

# Fact Sheet for Education and Support Staff 2024

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## About the Scholarships program

The Youth Development Scholarships (YDS) program is offering up to 1,400 scholarships to young people enrolled in education or training to help complete their studies in the 2024 school year.

## Important notes about the 2024 program

- The application period will revert back to 18 weeks including over the school holidays.
- Announcement of scholarships will be made in mid Term 2, 2024.
- Three online application programs will run simultaneously:
  - New High School
  - Returning High School
  - Returning Tertiary
- There will be different application closing dates for high school and tertiary students.
- To remove the administrative burden from schools/teachers, students are no longer required to nominate a teacher to provide an online recommendation to support their application.
- Notifications to Successful students and schools will commence in mid Term 2, 2024 and funds will be released to schools simultaneously.

## How much is the Youth Development Scholarship?

Each scholarship for the 2024 school year is \$1,000 per students (no GST included as this is a grant payment).

## When do applications open?

The application period for high school students includes the school holidays:

Open: 9.00 am on Monday, 16 October 2023

Close: 5.00 pm on Friday, 16 February 2024

## Who is eligible to apply for a Youth Development Scholarship?

New applicants – students who have not previously received a DCJ scholarship.

Returning applicants – students who have received a DCJ scholarship between 2017 and 2023 can reapply.

A student can apply if they are studying at one of the following in 2024:

- Year 10, 11 or 12 at an NSW high school or equivalent at TAFE or a VET subject at school; or
- completing a school-based apprenticeship or traineeship and able to provide a signed

- contract agreement from their registered training provider; or
- home schooling and able to provide a Certificate of Home Schooling Registration.

The student must also be either a social housing client or living in out-of-home care. This can include:

- living in public housing, including Aboriginal housing
- being on the NSW Housing Register (wait list)
- receiving a private rental subsidy from DCJ (not Centrelink)
- living in community housing/Aboriginal community housing
- living in housing provided by a Local Aboriginal Land Council
- living in supported, crisis or temporary accommodation
- living in statutory, supported or voluntary out-of-home care.

Note: Applicants living away from home or temporarily staying with family/friends need to be on a current social housing tenancy or have an active social housing application.

### How does a student apply?

Visit [dcj.nsw.info/scholarships](https://dcj.nsw.info/scholarships) to access the SurveyMonkey Apply application link.

### What is my role as an education or support worker or school staff member?

Education staff play an important role supporting and encouraging eligible students to apply for the scholarship and promoting the program at school.

A student can choose to add a Collaborator, someone to help with their application. A student can vary a Collaborator's level of read and/or write access on their application form.

If you are requested to be a Collaborator, you must provide your direct school email address.

Do not use the generic school email address. You will receive an invitation email from SurveyMonkey Apply [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) to register or sign in if you have an existing account.

### What happens once an application is submitted?

The application will progress to the next stage where it will be reviewed and assessed.

DCJ will prioritise giving scholarships to students:

- who commit to achieving their Higher School Certificate and further studies
- who are currently overcoming difficult personal circumstances and financial hardships to remain in school
- who are assessed as having the greatest need.

Application outcomes will be made available by mid Term 2, 2024. Schools of successful students will also be notified.

Meeting the eligibility and selection criteria does not guarantee a scholarship. Each year we receive more applications than available scholarships.

### Administering the scholarship funds

If a student is successful, DCJ will write to the school with a list of scholarship recipients and further funding information. The school's role is to:

- take responsibility to administer the full scholarship funds on behalf of the student
- work closely with the student to determine their needs and how the funds can best assist them in their studies
- keep a record and retain receipts for items or services purchased with the scholarship money. DCJ may ask the school to provide details on how the scholarship money has been expended
- advise the Scholarships team if the student has disengaged from their studies, changed

school, or withdrawn from the program. Any unspent funds will need to be returned to DCJ. Please take into consideration that the student and their family may be under great financial stress and cannot afford to purchase items upfront. If possible, order or purchase items through school vendors or using in-house systems.

### **What can the Youth Development Scholarship be used for?**

The scholarship funds must be used for educational or support related costs to help the student complete the school year.

Examples of items or services which can be purchased with the scholarship include (but not limited to):

#### *Primary support*

- school uniform, including sports clothing and shoes
- course related or subject fees
- tutoring
- study camps and excursions
- textbooks, workbooks, study guides
- course related equipment, materials, and clothing
- sporting equipment
- stationery
- computer desktop, laptop, tablet, Chromebook
- printer, scanner, USB drives, cables, smart drives
- computer software and license
- internet access
- study furniture (e.g., desk, chair)

#### *Secondary support*

- transport costs (e.g., opal travel cards, driving lessons)
- medical and support needs (e.g., glasses, speech therapy)
- social inclusion (e.g., in-house sports and youth programs, school formal tickets)
- training and employment (e.g., CV writing, job ready skills and clothing for interview)

### **What can't the Youth Development Scholarship be used for?**

The funds cannot be used to:

- purchase mobile phones, smart watches, gaming headphones and other wireless communication devices
- pay for school fees, but can be used towards resources, elective or course costs
- pay for items that can be provided through other financial assistance programs offered by the school
- pay for any expenses relating to siblings who are not scholarship recipients
- transfer remaining funds to another student.

### **How will a student receive their Youth Development Scholarship funds?**

For public high schools: DCJ will pay the scholarship funds via the Department of Education's ED Connect directly to the school's account.

For private and independent schools: DCJ will pay the scholarship funds directly to the school's account via Electronic Funds Transfer.

Students are required to expend the funds before the end of the calendar year in which they were awarded the scholarship. Further information and instructions on funding and expenditure will be emailed to schools when application outcomes are issued.

## When do I notify DCJ of student changes?

Schools must notify DCJ in writing to [education@dcj.nsw.gov.au](mailto:education@dcj.nsw.gov.au) of any changes to the scholarship recipient's circumstances:

- disengaged with studies
- poor attendance
- changed schools
- taken up employment

It is a requirement of the Scholarships program that a student must have good attendance and commit to their studies. If a student has regular absences and attendance is poor in Terms 1 and 2 of the school year, the school must take into consideration withholding the funds and contact the Scholarships team to discuss options. The scholarship can be withdrawn, and unspent funds will be recouped back to DCJ.

Note: attendance also refers to participating in online learning during any potential restrictions placed on schools during the pandemic or events that require online learning.

## Where can I find out more information?

- Visit our website [dcj.nsw.info/scholarships](https://dcj.nsw.info/scholarships)
- Call the Housing Contact Centre on 1800 422 322, press 2 for Housing Services then press 3 for General Enquiries.
- Email the Scholarships team on [education@dcj.nsw.gov.au](mailto:education@dcj.nsw.gov.au)