Procedure: Professional Staff Scholarship Scheme (PSSS)

Purpose
To inform staff of the process and requirements when applying for the Professional Staff Scholarship Scheme, as provided under the ANU Enterprise Agreement.

Procedure
1. The University recognises that the contributions of highly skilled and dedicated professional staff are critical to the success and future of ANU.
2. The Professional Staff Scholarship Scheme supports a range of career development programs and initiatives to advance the skills and knowledge of professional staff.
3. To support identified career development priorities for individual professional staff, the University dedicates $135,000 per annum, to the Professional Staff Scholarship Scheme.

Eligibility
4. The Professional Staff Scholarship Scheme is open to all professional staff (excluding casuals) who have been continuously employed at the University for at least one year (excluding casual appointments), provided that:
   a. Professional staff on a fixed term appointment, provided they are employed on a minimum of a two year contract, and have at least 12 months remaining on their contract; or
   b. Professional staff on a continuing (contingent funded) appointment, provided that the position is funded for a minimum of two years, and there is at least 12 months of that funding remaining. Applications may still be considered for cases where the staff member’s position has less than 12 months funding remaining, provided that the College delegate endorses that an extension is expected which extends the position funding to at least 12 months.
   c. Professional staff are not on an extended period of Leave Without Pay.
5. Applications from indigenous staff are also considered in the light of the [Career Development policy](#) and the objectives and targets contained in the [Reconciliation Action Plan](#) which aim to improve the attraction and retention of indigenous staff.

6. The staff member’s Performance Development Review (PDR) or local area performance review identifies that the:
   
   a. eligible staff member’s performance is at least satisfactory or better (in the most recent completed PDR or as indicated by the supervisor on the PSSS Application form); and
   
   b. program is directly relevant to the staff member’s current Performance Development Review (PDR) and is recorded in the Career Development Plan section of their PDR or is identified to be relevant in the staff member’s local area performance review.

7. The Professional Staff Scholarship Scheme is not used to:
   
   a. maintain job related operational accreditation or membership (e.g. professional association membership fees), unless the accreditation/membership contains a component of training;
   
   b. fund development opportunities which have been supported by other formal ANU scholarship schemes;
   
   c. cover the cost of living and travel related expenses;
   
   d. provide development which has been identified as a result of a staff member’s unsatisfactory performance;
   
   e. fund conference attendance which could be supported by other ANU scholarship schemes (such as: the Professional Staff Development Endowment Fund); and
   
   f. fund study tours or cross institutional visits to develop job or operational experience.

8. Previous Professional Staff Scholarship Scheme recipients may re-apply for the fund after a two year period, from the date that they were advised that their previous successful scholarship was granted.

**Selection and level of support**

9. The value of each scholarship is at the discretion of the selection committee, who take into consideration the:

   a. total value of the identified career development initiative; and
b. total contribution already provided to the staff member by the University (e.g. access to paid study leave, staff endowment funding, or previous/current financial contributions paid by the local area).

10. Where the value of the development initiative exceeds the value of the scholarship granted, nothing within this procedure prevents the applicant from seeking additional assistance via appropriate funding sources (e.g. ANU Travel Grants, College based development assistance etc).

11. Priority is provided to applications supporting formal qualifications.
   a. Applications where the completion of the development initiative can be used as credit points towards a formal qualification may be considered, subject to availability of funds.

12. Priority is provided to applicants demonstrating continuous engagement with the PDR process.

**Preparation and submission of scheme applications**

13. There are two rounds annually for scholarship applications.

14. Applications must be submitted during an open scholarship round by the published deadline, and written on the current, approved Professional Staff Scholarship Scheme proforma, comprising of:
   a. Staff members details, details of the development initiative, and funding requested;
   b. Applicant case: how does the development initiative aligns with the staff member’s future career direction;
   c. Supervisor’s supporting statement, and Dean, Director, Service Division Director or College General Manager endorsement;
   d. The most recent completed PDR or local area performance review, and the current PDR, where the initiative is explicitly mentioned in the Career Development Plan, or local area performance review; and
   e. Documentation on the development initiative demonstrating program content and costs.

15. The development activity should have commenced after the closing date of the previous scholarship round.
Scholarship selection committee composition

16. Selection of recipients is made by a committee nominated by the University’s Chief Operating Officer (COO).

17. The committee represents the breadth of the University and include indigenous representation, gender and professional breadth.

18. The committee quorum is three.

<table>
<thead>
<tr>
<th>Title</th>
<th>Term</th>
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<tbody>
<tr>
<td>Chief Operating Officer OR a nominated representative</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Chief People Officer (Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Deputy Chief People Officer, Talent and Capability</td>
<td>Ex officio</td>
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<tr>
<td>Two senior professional staff members (e.g. Service Division Director, College General Manager, or School Manager)</td>
<td>Membership rotates on a two year basis</td>
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Communication of outcome

19. Applicants receive written notification of the outcome of their application within ten business days of committee endorsement.

20. A copy of the notification is provided to the applicant’s supervisor.

Funds distribution

21. Funds are reimbursed to the successful applicant or local area upon submission of a completed reimbursement form and official receipts to hrd.development@anu.edu.au.

22. Awarded funds must be exhausted within 12 months from the date of successful notification.
Reporting requirements

23. The staff member is required to provide a written report to hrd.development@anu.edu.au on the outcomes of the development initiative within three months of the initiative being completed. The report outlines how the participation in the initiative has impacted their work.

   a. Reports are placed on the staff member’s personnel file. Any future applications for funding under this scheme are dependent on reports having been completed.

24. The staff member and supervisor must also evaluate the impact of the development activity on their work performance at the next stage of their PDR.

Recovery of costs on termination of employment

25. Where a staff member resigns within 12 months from the date the scholarship is granted, the University may seek a refund up to the total awarded value of the scholarship.