

Name of Policy	Vice-Chancellor's Development Awards for General Staff Policy	
Description of Policy	<i>This policy informs staff of the purpose of the Vice Chancellor's Development Awards as well as the selection criteria, eligibility requirements and application process of the program.</i>	
<input type="checkbox"/> New Policy	<input type="checkbox"/> Revision	
Description of Revision		

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
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Vice Chancellor's Approval Date	03 September 2008

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1 Background Information

The Vice-Chancellor's Development Award for General Staff has been established to support project initiatives, through which the recipient(s) may acquire new skills and capacity for their personal development. This will further the implementation of the University's Revised Strategic Plan.

2 Policy Statement

The Award is designed to enable an individual or a group of University General Staff to undertake a project that can be shown will assist in developing her/his/their knowledge and skills as well as demonstrate further the University's Revised Strategic Plan.

3 Policy Purpose

This policy informs staff of the rationale of the program as well as the selection criteria, eligibility requirements and application process of the program.

4 Application of Policy

4.1 Scope of the Awards

4.1.1 A Vice-Chancellor's Award is valued at \$10,000.

4.1.2 Up to two awards may be granted annually to individuals or groups of General Staff provided that each application is of a suitable standard and clearly demonstrates that the proposal will further the University's Revised Strategic Plan.

4.1.3 Proposals should be designed to enable completion in the calendar year following selection. Projects, however, may begin earlier to accommodate work cycles and demands.

4.1.4 A project may involve associated relevant travel within Australia (or, in exceptional circumstances, overseas). Such travel may be linked to attendance at a conference or workshop that can be demonstrably shown to be directly relevant to the objectives of the proposed project.

4.2 Eligibility

Members of the General Staff who are employed on a full-time or part-time basis by the University and who have completed by the following 1 January (the normal date of effect of the grant) at least three (3) years continuous service are eligible to apply for an Award.

General staff may apply to pursue a project in one of three ways:

- (i) as a single individual member of staff;
- (ii) jointly i.e. with two staff members; or
- (iii) as a group (three to five staff members).

In case of a joint or group application, the 3 years continuous service would apply only to the Group Coordinator.

Previous recipients of an Award will not be eligible to re-apply for five (5) years after receiving the Award.

5 Procedures

5.1 Application Process

5.1.1 Applications for a Vice-Chancellor's Development Award for General Staff must be submitted on the relevant Application Form. Forms are available from the Human Resources (HR) website or through the Learning and Development Unit of the Human Resources.

5.1.2 The Application Form is in three parts:

- Part I: Project Details - must be completed for each proposed project submitted;
- Part II: Applicant Details – must be completed by each participant in a joint or group project;
- Part III: Executive Endorsement - Executive Endorsement must be obtained for each applicant. In the case of joint or group applications, all sections of the Application Form must be submitted together at the same time.

Applications must fully outline the nature of the proposed project, an indicative budget and the time required to pursue the project, including any time required away from the University to be contributed by the applicant.

Applications must reach the Deputy Vice-Chancellor (Administration and Resources) by close of business on the designated day in June each year for commencement of the proposed project, normally in the following calendar year.

All applications will be acknowledged in writing.

5.2 Selection Process

Applications will be considered competitively by a Selection Committee on the basis of merit against the criteria established for the Award.

The Selection Committee will consist of:

- The Deputy Vice-Chancellor (Administration and Resources);
- The Head of the Sub-Faculty of Business and Informatics;
- The Director of Human Resources; and,
- A Vice-Chancellor's nominee.

In the circumstances where the Selection Committee finds that no applications are of a suitable standard, no Award will be made that year.

5.3 Assessment Criteria

All Award applications will be assessed against the following criteria:

- The degree to which the proposed project will demonstrate further the priorities established in the University's Revised Strategic Plan.
- The potential of the proposed project to significantly enhance quality in an area of University administration.
- The relevance of the proposed project in strengthening the operations of the organisational unit in which the applicant works.
- Evidence of the capacity of the organisational unit in which the applicant works, to tangibly support the proposed project.
- Provision of endorsement in relation to the proposed project by the Executive Team member to whom the applicant reports that:

- the applicant/s has/have the capacity, at that stage of her/his/their professional development, to undertake the project; and,
 - completion of the project is of clear career advantage to the applicant/s.
- The projected benefit of the proposed project, as articulated by the applicant/s, in supporting her/his/their professional and career development.

5.4 Management of the Award Grant

The \$10,000 Award granted to a recipient/s will be placed in a special account under the direction of the Director, Human Resources.

A recipient/s of an Award will normally be able to access funds on provision of documentation endorsed by their Executive Team member and approved by the Director, Human Resources.

5.5 Obligations of Award Recipients

Successful recipients of an Award are required to:

- provide the Vice-Chancellor with a comprehensive report on the project and its conclusions within three months of the completion of the project;
- make practical and achievable recommendations relevant to improving the administration of the University and for advancing the Revised Strategic Plan;
- lead a seminar presentation to the University that outlines the findings of the project, its key learning outcomes and potential for implementation; and,
- appropriately account for the utilisation of resources expended on the project, including materials, grant monies and time.

6 Policy Review

The University will develop a process for reviewing the effectiveness of this policy and procedures. Any staff member wishing to suggest improvements to this Policy is invited to forward their suggestions to the Director, Human Resources.

7 Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus or the Learning and Development office.

8 Attachment

1. Vice-Chancellors Development Awards for General Staff Application form.

Application for a Vice-Chancellor's Development Award for General Staff

This application form consists of three parts. When submitting an application, all components must be submitted together.

Part I: Project Details (3 pages)

Part I of the Application Form requests information about the Project, its links with the ACU Strategic Plan and the proposed budget.

It should be completed by the individual or group who propose to collaborate on the project. Only one copy of Part I is required. It should be signed by the individual or the group coordinator, once all members of the group are in agreement with the content of the application.

Part II: Applicant Details (3 pages)

Part II of the Application Form requests details of the applicants for the Award. One copy of Part II must be completed by each general staff member who is applying for an Award, regardless of whether it is an individual, joint or group application.

In the case of joint or group applications, please photocopy Part II and ensure that it is separately completed by each applicant.

Part III: Executive Endorsement (1 page)

Part III requires the Applicant's Executive Team Member to endorse the application of each applicant. In the case of joint or group applications, please photocopy Part III and ensure that it is separately completed for each applicant.

Type of application *(please tick)*

<input type="checkbox"/> Individual	<input type="checkbox"/> Joint (two)	<input type="checkbox"/> Group (three to five)
Name of Applicant or Group Coordinator (Joint or Group)		
<i>(The person to whom all communication relating to the proposal and project will be addressed)</i>		
Team Members (Joint or Group)	1.	
	2.	
	3.	
	4.	
	5.	

Application for the Vice Chancellor's Development Award for General Staff

PART II : Applicant Details

(Each applicant for an Award must complete Part II of the Application Form. Please photocopy additional forms if required and attach to Part I.)

Type of Application	<input type="checkbox"/> Individual	<input type="checkbox"/> Joint	<input type="checkbox"/> Group
Name of Applicant (please print)			
- Position			
- Organisational Unit			
- Campus / location			
- Contact details	Phone	Fax	
	E-mail		
Name of Nominated Supervisor			
Have you received a VC Development Award in the past?	<input type="checkbox"/> No	<input type="checkbox"/> Yes If Yes, in which year?	

1. Learning and Development

1.1 Briefly describe how the Project will further your personal knowledge:

1.2 Briefly describe how the Project will assist you to develop additional skills and capabilities:

2. Time

2.1 Outline times required to be away from workplace to complete this Project:

2.2 Detail any personal time to be contributed to the Project:

3. Educational and Professional History

3.1 Include details of any qualifications that you hold and where these were obtained:

3.2 Include a brief summary of your work experience, including details of organisations at which you have worked:

3.3 List details of other scholarships, grants or programs previously awarded:

4. Benefit to the organisational unit

4.1 Briefly outline how the project will benefit the work of your organisational unit:

5. Applicant Agreement

In applying for this Vice-Chancellor’s Development Award, I am aware of the need to meet the conditions of the Award and should I be successful, I agree to:

- *provide the Vice-Chancellor with a comprehensive report on the project and its conclusions within three months of completing the project;*
- *provide practical and achievable recommendations relevant for advancing the Revised Strategic Plan and for improving the administration of the University;*
- *conduct a seminar at the University that presents the outcomes and the key learning benefits; and*
- *fully report on the utilisation of time and resources expended on the project, including materials, Award monies and time.*

Signature Date

Human Resources Office Use only:		
Application received on		
Application acknowledged on		
General Staff member	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Full time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Continuing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Duration of employment at ACU	Years	
Previous Award	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confirmed by		

Application for the Vice Chancellor's Development Award for General Staff

PART III : Executive Endorsement *(Part III must be completed for each applicant. Please make additional copies of this page if this Application involves more than one staff member.)*

Name of Applicant: _____

Title of Project: _____

Type of Application:	<input type="checkbox"/> Individual	<input type="checkbox"/> Joint	<input type="checkbox"/> Group
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Endorsement of each applicant by Executive Team member

After considering this application for a Vice-Chancellor's Development Award, I endorse that:

- *the applicant has the capacity to undertake the proposed project;*
- *the applicant's career development will benefit from undertaking this project;*
- *the project is relevant to the operation of the organisation unit;*
- *the project supports the priorities established by the University's Revised Strategic Plan; and*
- *the project has the potential to enhance the quality of the University's administration.*

The organisational unit will tangibly support the project in the following ways:

General Comments:

Name (please print)

Position Title (please print)

Contact details:

Phone

E-mail

Signature Date