

Care2Achieve

Scholarship for Young Women Leaving Care Information Booklet

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Information Booklet

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Applications for the *Care2Achieve* Scholarship for Young Women Leaving Care are invited from eligible candidates

In 2016, The Smith Family received important funding from the Queensland Government which has enabled it to expand its existing *Learning for Life* Tertiary Scholarship Scheme and create the *Care2Achieve* Scholarship for Young Women Leaving Care.

With the Government's support we can now provide scholarships to young women who are transitioning from Queensland State Care and who are looking to undertake a higher education pathway.

Transition to work is an important component of the *Care2Achieve* Scholarship. We aim to provide all eligible Scholarship recipients with access to a mentor as they approach their final year of study.

Places for the *Care2Achieve* Scholarship are limited. All candidates will need to complete an application and attend an interview. You will be assessed on your commitment to study, your capacity to achieve, and the demonstration of clear goals.

This is a competitive process and an application is not a guarantee of a place.

Scholarship eligibility criteria

The *Care2Achieve* Scholarship is for young women transitioning out of State Care in Queensland and planning to undertake higher education studies (Certificate 3 or above at TAFE or University) within Queensland.

To be eligible for the *Care2Achieve* Scholarship you must be aged 17 – 21. This may include those finishing Year 12 in 2017, already studying at TAFE or University and seeking financial support, or planning on studying in 2018.

You must also:

- Agree to provide the information we require in a timely manner
- Attend the *Care2Achieve* Scholarship induction session
- Agree to maintain a partnership with The Smith Family based on mutual respect, accountability, and contribution. This will be demonstrated by:
 1. Provision of any requested documentation in a timely manner which may include but is not limited to:
 - Evidence of enrolment for each semester or course
 - Mid-year results
 - End of year results
 - Student Profile
 2. Commitment to your education
 3. Ensuring The Smith Family is updated on any changes to details such as:
 - a. Name change
 - b. Address
 - c. Telephone number
 - d. Bank/credit union account
 - e. Course and/or institution transfer
 - f. Financial circumstances

Note: The *Care2Achieve* Scholarship supports a maximum of four years' Tertiary study. This includes all undergraduate and honours degree (on a case-by-case basis), and all study combinations undertaken at TAFE and/or University.

Important dates and activities

Activity	Date
Care2Achieve Scholarship applications closing date	1 September 2017
Application Interviews	October 2017
Students informed of outcome	November 2017

The selection process

Applications must be sent to the Tertiary Coordinator at The Smith Family by the closing date of 1 September 2017.

Please return the following documents:

- A completed Application Form which can be downloaded from: thesmithfamily.com.au/care2achieve
- If you are leaving Year 12 in 2017, please provide a copy of your latest school report
- Two completed Reference Forms which can be found at the back of the Application Form

References:

Candidates must provide two written references – one from your guardian/caregiver, caseworker or employer; and the second from a teacher/tutor, student counsellor, year level coordinator or someone who can verify your commitment to study.

Each reference should include:

- who the referee is in relation to the candidate
- the length of time the referee has known the candidate
- information as to why the referee believes the candidate is committed to their program of study at TAFE and/or University
- Information on the candidate's capacity, attitude and motivation towards engaging and completing their chosen course of study.

Reference Form templates are included as part of the Application Form. Referees are welcome to use the template. As an alternative, they may wish to write a reference on their own letterhead where appropriate.

Candidates who have been shortlisted, will be invited to attend an interview (face to face, phone, or Skype) to discuss their study, future plans and career goals.

Candidates will be notified in writing of the outcome of their application.

Scholarship payments

Scholarship Amount	<p>The <i>Care2Achieve</i> Scholarship can be up to a maximum amount of \$3,500 per annum depending on the institution and course type. The Scholarship funds are paid in two instalments each year, the first at the beginning of Semester 1 and the second at the beginning of Semester 2.</p> <p>All funds are paid directly into the scholarship student's bank account so it is important that this information is provided to the Tertiary Coordinator and is up to date.</p>
Use of Scholarship	<p>The scholarship can be used for educational costs such as:</p> <ul style="list-style-type: none">• Enrolment and registration fees• Course fees• Computers/Software• Tuition fees• Textbooks• Library charges• Travel expenses• Laboratory / field trips / practical fees, etc.• Additional course materials / tools / equipment• Student living expenses <p><i>**The scholarship payment must not be used to pay the student's HECS debt fees.</i></p>

Scholarship benefits

Student induction session

This is a great way to meet other scholarship recipients and to chat to your Tertiary Coordinator and others about the program. During this interactive session you will explore your rights and responsibilities on the program, and receive more information about the Career Transition Program. The session provides important information so **attendance is mandatory**.

The Career Transition Programs

The Smith Family has developed the Career Transition Programs to support scholarship students transitioning from study to employment. University research and feedback from our tertiary graduates indicate that some students experience difficulties securing meaningful graduate employment. The Career Transition Programs are designed to help support students in this process. Students will be provided with the following opportunities:

- Career related events and activities
- *Cadetship to Career* (first and second years)
- Career Mentoring (final year)

Career related events and activities are provided in conjunction with our network of corporate partners to provide the opportunity to develop work readiness skills, whilst also providing the chance for to create links with employers. Recent events have included: Interviewing skills, professional networking, and professional social media workshops.

Cadetship to Career program

The cadetship will run for the duration of the students' studies. Opportunities are available through a competitive application process. Students must be in their first or second year of tertiary study when applying.

Cadets receive:

- Eight weeks per year of paid full-time employment with a Business Council of Australia member company, during the semester break. Companies currently involved include: Microsoft, McKinsey & Co., Kmart, Telstra, Cochlear, Macquarie, Officeworks, and others
- Training and development to improve work readiness skills

Career Mentoring

This program matches *Care2Achieve* tertiary students with volunteer mentors in their career field who have first-hand experience of breaking into the industry and knowledge of how to navigate career pathways. Mentors are able to provide support, advice and potential networking opportunities. All mentors are screened and trained to ensure a high level of support is offered to our students. Students must be approaching their final year of study to apply for the program.

What does the mentoring involve?

- Commitment to a minimum of 12-month mentoring relationship
- Students and mentors are required to communicate at least once a month (via face to face meetings, email, or phone)
- Commitment, where possible, to attending career-related events and activities.

Students' rights and responsibilities

Students have the right to:

- Be treated with courtesy and respect, to have and express their own opinions and to be listened to and taken seriously
- Set their own goals and priorities and to have career and life aspirations
- Feel safe in their environment and in their relationships
- Ask for information and be responsible for the decisions and actions that they then take
- Receive payments at the agreed times when they have provided the necessary documentation
- Know that the privacy and confidentiality of their personal and sensitive information will be preserved, within the provision of the Privacy Amendment (Private sector) Act 2000
- Be informed promptly of any issues that may lead to a discontinuation of the Scholarship
- Participate in other *Learning for Life* program activities or events but retain the right to decline this request without loss of Scholarship or mentor support
- Not respond to requests to participate in satisfaction surveys without loss of Scholarship or career transition support
- Information about the appeals process, and have a right to appeal against any decision made about their Scholarship
- Make comments or complaints regarding the program without fear of retribution or removal from the program because of the complaint being made. Students will be informed of the comments and complaints process

Students are responsible for:

- Maintaining satisfactory academic performance and having a personal commitment to succeed in Tertiary studies

- Upon acceptance of the *Care2Achieve* Scholarship, mandatory attendance at an induction session, held at various locations, will be required.
- Providing information in a timely manner
- Attending Smith Family events that celebrate their success and promote the program
- Making sure their documentation is provided on time. At the end of each semester, students are required to send their Tertiary Coordinator a copy of their semester results and any other information as requested
- Making sure all Scholarship funds are spent on educational-related expenses and keeping receipts for purchases over \$50. Students need to keep receipts for 12 months and may be asked to participate in an audit which will require them to send their receipts to their Tertiary Coordinator
- Immediately informing their Tertiary Coordinator of any changes of address, phone number, email address, TAFE and/or university details
- Providing feedback to their Tertiary Coordinator on the effectiveness of the *Care2Achieve* Scholarship
- Considering participation in community service projects
- Complying with any of The Smith Family policies and procedures necessary for The Smith Family to meet their duty of care to students and staff, and fulfil insurance and legal obligations

Questions

If you have any questions about the *Care2Achieve* Scholarship application process, please contact the Tertiary Coordinator.

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