



Course: Bachelor of Early Childhood Education (BECE) E333 Workplace Based Pathway Scholarship – Application Guidelines

How do I apply for the Workplace Based Pathway Scholarship?

Once you have accepted your offer for E333 you will be able to apply for the Workplace Based Pathway Scholarship. The application will need to be made online, and the link for the applications will be sent in an email to you.

When can I apply for the Workplace Based Pathway Scholarship?

Applications for the 2024 Workplace Based Pathway will open on 7th Sep, 2023. Applications will be accepted until 5pm on 18th February 2024.

What information should I have before I apply?

The application form will require information about yourself, and your employment setting. You will need to know:

- Your Deakin Student ID
- Your Deakin email address
- The registered name of the Centre where you are employed
- The name of the Centre Director or Manager
- The email contact for the Centre Director or Manager
- The National Quality Standard (ACECQA) rating of your Centre
- Whether your centre has a Kinder tick
- Whether the Early Childhood Teacher (ECT) is willing to be your mentor, and is fully registered with VIT

Please note only complete applications will be considered, if you do not have all the information available at the time of application, please pause your application until you can source the information and continue.

The Workplace Based Pathway is a partnership between Deakin, the student (you) and the Workplace. All applications must be accompanied with a letter of support from your Workplace, to ensure that there is understanding and commitment regarding the initiative and the requirements of both the student and the Workplace. Guidelines for the letter inclusions can be found at the end of this FAQ. Applications without a letter of support will not be considered.



Where do I find my student ID number or student email?

When you receive your letter of offer into your Bachelor of Early Childhood Education (BECE) E333, you will be allocated a 9-digit student ID number, this is your Deakin Student Number. You will also be assigned a username, most often this is a combination of your first and last names, this is what you will use to gain access to your Deakin account. This username then also becomes your email address.

For example, if your name is Timothy Nguyen, your username may be timongu, and if so your email address will be timongu@deakin.edu.au.

Why can't I use my personal email, the one I use for all everything else?

As a Deakin student, you receive your own Deakin email address, and getting used to using it will improve your chances of success as a student. All official correspondence from the University will come to your Deakin email address, so it is essential that you check your email every few days to make sure you don't miss anything important.

You can easily access your email on any computer or mobile device using the Outlook App, simply log in to Outlook with your username and password (which you set up when you accepted your offer)

You can also forward your Deakin email to a preferred account – [see tips here](#)

Why do you need to know so much about my workplace?

The Workplace Based Pathway is a partnership between Deakin University, the student (you) and your workplace. We need to ensure that we have correct and full contact details for your Workplace as we will be in regular communication with them. DET also has some requirements as to the provision of kindergarten, National Quality Standard Ratings etc

There are other people at my workplace who also want to apply for this pathway, what should I do?

In an attempt to provide equity, we will only be accepting one employee per workplace. If there are multiple interested candidates from your workplace, we suggest you arrange a meeting with your employer to discuss how they will make the decision on who they will support with this application. As a letter of support is required for every applicant, the Workplace will only be able to write a letter of support for one student / employee.



Why do I need a letter from my Employer?

As previously mentioned, this initiative is a partnership between Deakin University, the student (you) and the employer (Workplace). To ensure that your employer understands the commitment they are agreeing to, we need to have a letter of support on record. Hosting a student / employee in this program requires a great deal of flexibility and support by the whole Workplace. A fully registered VIT ECT must be willing to mentor the student, and there may be times when rosters and room schedules need to be changed to provide the student with the learning experiences required by the course work and placement. Deakin also needs to ensure that the Workplace understands that the student / employee is undertaking full time study, which will require a reduction in working days. We need to make sure that the Host Workplace understands that planning & reflection time is required, and this may mean backfill for the student & mentor is needed. All of these considerations need to be carefully thought through by the Workplace, before they complete and provide a letter of support for their employee in this Workplace Based Pathway.

When will I know the outcome of my application?

You can expect to know the outcome of your application within 6 weeks of your initial application date.

This notification will be sent to your Deakin email address.

What happens if I apply and do not receive an offer for the pathway?

You will still be an enrolled student in the E333 Bachelor of Early Childhood Education. There will still be many supports available to assist your study. These include, but are not limited to:

- Ability to fast-track your course by enrolling in Trimester 3 in order to complete studies in 18 months (this is only available for students with a Diploma of Early Childhood Education and Care or equivalent)
- Completion of some placements in your workplace

Gain financial incentives/scholarships from the Department of Education and Training of up to \$26,000 to support you during your studies (where eligible):

<https://www.education.vic.gov.au/childhood/professionals/profdev/Pages/scholarships.aspx>

What happens if I am successful in being offered the Workplace Based Pathway, what would I need to do next?

If you have been offered a place in the Workplace Based Pathway you will need to accept the offer (online). Careful consideration is needed prior to accepting a place in this initiative. The expectations and workload are high, so please be honest in your commitment to this initiative.

The email you receive will include next steps, which will require a further scholarship application with Busy At Work. Busy At Work are the facilitators of the scholarship payments on behalf of DET. This application is the formal acceptance of your scholarship and will collect information required to make your scholarship payment to you. There is an additional requirement for those students who are accepted into the Workplace Based



Pathway. They are required to attend a three-day transitional program which will be held prior to Trimester 1 commencing.

Considerations for Students who are applying

Students wishing to be included in the Workplace Based Pathway need to be aware of the workload they are committing to. The following are some areas students should consider if they are considering applying for this pathway.

- Must study full time (4 units per trimester)
- Must remain employed in their current workplace
- Must attend the 3 transition workshops in February and March, 2024
- Must reduce your working days, which means a reduction in salary, typically working 3 days per week
- Placement occurs in your workplace, which means if it is on one of your scheduled days, then you will be counted in ratio as well as being expected to undertake placement requirements
- Must engage with your teaching coach
- Must complete your full BECE at the end of Trimester 1, 2025
- The Deakin model is a trimester model which means classes and course work continue throughout Dec – Feb when some other Universities are not in operation
- Students who are successful in their application, and later need to leave the Employment Based Pathway will be required to pay back their scholarship funds

Considerations for Employers who have been asked to support an employee / Deakin student

Signing on as a Host Employer in the Workplace Based Pathway is a great way to support your employee while they are studying to become an ECT. There are however considerations which need to be understood before the support of your centre should be given.

- If your centre has more than one employee who is requesting support, the decision of who to support needs to be made by the Centre prior to a letter of support being provided to any candidate.
- Your student will be undertaking full time study, and will therefore need to reduce their working days, typically to 3 days.
- Placements have different requirements; therefore, rosters and room schedules may need to be adjusted to allow for the appropriate professional experience.
- The host incentive is paid in instalments to the centre, in recognition of the demand of supporting a staff member in the Workplace Based Pathway.
- This is a commitment for 18 months, if you have staff changes at your Centre in that time, the letter of support is still required to be followed.
- Supporting this initiative requires Centre engagement with Deakin University including our teaching coaches who will work with your staff and Centre mentors.



Who are the Teaching Coaches and what do they do?

Teaching coaches are employed by Deakin University and are allocated to the students in the Workplace Based Pathway. Teaching coaches act as a link between Deakin and your workplace, they will engage with your workplace mentors and will coach and support you with your studies, your placement, building your professional practice and providing opportunities to further scaffold your learning. Your teaching coach will be allocated for your entire course and is part of your Deakin experience throughout all trimesters.

What are the prioritisations for being accepted into this Workplace Based Pathway Scholarship?

While there is not a formal list of the prioritisation categories which will be applied, considerations such as location and equity may be considered.

Guidelines for the Workplace letter of support.

Committing to supporting your employee / our student in this Workplace Based Pathway requires the centre to be aware of the level and types of flexibility which may need to be implemented.

All applicants for the Workplace Based Pathway must have a letter of support (issued by their Employer) uploaded with their application for their application to be considered. When preparing this letter of support, please consider the following:

What does support for your staff member / our student look like at your Centre?

How do you envision spending the host incentive payment?

How many hours a week you will release for study time?

How many hours a week will you release the student & mentor teacher during placement?

What backfill options will you provide to ensure a suitable placement experience?

Is there flexibility with the roster to accommodate the student & / or mentor to attend important course meetings

Is there support for the student to reduce their working days, typically to 3 days per week

If a placement is required outside of your centre, will leave be approved?

Only 1 candidate per centre, so please ensure conversations happen prior to providing your letter of support

Your letter of support should refer to (but not be limited to) the above considerations. We encourage you to be realistic with your employee about what supports will be possible at your Centre. Have an open and honest discussion about their application and whether the Centre is able to support them in this



application. We have made the decision that Centres are only able to put forward a letter of support for one employee. If your centre has more than one employee who is requesting support, the decision of who to support needs to be made by the Centre prior to a letter of support being provided to any candidate.

THE LETTER OF SUPPORT REQUIRED INCLUSIONS

The Workplace letter of support **must** be signed by the Centre Manager or Director with the following statement.

I am committing this Centre to provide the listed initiatives to support the student named in this application while they undertake the Workplace Based Pathway at Deakin University.

Signed & Dated

The Workplace letter of support **must** be signed by ECT / Mentor with the following statement.

I am a fully VIT registered ECT, and I agree to mentor the student named in this application while they are a candidate in the Workplace Based Pathway at Deakin University.

Signed & Dated