable)
    - Enrolment status – part time/full time course load
    - Type of place – e.g. Commonwealth Supported Places (CSP - HECS) or Full-fee paying (FFP) place
- (vi) A **stamped self-addressed envelope** so that receipt of the signed 'letter of offer' can be confirmed. The outside of the envelope will be stamped and posted to the applicant.

### **Do not send these documents with your scholarship application.**

Successful applicants are responsible for enrolling and paying course fees (or deferring fees) or HECS by the due date, and are responsible for debts incurred in the course of study including FEE-HELP and HECS-HELP loans. Students with CSPs may be eligible for a discount if the student's HECS contribution is paid ahead of the census date for each semester.

More information about FEE-HELP and HECS-HELP is available for the Commonwealth Government **Going to Uni** website at <http://www.goingtouni.gov.au/>

## **Scholarship conditions**

By accepting a scholarship offer, the recipient is accepting the following scholarship conditions:

<b>Continued employment</b>	Successful applicants must be employed within the target area of practice in the Victorian public health sector for a period of one year full-time, or pro rata equivalent, following the completion of the postgraduate course for which a scholarship has been awarded.  <b>Students unable to fulfill this condition will be required to return scholarship monies to the Department.</b>
<b>Participation in data collection</b>	In order to assist in the collection of data with regard to workforce planning, in particular the attrition rates of nurses working in specific areas of nursing practice, it is a further condition that successful applicants provide their contact details to the Department for a period of five years. This data will be used to inform future policies relating to the nursing workforce and the postgraduate scholarship program.  Recipients may be contact by phone for survey purposes.
<b>Deferment from course</b>	If a student is required to defer their studies for any reason they must notify the Nurse Policy Branch within one week of the change in study arrangements. All or part of the scholarship money will be required to be returned to the Department. Students may then re-apply at the time of recommencement of the course.
<b>Withdrawal from course</b>	Students withdrawing from the course are required to notify the Nurse Policy Branch within 1 week of withdrawal. All or part of scholarship money will be required to be returned to the department.
<b>Consent to share student information</b>	Students will be required to sign a consent form, giving the University permission to share student enrolment information with the department for the purposes of administering scholarships.
<b>Taxable income</b>	Scholarship funds are considered to be taxable income. For further information consult your taxation agent or the Australian Taxation Office.

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## ***Disbursement of scholarship funds***

Scholarship funding for successful applicants will be paid **directly to the recipient**. It is expected that scholarship recipients will utilise scholarship funds for the purpose outlined in these guidelines. Payments will **not** be made to universities or directly the ATO on the student's behalf.

Scholarship funds are unable to be released until the Nurse Policy Branch receives all required documentation. Scholarships will be reallocated to other students if the required documentation is not received by the due date.

## ***Application process***

**Step 1 – Print or download the Semester 1 2010 Application Form and save to your computer**

**Step 2 – Compile supporting documentation and evidence**

*Attach Council letter of support (see Selection **SC 3**)*

**Step 3 - Complete the application form and attach supporting documentation**

*It is recommended that all fields in the application form be completed to maximise the likelihood of success.*

**Step 4 - Submit application by 13 November 2009**

*Include a **stamped, self-addressed envelope** with your application. Nurse Policy Branch will stamp the outside of the envelope as acknowledgement and return it to you via Australia Post. Staff at the Nurse Policy Branch **will not** be able to confirm receipt of application by telephone or via e-mail.*

*Late applications **will not** be considered.*

**Address applications to:**

- **Post**                      Postgraduate Nursing Scholarships –Semester 1, 2010  
Nurse Policy Branch  
Department of Human Services  
GPO Box 4057  
MELBOURNE VIC 3001
- **Email**                      PostgradNurseScholarship@dhs.vic.gov.au  
Mark: Postgraduate Nursing Scholarships –Semester 1, 2010

## ***Contact***

Nurse Policy Branch  
Phone: 1300 662 685  
PostgradNurseScholarship@dhs.vic.gov.au  
[www.health.vic.gov.au/nursing](http://www.health.vic.gov.au/nursing)