

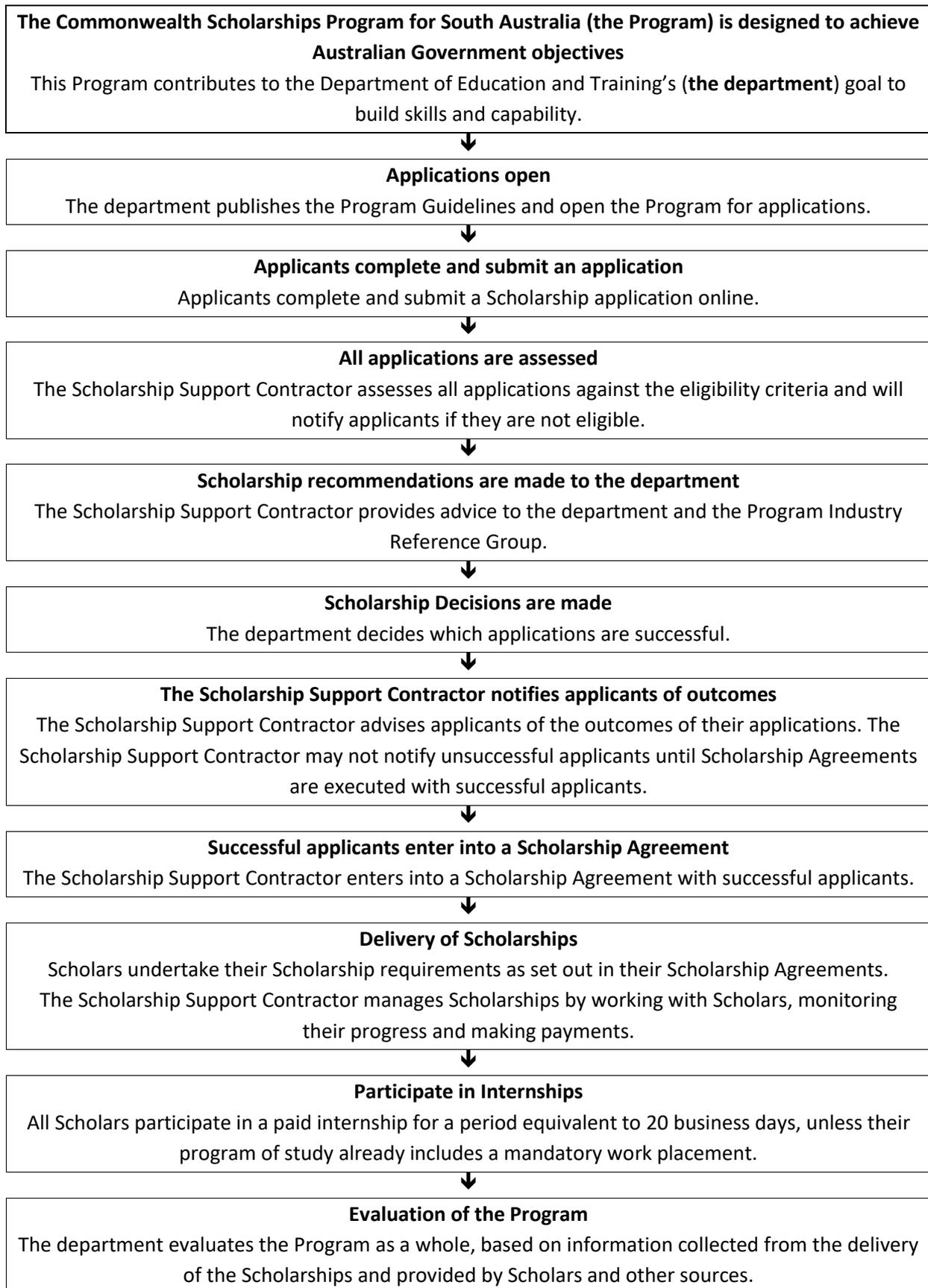
Commonwealth Scholarships Program for South Australia: Program Guidelines

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1. Process overview



2. About the Commonwealth Scholarships Program for South Australia

These Program Guidelines (**the guidelines**) outline:

- the provisions of the Program
- the eligibility and assessment criteria
- the responsibilities and expectations in relation to the opportunity and
- a framework against which the department can conduct an evaluation of the Program at its completion.

You must read this document before filling out an application.

2.1 Program Objectives

The Program aims to improve skills and employment opportunities linked to priority industries in South Australia, by providing financial support for students to gain qualifications in state-based skills needs and receive industry based workplace learning, connecting study and training to real jobs.

The Program aims to attract students to stay in, or relocate to, South Australia to study or undertake their training. The Program also creates opportunities for workers in industries experiencing structural adjustment and retrenchment.

The Program is being undertaken according to the *Commonwealth Grants Rules and Guidelines (CGRGs)*¹

2.2 Background

The Program delivers on the Australian Government's 2016 election commitment to provide up to \$24 million over four years for a minimum of 1200² Scholarships for undergraduate, postgraduate and vocational education and training (VET) students to undertake study or training in South Australia. The Scholarships include an internship component to link study and training to real jobs.

Consistent with the Government's Plan for Jobs and Growth in South Australia³, which centres on creating jobs and promoting new and innovative industries, the Scholarships align with industries in which there are growth opportunities and skills needs. Scholarships will be provided to students participating in an Approved Program of Study in one of the following priority industries in South Australia:

- Stream 1 - defence industry (including naval shipbuilding).
- Stream 2 - advanced manufacturing, health services and medical research, wine and food, resources and energy, tourism and hospitality. Applications will also be accepted from students who intend to study in a field that is relevant to, and are currently employed by, a business with innovative practices that result in economic growth.
- Stream 3 - State-based skills needs⁴.

¹ <http://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines-July2014.pdf>

² Number of Scholarships based on a combination of three year and lesser duration scholarships.

³ <https://www.liberal.org.au/coalitions-policy-jobs-and-growth-south-australia>

⁴ State-based skills in demand as identified in the Australian Government, Department of Employment '2015-16 Skills Shortage List' available at: <https://docs.employment.gov.au/documents/skill-shortage-list-south-australia>

The department is contracting a third party provider, the Scholarship Support Contractor, to deliver the Program services. The Scholarship Support Contractor will administer Scholarship rounds, including:

- developing, coordinating and managing Scholarship application rounds, including communications and promotional activities
- conducting the Scholarship assessment process, shortlisting applications and assisting the department in final approval of Scholars
- finalising Scholarship offers and administering Scholarship funding
- sourcing Host Employers for internships in priority areas relevant to Scholars' Approved Program of Study and coordinating internships
- monitoring Scholar enrolments and progress
- monitoring and reporting on the Program implementation and Program outcomes
- participating in Program evaluation

The Scholarship Support Contractor will report to the department at specified intervals to ensure delivery and outcomes meet Program objectives and regulatory and quality requirements.

About the Program

The Program provides opportunities for a minimum of 1200 Australian postgraduate, undergraduate and VET students to undertake study and training in South Australia and participate in an internship in South Australia. Scholarships will be administered through two rounds of applications, each for approximately 600 Scholars. Scholarships will be available for six months to three years, reflecting the variation in the duration of study at each level. Scholarships will be available for programs of study from Certificate III to PhD levels.

Study component

Each Scholar must undertake an Approved Program of Study to be eligible to receive a Scholarship.

Internship component

A critical component of the Program is the Scholars' participation in paid internship, in which Scholars will undertake an internship for a period equivalent to 20 business days. The internship will be in addition to the Approved Program of Study.

Internships may be arranged flexibly to meet the needs of the Scholar and the Host Employer (e.g. full-time or part-time, peak periods, semester break, etc.) and are likely to be undertaken in the final year of the Scholarship Period.

Internships provide Scholars with an opportunity to gain experience in an industry placement within a priority industry relevant to their study or training, gain skills on-the-job, learn about the business in which they are placed and contribute to the organisation. Internships will prepare Scholars for long term employment following the completion of their study or training.

Scholars will be placed with a Host Employer by the Scholarship Support Contractor. Scholars undertaking an internship will be employed under a contract with a Host Employer for the duration of the internship. Scholars will be supported by Host Employers, who will provide real world

experience and opportunity to build partnerships with Host Employers to support their learning and experiences.

3. Scholarship amount

Scholars may receive total Scholarship funding up to \$17,500, varying based on Scholarship length and type of study or training (refer to table below).

For example, for a three year (or more) Approved Program of Study, Scholarship funding includes:

- up to \$14,500 in study assistance to assist with education and training expenses
- up to \$3,000 for a 20 day paid internship⁵ or a one-off payment in lieu of the internship requirement (refer to Section 4.7).

The table below outlines the relevant levels of Scholarship payments:

Scholarship length and type of study	Study Assistance Amount	Internship Amount*	Total Scholarship Funding
6 months (part-time study)	\$1,250	\$3,000	\$4,250
6 months (full-time study)	\$2,500	\$3,000	\$5,500
1 year (part-time study)	\$2,500	\$3,000	\$5,500
1 year (full-time study)	\$5,000	\$3,000	\$8,000
2 years (part-time study)	\$5,000	\$3,000	\$8,000
2 years (full-time study)	\$10,000	\$3,000	\$13,000
3 years (part-time study)	\$12,250	\$3,000	\$15,250
3 years or more (full-time study)	\$14,500	\$3,000	\$17,500

*Includes one-off payment in lieu of work placement

Note: The above amounts are represented as gross figures. Full time Scholarship payments are income tax exempt. Part-time Scholarship payments and internship payments are considered to be assessable income (refer to Section 10.7)

Scholarship Period

The maximum defined Scholarship Period is three years. If a Scholar is undertaking study over a longer period, Scholarship funding is strictly available for a maximum of three years only. At the end of the Scholar's agreed Scholarship Period the Scholarship Agreement will end.

4. Scholarship eligibility criteria

4.1 Who is eligible to apply for a Scholarship?

To be eligible to apply for the Commonwealth Scholarships Program for South Australia, applicants must:

- be an Australian citizen or permanent resident

⁵ \$750 (gross) per week (five day block).

- be eligible⁶ to undertake an Approved Program of Study
- be aged 15-64 years at commencement of study
- be living in, or relocate to, South Australia for the duration of the Scholarship
- be willing and able to participate in an internship (where applicable)
- intend to enter the workforce or accept employment in South Australia at the end of the course of study or training.

Note: While the Scholarships are aimed at new students commencing an Approved Program of Study, consideration will be given to applicants currently undertaking their first year of study or training.

Applications not satisfying all the eligibility criteria will not be considered.

4.2 Eligible programs of study

Applications will be accepted from persons who are intending to undertake an Approved Program of Study that would lead to employment in one of the priority industries listed below.

- Stream 1: Defence industry, including naval shipbuilding. As a guide and subject to sufficient suitable applicants, 30 per cent of Scholarship places will be made available for this stream.
- Stream 2: Advanced manufacturing, health services and medical research, tourism and hospitality, wine and food, and energy and resources. Applications will also be accepted from students who intend to study in a field that is relevant to, and are currently employed by, businesses with innovative practices that result in economic growth⁷. As a guide and subject to sufficient suitable applicants, 40 per cent of Scholarship places will be made available for the industries listed in this stream.
- Stream 3: South Australian State based skills needs. Any occupation listed on the Australian Government Department of Employment's Skills Shortage List for South Australia will be eligible for a Scholarship. This list is available at <https://docs.employment.gov.au/documents/skill-shortage-list-south-australia>. As a guide and subject to sufficient suitable applicants, 30 per cent of Scholarship places will be made available for occupations in this stream.

⁶ The term 'eligible' means a Scholar must be able to gain entry in to the qualification they are intending to undertake, having met any academic prerequisites set by the education and training provider.

⁷ Applicants will need to provide written confirmation from their employer that their program of study is directly related to the innovative practices of the business. Examples of innovative practices include, but are not limited to:

- implementing new business models
- diversifying income sources
- commercialising research and development outcomes
- establishing new partnerships, including with international partners.

Businesses with innovative practices could also be recognised through schemes or programs which recognise or support innovation.

Scholars must be studying an Approved Program of Study that leads to the achievement of a qualification or award at one of the following Australian Quality Framework (AQF) levels:

- Level 3 - Certificate III
- Level 4 - Certificate IV
- Level 5 - Diploma
- Level 6 - Advanced Diploma or Associate Degree
- Level 7 - Bachelor Degree
- Level 8 - Bachelor Honours Degree or Graduate Diploma
- Level 9 - Master Degree
- Level 10 - Doctoral Degree (PhD).

4.3 Mode of study

Scholars may undertake study on a full-time or part-time basis.

The primary mode of study must be face-to-face and must be completed in South Australia. Where a specific program of study and/or specific employment for the internship component is not available in South Australia, a special exemption may be provided to study or undertake an internship outside of South Australia.

Applications for study via distance learning will be considered by the department on a case by case basis. The Scholar must reside in South Australia when undertaking study via distance learning.

Study must be delivered in English.

4.4 Approved Providers

Scholars must maintain their enrolment with an Approved Provider during their time in the Program.

An Approved Provider must be either:

1. a Registered Training Organisation (**RTO**) which is registered with the Australian Skills Quality Authority (**ASQA**) and have not been subject to prior action by ASQA
2. a higher education provider registered with the Tertiary Education Quality and Standards Agency (**TEQSA**) and approved as an Australian Higher Education Provider under the *Higher Education Support Act 2003* (HESA).

The department will conduct compliance history checks on each education and training provider and reserves the right to withhold a Scholarship offer if the proposed education and training provider is found to be either financially unviable, or if issues of quality or unethical behaviour are identified. The department may use ASQA/TEQSA or VET-FEE HELP/VET Student Loans compliance history checks as a means of conducting compliance history checks. Information on ASQA and TEQSA decisions can be found at www.asqa.gov.au and www.teqsa.gov.au.

Scholars undertaking a program of study at the VET level must undertake nationally recognised training⁸ by an Approved Provider, and the Approved Provider must have the qualification listed on its scope of registration.

Applicants intending to study with education and training providers which are not Approved Providers or have significant records of non-compliance will not be considered.

4.5 Receipt of other support

Generally, Scholars are permitted to receive support or financial assistance from other sources while participating in the Program. This may include, but is not limited to, income from employers, assistance from other Government or South Australian initiatives and scholarships from education and training providers.

The exception to this is that Scholars of the Commonwealth Scholarships Program for South Australia cannot also be in receipt of scholarship funds from the Rural and Regional Enterprise Scholarships program (except as follows) - if there is a demonstrated need, for example severe financial hardship, a Scholar may apply to receive funds from both Programs and decisions will be made on a case by case basis.

4.6 Place of residence

Scholars must reside in South Australia and be undertaking an Approved Program of Study in South Australia to be eligible to receive a Scholarship.

Applicants who are currently residing outside of South Australia at the time of application are permitted to apply. However, where an applicant relocates to South Australia for the purposes of study, they may only be eligible to receive a Scholarship while they are residing in South Australia.

4.7 Internship

All Scholars must be willing and able to participate in a paid internship for a period equivalent to 20 business days. Internships may be undertaken on a part-time basis and must be completed by the end of the Scholarship Period.

If a program of study already includes a mandatory work placement (e.g. apprenticeships or clinical work placements), the Scholar will not be required to participate in an internship. When this is the case, the Scholar will be eligible to receive a one-off payment of an additional \$3,000 (gross) in lieu of participating in an internship.

5. Eligible Scholarship activities

5.1 What can study assistance be used for?

Study assistance can only be used to pay for education and training related expenses. For example:

- tuition fees, including repayments on debts under loans schemes such as HECS-HELP, FEE-HELP, VET Student Loans, Trade Support Loans, etc.
- technical instruments, equipment and tools

⁸ Refer to the *Standards for Registered Training Organisation (RTOs) 2015* (<https://www.legislation.gov.au/Details/F2014L01377>) for further information.

- stationery and office equipment, such as a computer, internet, desk, chair, lamp, bookshelf, calculator, etc.
- textbooks, professional and trade journals
- photocopying
- student services and amenities fees
- accommodation and meals, if the course requirements require you to be away from home for one or more nights
- running expenses, if you have an area (i.e. an office or study) set aside for self-education purposes – such as the cost of heating, cooling and lighting that room while you are studying in it
- any transport costs associated with travel to your place of study or internship
- to contribute* to living and relocation expenses for Scholars who relocate to South Australia for study (in the first year of the Scholarship only).

*Scholars relocating to or within South Australia for study may use up to 60% of their first year study assistance to contribute to the cost of living and relocation expenses.

Scholars will be required to sign a statutory declaration to the Scholarship Support Contractor annually confirming they spent the funds on education and training related expenses (refer to Section 8.2).

6. Selection criteria

Applicants will be assessed on the following selection criteria:

- **Criteria 1: Alignment with priority industries (60 per cent weighting)**
Describe how your program of study provides a pathway to employment in one or more of South Australia's priority industries (refer to Section 4.2)
- **Criteria 2: Capacity to benefit (40 per cent weighting)**
Outline your commitment to complete your study or training and internship, how a Scholarship will assist you to complete your study and your career goals.

6.1 Other considerations

If applicants have similar meritorious claims in relation to the selection criteria and subject to demand, consideration will also be given to preferencing:

- a spread of qualifications across the Australian Quality Framework (AQF)
- a mix of training provider types
- workers who have been retrenched (e.g. car manufacturing or steelworks closures)
- people who are unemployed and receiving income support
- Aboriginal and Torres Strait Islander peoples
- women studying in non-traditional fields
- people with disability
- people from low socio-economic status backgrounds.

7. Scholarship selection process

7.1 Overview of application process

Scholars are selected through a competitive, merit based selection process against selection criteria and other considerations set out at Section 6. Scholarships are awarded to eligible applicants to support Approved Programs of Study that best represent value with public money in line with the Program objectives.

All applications submitted by the closing date will be subject to eligibility checks.

Eligible applications will then be shortlisted by the Scholarship Support Contractor against the selection criteria. All officers and individuals involved in selection processes have commensurate skills and experience to assess applications and are required to complete a Conflict of Interest declaration.

The Program Delegate within the department will seek advice from industry professionals and national industry experts from each of the priority industries to ensure the programs of study are directly related to the skills required for jobs needed in those industries.

Based on this assessment, the Program Delegate will approve final Scholarship outcomes. The Program Delegate's decision will be informed by advice from the Industry Reference Group. The Industry Reference Group will include industry professionals and qualifications experts from each of the priority industries to ensure the programs of study are directly related to the skills required for jobs.

The Minister for Education and Training will be advised of outcomes prior to the notification of successful and unsuccessful applicants.

7.2 Scholarship application rounds

Scholarship application round opening and closing dates will be published on the department's website (www.education.gov.au) and GrantConnect (www.grants.gov.au).

7.3 Completing the Scholarship application

A complete application for consideration of funding under the Program must include the following:

- Completed on-line application form (including written statements against selection criteria)
- Supporting documentation (refer to below).

7.4 Supporting documentation

Applicants must submit the following documentation with their completed application form:

- Evidence of Australian citizenship or permanent residency (e.g. copy of birth certificate, current passport or citizenship certificate, visa label)
- Admission letter or confirmation of enrolment from your education and training provider into your intended program of study
 - Provisional offers or proof of application will be accepted at the time of the Scholarship application

- Proof of residence in South Australia (e.g. driver's licence, recent utility bill, or proof of address from Centrelink)⁹.

7.5 Questions during the application process

Questions during the application period must be directed to the Scholarship Support Contractor.

7.6 Notification of application outcomes

You will be advised of the outcomes of your application in writing.

If you are unsuccessful, we will notify you in writing following the notification of outcomes to all successful applicants.

7.7 Feedback on your application

The department will post information about the most common reasons that applicants were not successful on its website (www.education.gov.au).

If you are unsuccessful, you may ask for feedback on your application from the Scholarship Support Contractor.

Unsuccessful applicants may submit a new application in any future Scholarship round. Unsuccessful applicants should include new or more information to address any weaknesses that may have prevented their previous application from being successful.

8. Successful Scholarship applications

8.1 Acceptance of Scholarship offer

Successful applicants will be required to enter into a legally binding Scholarship Agreement with the Scholarship Support Contractor.

Scholars will be required to accept their offer within 20 Business Days of receiving their offer of a Scholarship.

8.2 The Scholarship Agreement

Standard terms and conditions for the Scholarship Agreement will be available at the time of application and cannot be changed. A schedule may be used to outline the specific requirements, such as completion of an Approved Program of Study, completion of an internship and a requirement to participate in evaluation, reporting and acquittal processes.

If there are unreasonable delays in finalising a Scholarship Agreement, the Scholarship offer may be withdrawn and the Scholarship may be awarded to a different applicant.

If a successful applicant fails to meet the obligations of the Scholarship Agreement, the Scholarship Support Contractor may terminate the Scholarship Agreement.

Scholars should not make financial commitments in reliance on being awarded a Scholarship Agreement until a Scholarship Agreement has been executed by the Scholarship Support Contractor.

⁹ If you do not live in South Australia at the time of application, you will be required to provide proof of residence if you are awarded a Scholarship.

Scholars will be required to provide a Participation Report to the Scholarship Support Contractor each semester. This must include:

- Confirmation of residence in South Australia
- confirmation of the Scholar's continued enrolment in their Approved Program of Study
- units of completion to date, including academic achievement (eg number of units passed)

Scholars will be required to submit a statutory declaration annually to the Scholarship Support Contractor detailing how their Scholarship funds were spent in the year.

8.3 Internship Arrangements

Scholars will not be required to arrange their own internships. Internships will be coordinated by the Scholarship Support Contractor who will place Scholars with a Host Employer. The Scholarship Support Contractor will place Scholars with a Host Employer that is relevant to their Approved Program of Study. Internships will be equivalent to 20 business days in duration (refer to section 4.7).

Host Employers

Host Employers will be sourced and contracted by the Scholarship Support Contractor to provide contract employment to Scholars for a period equivalent to 20 business days, and will be required to meet the obligations set out in Section 10.5.

Host Employers will receive a one-off payment of \$500 per intern from the Scholarship Support Contractor as a contribution to the costs of providing Scholars with an internship, for example to cover insurance and administration costs.

In exceptional circumstances when a Scholar is required to change their internship arrangement, the department may consider payment to a second Host Employer on a case by case basis.

Host Employers will be required to enter into an agreement with the Scholarship Support Contractor regarding the Program. This agreement will reflect the commitments and obligations between the Host Employer and the Scholar.

In circumstances in which it is difficult or inappropriate to apply the usual arrangements described in the Requirements, and a Scholar can justify the requirement to the satisfaction of the Scholarship Support Contractor with supporting evidence, the Scholarship Support Contractor may allow a Scholar to arrange their own Internship. This can only be done with prior written approval from the Scholarship Support Contractor. If approved, the Scholarship Support Contractor will support the Internship in the same way it supports other Internships under the Program.

Work Plan

Scholars and Host Employers will be required to work together to create an agreed Work Plan within the first three days of the internship, which will support Scholars' on-the-job skills development, supervision and mentoring of the Scholar during the internship.

The Work Plan may include:

- a structured outline of tasks that the intern can be expected to undertake

- the timeframe for completion of each task
- the expected learning outcomes associated with each task and how they will be measured
- the equipment and/or programs which will be utilised during each task
- the broader relationship of each task to the program of study that the intern is undertaking
- the hours of work and working pattern.

8.4 Security and confidentiality checks

Scholars may be required to undergo a police check or relevant working with children and vulnerable people check.

8.5 How the Scholarship will be paid

The Scholarship Agreement will state the maximum Scholarship amount to be paid, including:

- maximum value of study assistance
- maximum value of the internship component

Scholarships will not exceed the maximum Scholarship amount under any circumstances.

Scholarship payment

Scholarship funding will be paid to Scholars by the Scholarship Support Contractor.

The Scholarship Support Contractor will make the first Scholarship payment to successful recipients no less than four weeks after the successful recipient commences study at the beginning of the Scholarship.

Subsequent Scholarship payments will be made to successful recipients twice annually in equal instalments for the duration of the Scholarship, no less than four weeks after the commencement of each Semester and upon receipt of the successful recipient's Participation Report for the previous semester.

Internship payment

Scholars will be employed by their Host Employer on a contract basis during the internship. Scholars will be paid by their Host Employer during their internship.

The Host Employer will be reimbursed for internship payments to the Scholar by the Scholarship Support Contractor, up to \$3,000.

The Host Employer will also receive a one-off payment of \$500 as a contribution towards the costs of providing Scholars with an internship, for example for administration and insurance expenses.

8.6 Variations to the Scholarship Agreement

If the Scholar no longer meets the eligibility criteria, then the Scholar may be required to return any Scholarship funds.

Changes to Approved Program of Study

No variations to a Scholar's Approved Program of Study will be considered as this would disadvantage other applicants who applied for a Scholarship and were unsuccessful in receiving funding.

If a Scholar changes their Approved Program of Study, they must notify the Scholarship Support Contractor immediately and their Scholarship may be terminated. This may result in the Scholar being required to return Scholarship funds.

Scholars must notify the Scholarship Support Contractor immediately if the Scholar discontinues their enrolment in their Approved Program of Study.

Demonstrated progress

Scholars must make adequate progress in their Approved Program of Study.

Inadequate progress in a Scholar's Approved Program of Study is defined as failing 50 per cent or more of units of study attempted.

The Scholarship Support Contractor may take remedial action in instances of underperformance, including:

- consultation and mediation with the Scholar, this may include the Approved Provider or Host Employer
- termination of internship
- withdrawal of Scholarship funding
- return of funding to the Commonwealth.

Remedial action will be considered on a case by case basis and will take into consideration the Scholar's:

- study record to date in their Approved Program of Study
- individual circumstances at the time
- actions to remedy their performance.

Failure to make adequate progress may result in the Scholarship being cancelled and the Scholar may have to return Scholarship funds.

Changes to internship

Written approval from the Scholarship Support Contractor is required for Scholars to vary their Approved Internship, including agreed Work Plan.

The decision to vary an Approved Internship will be made on a case by case basis, with agreement contingent on the merits of the request, satisfaction that the request meets the internship requirements (refer to Section 4.7), and any impact on the Scholar's internship experience and skills development.

Failure to complete an Internship

The completion of an internship is mandatory for all Scholars, with the exception of those whose Approved Program of Study already includes a mandatory work experience component. If a Scholar is unable to fully complete their internship due to illness, injury or other reason, if possible the Scholarship Support Contractor will assist the Scholar to arrange an alternative internship arrangement.

Failure to complete an internship may result in the Scholar having to return Scholarship funds.

Failure to complete Scholarship obligations

Failure to complete Scholarship obligations such as non-completion of an Approved Program of Study (e.g. withdrawing within the agreed Scholarship Period) will result in termination of the Scholar's Scholarship Agreement.

9. Announcement of Scholarships

Successful Scholarships will be listed on the department's website and GrantConnect website 10 Business Days after the date of effect (refer to Section 15) as required by Section 5.3 of the *CGRGs*.

The department will make public (and, by completing an application, the Scholar will be taken to have consented to the publication of) the following details of individual Scholarships:

- the names of successful Scholars (and their images), their Approved Provider and Host Employer
- a brief description of study areas and internships being supported (and their timing)
- the amount of Scholarship funding.

10. Delivery of Scholarship activities

10.1 Applicant's responsibilities

It is the responsibility of applicants to ensure that their application is complete, accurate, and provided in accordance with these guidelines. Giving false or misleading information to the department is a serious offence.

10.2 Scholar's responsibilities

It is the responsibility of the Scholar to ensure that they adhere to the terms of the Scholarship Agreement, including completion of their Approved Program of Study, active participation in a 20 day paid internship, participation in any Program evaluation activities and the requirements of these guidelines.

10.3 Scholarship Support Contractor's responsibilities

The Scholarship Support Contractor will be contracted by the department to administer the Program, including placing Scholars with a Host Employer for the internship component.

The Scholarship Support Contractor is responsible for:

- developing, coordinating and managing of Scholarship application rounds, including communications and promotional activities

- conducting the Scholarship assessment process, shortlisting applications and assisting the department in final approval of Scholars
- finalising Scholarship offers and administering Scholarship funding
- sourcing Host Employers for internships in priority areas relevant to Scholars Approved Program of Study and coordinating internships
- monitoring Scholar enrolments and progress
- monitoring and reporting on the Program implementation and Program outcomes; and
- participating in Program evaluation.

The Scholarship Support Contractor will ensure appropriate Host Employers are found for internship placements, and ensure Host Employers fulfil their obligations as per Section 10.5.

10.4 Industry Reference Group's responsibilities

An Industry Reference Group will be established by the department to provide specialist advice on State-based skills needs in demand relevant to the priority industries to inform the Scholarship selection process. This will ensure that Scholarships are targeted to priority industries and skills needs in South Australia.

The Industry Reference Group will provide industry specific information and advice to the department, including state-based skills needs and likely qualification pathways for the identified priority industries and review of the recommended list of successful applicants for each Scholarship application round.

10.5 Host Employers' responsibilities

Host Employers will be required to:

- have the capability and capacity to support Scholar's learning relevant to their field of study, including completing a Work Plan
- be representative of key industry/organisations with the priority industries or state-based skills needs in South Australia
- host an intern for a period equivalent to 20 business days
- hold the relevant public liability and WorkCover insurance
- comply with Workplace Health and Safety Act 2011, Australian Human Rights Commission Act 1986, Disability Discrimination Act 1992, Racial Discrimination Act 1975 and Sex Discrimination Act 1984 and other laws as prescribed by the Commonwealth and/or South Australian government
- have an Australian Business Number
- participate in Program evaluation activities if and when required.

10.6 Department's responsibilities

The Minister will appoint a Program Delegate from the department for the Program. The Program Delegate will be the person with the appropriate financial delegation according to the Secretary's Instructions.

The Program Delegate will be authorised to make decisions in relation to the administration of the Program, such as final approval of successful applicants and approval of Scholarship funding.

The Program Delegate must have regard to the policy objectives of the Program when performing any function or making any decision in relation to the Program.

10.7 Scholarship payments and taxation

Scholars should note:

- Study assistance provided to full-time students is exempt from income tax as per Section 51.10, 2.1A of the *Income Tax Assessment Act 1997* (Cth).
- Study assistance provided to part-time students is considered to be assessable income for taxation purposes and is not income tax exempt.
- Scholars undertaking an internship will be employed on a contract basis by their Host Employer. Payments made to Scholars by the Host Employer will be considered to be assessable income and will not be income tax exempt.

Accordingly, Scholarship payments to part-time Scholars and payments to Scholars by Host Employers are considered to be assessable income for taxation purposes, and appropriate tax will need to be withheld by the Scholarship Support Contractor and the Host Employer respectively.

Scholars are strongly encouraged to seek independent taxation advice.

11. Performance reporting and monitoring

The Scholarship Support Contractor will be required to collect data for the purpose of Program assurance, including reporting on the Scholarships funded and demonstrating compliance with the guidelines and achievements of the Program objectives.

The Scholarship Support Contractor will be required to submit interim performance reporting to the department on, among other things, Scholar study participation and completion, internship completion and performance, and administration or funding.

This information will include the Personal Information of Scholars and will inform Program monitoring and outcomes for evaluation purposes and reporting to Australian Government regulatory bodies.

The department will monitor the performance of all Scholarships to ensure they are meeting the agreed objectives.

12. Evaluation

An evaluation of the Program will be undertaken at the end of the Program in 2020. The department will evaluate the Program in relation to achievement of the Government's outcomes and objectives.

The department may use de-identified Personal Information and Material collected from performance reporting and monitoring of the Program to inform the evaluation.

The Scholarship Support Contractor, Scholars and Host Employers will be required to provide information to help with this evaluation.

13. Legislative authority

The arrangement under which public money is, or may become payable by the Australian Government for the Program can be found in the *Financial Framework (Supplementary Powers) Regulations 1997 (Cth) (Schedule 1A)*.

14. Probity

The Australian Government will take reasonable steps to ensure that the application process is fair for Scholars, is conducted according to the published guidelines, and incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

Note: These guidelines may be changed from time-to-time by the department. When this happens the revised guidelines will be published on the department's website at www.education.gov.au and on GrantConnect at www.grants.gov.au.

14.1 Complaints process

Feedback, enquiries and complaints in relation to the Program or the processing and selection of applications must be sent to the Scholarship Support Contractor.

In the first instance, all enquiries will be responded to by the Scholarship Support Contractor. If the matter cannot be resolved by the Scholarship Support Contractor, the matter will be referred to the department for review.

If you do not agree with the way the department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department.

The Commonwealth Ombudsman can be contacted by:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Online: www.ombudsman.gov.au

14.2 Conflict of interest

A real or perceived conflict of interest may arise if the department's staff, the Scholarship Support Contractor, Scholar, Host Employer, or Industry Reference Group member:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

Conflicts of interest must be reported to the program delegate within the department.

14.3 Privacy: confidentiality and protection of personal information

Scholars' personal information will be treated according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes informing Scholars:

- what personal information will be collected
- why we collect Scholars' personal information
- who we give Scholars' personal information to.

Scholars are required, as part of their application, to consent to use and disclosure of personal information for the purposes of the Program. Disclosure will include disclosure by the Scholarship Support Contractor to the department for the purpose of assessing applications and may include publication of personal information of successful applicants.

The Australian Government may also use and disclose information about Scholarship applicants and Scholarship recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

Confidential information may be revealed by the department or the Scholar to:

- the Scholarship Support Contractor and other Commonwealth employees and contractors to help us manage the Program effectively
- employees and contractors of the department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The department may share the information you give it with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- *Public Governance, Performance and Accountability Act 2013*
- *Privacy Act 1988*
- *Crimes Act 1914*
- *Criminal Code Act 1995*

The Scholarship agreement will include any specific requirements about special categories of information collected, created or held under the Scholarship agreement.

14.4 Freedom of information

All documents in the possession of the Australian Government, including those about the Program, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the

exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons to whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing by:

Mail: Freedom of Information Team Leader
People, Communication and Legal Group
Department of Education and Training
GO Box 9880
CANBERRA ACT 2601

Email: FOI@education.gov.au

For more information please visit the department's website at www.education.gov.au/freedom-information-0.

15. Glossary

Approved Internship	The internship approved by the Scholarship Support Contractor under which the Scholar works for the Host Employer for a period of 20 Business Days.
Approved Providers	Refers to a registered training organisation who is registered with the Australian Skills Quality Authority (ASQA) or a higher education provider registered with the Tertiary Education Quality and Standards Agency (TEQSA) with which a Scholar is undertaking their Approved Program of Study.
Approved Program of Study	Refers to the program of study or qualification which meets the following criteria as part of their participation in the Commonwealth Scholarships Program for South Australia: <ul style="list-style-type: none"> • is an eligible program of study in one of the priority industries listed at section 4.2 • is a program of study that leads to the achievement of a qualification or award at an AQF level listed at section 4.2 • is undertaken at an Approved Provider
Australian Qualifications Framework (AQF)	<p>The Australian Qualifications Framework (AQF) establishes the quality of Australian qualifications.</p> <p>The AQF is the national policy for regulated qualifications in the Australian education and training system. It incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework.</p>
Conflict of Interest	Refers to real, apparent, or potential private or personal duties, associations or interests (financial or non-financial) which improperly influence, or may improperly influence, or be perceived as having the capacity to improperly influence, a person's performance of their role and responsibilities in relation to the Commonwealth Scholarships Program for South Australia.
Department	The Department of Education and Training.
Higher Education Provider	Higher Education provider is an approved provider under the Higher Education Support Act 2003 (HESA).
Host Employer	An employer engaged by the Scholarship Support Contractor to host a Scholar for an internship.
Industry Reference Group (IRG)	The industry group established by the department to provide advice on State-based skills needs relevant to the priority industries.

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Internship	Professional work experience in which a Scholar has agreed learning goals relevant to their agreed program of study and professional development. The Scholars internship learning goals will be detailed in the Work Plan agreed between the Scholar and their Host Employer.
Internship Agreement	The agreement between the Host Employer and the Scholar relating to the Internship.
Minister	The Minister for Education and Training
Personal Information	Has the same meaning as in the Privacy Act 1988 (Cth)
Postgraduate	The following courses and qualifications are considered postgraduate: <ul style="list-style-type: none"> • Graduate Certificate • Graduate Diploma • Master’s Degree • Doctoral Degree <p>Postgraduate courses and qualifications are offered at AQF levels 8 to 10.</p>
Program	The Commonwealth Scholarships Program for South Australia.
Program Delegate	An employee of the department who is duly authorised to carry out the relevant functions in respect of the Commonwealth Scholarships Program for South Australia.
Registered Training Organisations (RTOs)	Registered training organisations (RTOs) are those training providers registered by ASQA (or, in some cases, a state regulator) to deliver vocational education and training (VET) services.
Regional or remote areas	As defined by the Australian Government Australian Bureau of Statistics Australian Standard Geographical Classifications (ASGC) (www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1216.0July%202011?OpenDocument) Applicants may use the Doctor Connect ‘Search the map’ tool to identify whether they are located in a regional or remote location. See: http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/Content/locator
Scholar	A successful applicant who receives a Scholarship under the Commonwealth Scholarships Program for South Australia.
Scholarship	Scholarship funding and other support provided to the successful applicants under the Program.
Scholarship funding	A maximum of \$17,500 comprising up to a maximum amount of \$14,500 for study assistance and \$3,000 for an internship.
Scholarship Period	Period in which the Scholar receives a Scholarship, equal to the length of their program of study up to a maximum of three years.
Scholarship Program	The combined study and internship components of the Scholarship.

Program Guidelines for the Commonwealth Scholarships Program for South Australia

Scholarship Support Contractor	The third party provider contracted by the Department of Education and Training to administer the Commonwealth Scholarships Program for South Australia.
Undergraduate	<p>The following courses and qualifications are considered undergraduate:</p> <ul style="list-style-type: none"> • Diploma • Advanced Diploma • Associate Degree • Bachelor Degree • Bachelor Honours Degree <p>Undergraduate courses and qualifications are offered at AQF levels 5 to 8.</p>
Vocational Education And Training (VET)	<p>Training Packages and accredited courses provided by Registered Training Organisations (RTOs) that lead to the following AQF qualifications:</p> <ul style="list-style-type: none"> • Certificate I (not eligible under the Program) • Certificate II (not eligible under the Program) • Certificate III • Certificate IV • Diploma • Advanced Diploma • Graduate Certificate • Graduate Diploma <p>VET qualifications are offered at AQF levels 1 to 6 and level 8.</p>
Women studying in non-traditional fields	Refers to female students undertaking studies in the following broad fields of education: Natural and Physical Sciences; Information Technology; Engineering and Related Technologies; Architecture and Building; Agriculture, Environmental and Related Studies; Management and Commerce; and the narrow Field of Education: Economics and Econometrics, as defined in the Australian Bureau of Statistics Australian Standard Classification of Education (ASCED), 2001.