

How to apply for funding under the Vocational Study Support Scheme

1. Overview

The Ministry of Justice and Community Services in partnership with *Stretem Rod Blong Jastis mo Sefti* seeks to encourage an environment where staff actively maintain and develop their professional knowledge, skills and expertise. To support this aim, staff from Agencies and Offices in the Justice and Community Services sector and relevant non-government organisations, may apply for financial support through the Vocational Study Support Scheme (VSSS) to cover the basic costs associated with undertaking part time vocational study.

Funding is provided under the *Stretem Rod Blong Jastis mo Sefti* Partnership Grants Facility.

2. Who is eligible to apply?

Full time, permanent staff from departments and agencies within the Justice & Community Services sector and relevant non-government organisations may make applications for VSSS.

If you are a continuing student under this scheme, then to be eligible for further funding support you must have achieved at least a pass mark in all completed subjects.

3. What does the funding cover?

The VSSS provides funding to cover the tuition and expenses that are incurred in undertaking an approved unit/s within a course of study over the period of a semester or term. Typically this includes course fees and textbooks.

The VSSS does not cover outstanding expenses owed to a particularly institution or units of study that have not been specifically approved through the application process. The VSSS also does not cover expenses such as any Student Association Fees, transport or other incidentals costs incurred as a result of attending lectures or classes.

4. What period of time does the funding cover?

The funding process is semester by semester. This means that if you want funding to continue over a period longer than one semester, you must submit a new application at the start of each and every semester.

5. What must I do before I apply?

FOR NEW STUDENTS

If you are new to vocational study, you will first need to select the course or qualifications that you want to study. The course must be relevant to your current job, and selected from the accredited courses available through:

- University of South Pacific (USP)
- Vanuatu Institute of Technology (VIT)
- Australia-Pacific Technical College (APTC)
- Other accredited institutions or training providers

Once you have decided on the course you want to study, you must then contact the institution to find out about their entry requirements. It is essential that you do this first because you need to make sure that you meet all their pre-requisites and that you would be successful in securing a place in the course.

At the end of each semester where you have received study support, you must provide transcripts to show the results you achieved for each completed subject. You must have achieved at least a pass to be considered for any further support.

FOR CONTINUING STUDENTS

If you are a continuing student, then you simply select the subjects you want to study as part of your ongoing study program.

At the end of each semester where you have received study support, you must provide transcripts to show the results you achieved for each completed subject. You must have achieved at least a pass to be considered for any further support.

6. Can I apply to study full time?

No, funding under the VSSS only covers part time study, where the course is taken outside of normal work hours.

7. When must I submit my application?

Applications must be submitted at least 4 weeks prior to start date of the course and will not be accepted after **5pm 12 January 2018.**

8. Where can I get an application form?

The application form is available to download from the MJCS web site, or from the contacts below. The form is: Individual Application for Vocational Study Support Scheme.

All parts of the form must be completed, and the application must be authorised by your manager and Head of Agency.

9. Do I need to provide extra information?

If you are a continuing student, you must attach the transcript of your results. In order to be eligible for further support you must receive a pass result for completed courses.

There are other suggestions in the application form about information that you can provide that will assist with the assessment of the application.

10. How do I lodge an application?

Completed applications can be delivered in hard copy or emailed to **both** of the representatives below:

1. Amy Green, Training and Learning Adviser, *Stretem Rod Blong Jastis mo Sefti* (working at the Ministry of Justice and Community Services) Ph: 7347551, Email: amy.green@thepalladiumgroup.com
2. Louise Nasak, Capacity Development Coordinator at Ministry of Justice & Community Services, Ph: 33615, Email: lnasak@vanuatu.gov.vu

Applications are assessed twice a year (usually January and June) to match University semesters. If your chosen course does not follow the university semester schedule, an application can be submitted at any time.

11. How will my application be assessed?

The assessment process is intended to be a fair process that offers equitable access to vocational study. The assessment of applications will consider the following factors:

1. The relevance of the study to the applicant's role and responsibilities
2. The likelihood that the applicant will successfully complete the course
3. The size of the budget available for study support for that semester

Relevance to Current Role	High	3	2	1
	Medium	4	3	2
	Low	5	4	3
		Low	Medium	High
		Likelihood of Successful Completion		

An assessment is made of the application using the matrix above. When funding is limited, the score achieved using this matrix will be used to help determine the priority for funding.

12. How will I know if the funding is approved?

The SRBJS Program Coordinator (Justice) will notify applicants in writing once a decision has been made. If funding approval is granted, then SRBJS will liaise with the accounts department of the relevant institution to pay for tuition fees and textbooks.

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Need further information?

Please contact:

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