**GUIDELINES AND**

**APPLICATION FORMS**

**Applications close Friday 29 September 2023**

CONTENTS

[ABOUT STEM SCHOLARSHIPS 3](#_Toc141692740)

[ELIGIBILITY CRITERIA 3](#_Toc141692741)

[HOW TO APPLY 3](#_Toc141692742)

[BUDGET ITEMS 3](#_Toc141692743)

[PAYMENT OF SCHOLARSHIP FUNDS 4](#_Toc141692744)

[OUTCOME OF THE APPLICATION 4](#_Toc141692745)

[YOUR PRIVACY 4](#_Toc141692746)

[FURTHER INFORMATION 4](#_Toc141692747)

[STUDENT INFORMATION FORM 5](#_Toc141692748)

[BUDGET 8](#_Toc141692749)

[MENTOR-TEACHER SUPPORT STATEMENT 10](#_Toc141692750)

[PRINCIPAL SUPPORT STATEMENT 14](#_Toc141692751)

# ABOUT STEM SCHOLARSHIPS

A scholarship fund has been created to support high school students from under-represented groups (low socio-economic students and Aboriginal learners) to pursue science, technology and mathematics (STEM) subjects at SACE Stage 1 and 2 level.

The scholarships will support students to achieve their best possible SACE results through targeted financial support to pursue STEM pathways after finishing secondary school.

The fund will cover the cost of any activity or service that directly supports the student to achieve in their chosen STEM subjects and STEM pathways.

# ELIGIBILITY CRITERIA

**Check eligibility to apply for a STEM Scholarship.**

To apply the applicant must be:

* commencing SACE Stage 1 in 2024.
* enrolled in a government school .
* the holder of a school card (not required for Aboriginal students).
* demonstrating C minimum grades in your most recent math and science subjects.
* intending to pursue at least one of the following SACE Stage 2 subjects: Mathematics (Methods or Specialist), Chemistry, Physics or Digital Technologies.
* willing to participate in STEM mentoring and STEM career awareness programs.
* able to attend a STEM scholarship induction with their mentor teacher and/or parent(s).

# HOW TO APPLY

1. **Complete the application forms**

The following three (3) forms must be submitted:

* Form 1: Student Information and Nomination form-to be completed by the student in conjunction with a teacher from their school who will mentor the student for the duration of their scholarship, which is usually two years.
* Form 2: Mentor-Teacher support statement for students applying for STEM Scholarships-to be completed by the mentor teacher.
* Form 3: Principal support statement for applying students-to be completed by the School Principal.

The application should be completed electronically and emailed to [education.stemscholarships@sa.gov.au](mailto:education.stemscholarships@sa.gov.au)

# BUDGET ITEMS

As part of the application the student must complete a budget. The items listed in the budget must support the successful completion of the STEM SACE subjects the student will study.

**Examples of permissible Budget items:**

|  |
| --- |
| * Laptop (up to a value of $2500) & Case |
| * Graphics Calculator |
| * Stationery |
| * Internet access |
| * Hire of a tutor - See below for a list of tutors. The tutor hired must have an ABN. |
| * Cost of STEM excursions |
| * [University of Adelaide Year 12 Tuition Programs](https://www.adelaide.edu.au/study/year-12-tuition-courses" \l "our-courses) |
| * [Adelaide Tuition Centre Revision Courses](https://adelaidetuition.com.au/revision-seminars/) |
| * [South Australian Science Teachers Association Revision Guides](https://www.sasta.asn.au/resources) |
| * [National Youth Science Forum Year 12](https://www.nysf.edu.au/) program |
| * [University of Adelaide STEM Academy](https://www.adelaide.edu.au/stem/academy) |
| * [STEM Fast Track](https://www.stemfasttrack.com.au/stem-sista) |
| * [CareerTrackers](https://www.careertrackers.org.au/) |
| * University of Adelaide [Karnkanthi](https://www.adelaide.edu.au/wirltu-yarlu/study-with-us/karnkanthi-indigenous-education-program) |
| *These are a few examples. You may participate in more STEM programs.* |

The following web links are examples of tutors who have been successfully utilised by other scholarship recipients:

<https://adelaidetuition.com.au/revision-seminars/>

<https://tutorssa.com.au>

<http://remtuition.com.au>

<https://clueylearning.com.au/>

<https://www.ezymathtutoring.com.au/>

<https://adelaidetutors.com.au/>

Please note: These examples do not constitute endorsement by the Department.

**Items that will not usually be funded from scholarship money include:**

|  |  |
| --- | --- |
| * vehicles | * cameras |
| * gaming consoles | * phones |
| * overseas travel | * interstate travel not STEM related |
| * carparking | * non-STEM related activity |

If the applicant wishes to discuss items to include in the budget please contact the STEM Scholarship Project Team by email, [education.stemscholarships@sa.gov.au](mailto:education.stemscholarships@sa.gov.au)

# PAYMENT OF SCHOLARSHIP FUNDS

Successful applicants will have the scholarship money paid to their school.

To obtain the scholarship funds, students will either seek reimbursement by providing proof of purchase for an item they have purchased or they will request a purchase order from their school so they may obtain the item from a recommended supplier.

The scholarship may end if the scholarship recipient ceases to attend school or study the eligible STEM subjects.

# OUTCOME OF THE APPLICATION

All applications may be assessed by a panel of representatives from industry, Department for Education and the Aboriginal community.

All applicants, their school and parents or guardians will be advised of the outcome of the scholarship late November 2023.

# YOUR PRIVACY

In administering STEM Scholarships, the Department for Education will need to collect personal information from you.

The Department complies with the [Government of South Australia's Information Privacy Principles (IPPs)](https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars/DPC-Circular-Information-Privacy-Principles-IPPS-Instruction.pdf). This document contains the Privacy Principles which apply to the collection, use, disclosure and handling of personal information. If you have any further questions about the Department's privacy obligations please email the STEM Scholarship project team.

The information collected will be used to select scholarship recipients and assist with the monitoring of the successful recipient’s progress and expenditure of scholarship funds and will not be disclosed except in accordance with the IPP's and The Department’s Privacy Policy.

This information will be stored securely.

# FURTHER INFORMATION

STEM Scholarships Project Team

Phone: 8463 5804  
Email: [education.stemscholarships@sa.gov.au](mailto:education.stemscholarships@sa.gov.au)

**Stem scholarships Round 6**

**Form 1:**

# STUDENT INFORMATION FORM

**Please ensure you have read the Guidelines prior to completing this form.**

**Please complete this form electronically.** Completed applications and supporting documents must be received by the Department for Education by **29 September 2023.** You should complete this application (Form 1) with your teacher-mentor.

**Tick applicable criteria:**

Commencing SACE, Stage 1 in 2024 with the intention of completing SACE Stage 2 in 2025.

Eligible for School Card

Aboriginal person

Torres Strait Islander person

Male

Female

**Student applicant details**

Family name:

First name:

Date of birth:

Year level in 2023:

Student ID number: [This is a 9-digit number with a letter at the end]

Address: [suburb/community, state, postcode):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home/ mobile phone number:

School Email address:

Personal Email address:

Please provide the following details:

* Your most recent school report (including subjects completed and results).

This documentation must be on school letterhead and signed by the principal or their delegate.

Name of school:

Address of school:

Suburb/community:

**How did you find out about the scholarship?**

Teacher

Department of Education website

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/guardian details**

**Parent/guardian 1**

Family name:

First name:

Relationship to applicant (e.g., mother, guardian):

Postal address [if different to applicant details):

Phone:

Mobile:

Email Address:

**Other contact details**

Please provide an alternative contact (other than those listed above) in case we are unable to get in touch with you. You may include family/ community members, school principal/teacher etc.

**Contact 1**

Family name:

First name:

Relationship to applicant, e.g., mother, guardian:

Phone:

Mobile:

Email address:

**Parent/guardian 2**

Family name:

First name:

Relationship to applicant (eg mother, guardian):

Postal address [if different to applicant details):

Phone:

Mobile:

Email Address:

**Questions about you**

**In the following section please answer the questions to support your application.**

**la. What are your favourite subjects and why?**

**1 b. What subjects will you study in**

**Year 11 and 12. Please select from the following.**

**Year 11**

Mathematics - Pre-Mathematical Methods or Specialist Mathematics

Chemistry

Physics

☐Digital Technologies

**Year 12**

Mathematical Methods

Specialist Mathematics

Chemistry

Physics

☐Digital Technologies

**2. What would you like to do when you finish your secondary schooling? (Select from drop down list).**

Undertake tertiary study at university

in the field of ……………………………………

Undertake study at TAFE or other vocational education training (VET ) provider in the field of …………………….

Find a job as a……………………………………

Other (please describe)

**3. Have you represented your school or community in any way (e.g., student groups, school captain or leader, community groups etc.)? List any awards or certificates that are relevant to this application.**

**4. How will this STEM Scholarship support you to achieve your learning outcomes?**

**5. Is there anything else you would like us to know that is relevant to this application?**

# BUDGET

Outline a financial budget demonstrating how you will use the scholarship funds to support your STEM ambitions. Examples of useful budget items are suggested on page 3-4 of the STEM scholarships guidelines. Please plan your budget over the period you will undertake SACE Stage 1 and SACE Stage 2. When completing your budget, consider items that will support you to achieve your STEM educational goals. Items you purchase not listed in your budget must be approved by your mentor teacher. Your budget must include the STEM mentoring/career guidance program you intend to undertake and how much it costs. Some examples of these programs are listed below although you may include other programs or events you know about.

|  |  |
| --- | --- |
| For all students | For Aboriginal students |
| * National Youth Science Forum Year 12 program | * University of Adelaide Karnkanthi Indigenous Education Program |
| * University of Adelaide STEM Academy | * CareerTrackers |
| * STEM Fast Track |  |
| * [UniSA Free STEM programs](https://study.unisa.edu.au/unisa-connect/) |  |

|  |  |  |
| --- | --- | --- |
| Items | How will this contribute to your learning goals: | Cost (estimation) |
| Year 11 (2024) Budget: SACE Stage 1 (turn the page to complete your Year 12 budget) | | |
| *e.g., Laptop* | *A laptop will help write and edit my work to a high standard. It will also enable me access information wherever I connect to the internet.* | *$1,500.00* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Items | How will this contribute to your learning goals: | Cost (estimation) |
| Year 12 (2025)Budget: SACE Stage 2 | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Stem scholarships round 6**

**Form 2:**

# MENTOR-TEACHER SUPPORT STATEMENT

**Please complete this form electronically.**

Completed applications and supporting documents must be received by the Department for Education by **29 September 2023**.

Please complete this Form (Form 2) and email with:

1. the student application (Form 1)

2) a copy of the student’s most recent school report and,

3) the School Principal support statement (Form 3).

to the STEM Scholarships project team at: [education.stemscholarships@sa.gov.au](mailto:education.stemscholarships@sa.gov.au)

**Student applicant details**

Family name:

First name:

Student ID Number (if known):

**The role of the mentor-teacher is to:**

* assist the student with preparing and submitting their scholarship application
* monitor the student’s attendance, participation and wellbeing and make available intervention strategies when required
* mentor the student regarding their subject selections, STEM pathways, mentoring programs and careers



* support the student to manage their scholarship funds and Department for Education financial obligations
* be the contact person for the STEM Scholarship Project team and provide all required data (end of term school reports and attendance records) for the duration of the scholarship
* attend the STEM scholarships induction with the student
* consult with Math, Science and Technology teacher/s to determine student dispositions to STEM learning
* meet regularly with the student and submit reports to the STEM Project Officer.

**Mentor teacher details**

Family name:

First name:

Name of school/organisation:

Position:

Postal address:

Mobile phone:

Email address:

How long have you known the applicant?

Have you taught the applicant? Yes No

If yes, in what subject area/s?

**Questions to support the student application**

In the following section please answer the questions to support the student's application.

**1. What STEM subjects will the student study in years 11 and 12?**

Select from drop down box

**Stage 1**

Mathematics (pre–Mathematical Methods or Specialist Mathematics)

Chemistry

Physics

Digital Technologies

**Stage 2**

Mathematical Methods

Mathematics Specialist

Chemistry

Physics

Digital Technologies

**2a. Why do you think the student has the motivation and capacity to complete year 12?**

**2b. What do you expect they will do after year 12?**

**3. Please tell us why you think this applicant will benefit from a STEM Scholarship?**

**4. What kind of support do you think this student might need? (e.g., academic, or other support).**

**6. How do you envisage you will support the student?**

Weekly ‘check in’ meetings

Monitor attendance

Monitor learning achievement

Liaise with appropriate teachers

Provide required reports to STEM project team.

**Declaration and signature**

I confirm that the information in this form is true and complete, and I understand and accept the conditions of the application set out in this form. I will provide evidence in support of this application when requested.

Name:

Signature:

Date:

**STEM Scholarships round 6**

**Form 3**

# PRINCIPAL SUPPORT STATEMENT

**This form outlines the requirements of the school regarding the support for the STEM Scholarship recipient.**

**Application requirements**

Endorse the applicant and know that the student will be able to meet the criteria as described.

email the completed student application and latest school report, teacher support statement and principal support statement to the Department for Education STEM Scholarship project team by 29 September 2023.

Ensure that the following documents are completed and sent to the STEM Scholarships project team by the deadline.

Form 1: Student information and nomination form (plus school report)

Form 2: Teachers support statement for applying students

Form 3: Principal support statement for applying students.

**Financial management**

* Manage the grant through the schools existing financial structures adhering to Department for Education financial and auditing guidelines.
* provide all grant acquittal reports as requested by the Department for Education.



**Data management**

* provide student term or semester reports upon request throughout the duration of the grant
* provide other relevant data as required eg, attendance and dispositional data

**Appointing a mentor teacher who will carry out the following:**

* assist the student with preparing and submitting their scholarship application and collating other relevant documentation
* monitor the student’s attendance, participation and wellbeing and make available intervention strategies when required
* mentor the student regarding their subject selections, STEM pathways, mentoring programs and careers
* support the student to manage their scholarship funds and Department for Education financial obligations
* approving purchases not listed in the scholarship recipient’s budget
* be the contact person for the STEM Scholarship Project team and provide all required data such as end of term/semester school reports and attendance records, for the duration of the scholarship
* attend the STEM scholarships induction with the student
* provide the teacher-mentor with a small amount of release time to support the student.

**School information**

School:

Index of disadvantage:

Principal Name:

Telephone:

Mobile:

**Contact details of person responsible for financial administration of the scholarship.**

Name:

Email address:

**Contact details of person responsible for providing scholarship recipient’s school reports (can be mentor teacher).**

Name:

Email address:

**Confirmation of Student Information**

Please provide the following information regarding the applicant.

Name of student:

Aboriginal:

Yes No

Torres Strait Islander student:

Yes No

School Card recipient

Yes No

Guardianship of the Minister

Yes No

*I understand that if the student is successful the school will enter into an agreement with the Department for Education to undertake the following:*

* *financial management*
* *data management and reporting*
* *appointment of a mentor*
* *provide student reports as requested and,*
* *provide finance acquittal reporting.*

I am pleased to support this student for

a STEM Scholarship.

**Name of Principal:**

**Date:**

