

# 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](#). The intention of this funding is to support identified career development activities that contribute towards a recognised qualification.

## Procedure

1. The University recognises that the contributions of highly skilled and dedicated professional staff are critical to the success and future of ANU.

The Professional Staff Scholarship Scheme supports a range of career development programs and initiatives to advance the skills and knowledge of professional staff.

2. To support identified career development priorities for individual professional staff, the University dedicates \$185,000 per annum to the Professional Staff Scholarship Scheme.

## Eligibility

3. 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 the:

- a. Professional staff on a fixed term appointment are employed for 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 for a minimum of two years, have at least 12 months of that funding remaining.
  - i. Applications may still be considered for cases where the staff member's position has less than 12 months funding remaining, provided that the College General Manager or Service Division

Director endorses that an extension is expected which will extend the position funding to at least 12 months.

- c. Professional staff are not on an extended period of Leave Without Pay.
4. Applications from Indigenous staff will be considered in 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.
5. The staff member's performance process identifies that the:
  - a. eligible staff member's performance is satisfactory or better (in the most recent completed performance process or as indicated by the supervisor on the [Professional Staff Scholarship Scheme application form](#)); and
  - b. program is identified in, and directly relevant to the staff member's current performance process.
6. 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 schemes (e.g., [Staff and Family Tuition Fee Discount](#), stipend, scholarship);
  - c. cover the cost of living and travel related expenses, including services and amenities fees at the institution of study;
  - 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.
7. 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**

8. The value of each scholarship is capped at \$5,000 or 50% of the registration cost, whichever is less. The selection committee 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, staff tuition fee discount or previous/current financial contributions paid by the local area).
  - c. total financial contributions provided by staff members (self-funding)
  - d. previous funding received from the Professional Staff Scholarship Scheme.
9. Applicants can seek additional assistance via appropriate funding sources (e.g. ANU Travel Grants, College based development assistance).
10. Priority is provided to applications supporting formal qualifications.
11. Priority is provided to applicants demonstrating continuous engagement with the performance process.

### **Preparation and submission of scheme applications**

12. There are up to three rounds annually for scholarship applications.
13. Applications must be submitted during an open scholarship round by the published deadline, and written on the current, approved [Professional Staff Scholarship Scheme application form](#), comprising of:
  - a. Staff member details, details of the development initiative, and funding amount requested (up to \$5,000 AUD);
  - b. Applicant case: how does the development initiative align 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. Confirmation from supervisor that the staff member's performance meets expectations or better, and that the development sought is relevant to the staff member's current role and career development; and
  - e. Documentation on the development initiative demonstrating program content and costs.
14. The development activity should have commenced after the closing date of the previous scholarship round.

## Scholarship selection committee composition

15. Selection of recipients is made by a committee nominated by the University's Chief Operating Officer (COO).
16. The committee represents the breadth of the University and includes First Nations representation, gender and professional breadth.
17. The committee quorum is three.
18. The committee is comprised as follows:

Title	Term
Chief Operating Officer OR a nominated representative (Chair)	Ex officio
Chief People Officer	Ex officio
Senior Manager, Organisational Development	Ex officio
Two senior professional staff members (e.g. Service Division Director, College General Manager, or School Manager)	Membership rotates on a two-year basis

## Communication of outcome

19. Applicants receive written notification of the outcome of their application following 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 official receipts to [HRD.Development@anu.edu.au](mailto:HRD.Development@anu.edu.au).
22. Awarded funds must be exhausted within 12 months from the date of successful notification.

23. Recipients must notify the People and Culture Division via [HRD.Development@anu.edu.au](mailto:HRD.Development@anu.edu.au) immediately if they are aware that they will not complete the approved initiative.

24. If the staff member does not complete the approved initiative, the committee reserves the right to recover awarded funds partially or in full.

### **Recovery of costs on termination of employment**

25. Where a staff member resigns within 12 months from the date the scholarship is granted, the staff member must notify the People and Culture team by emailing [HRD.Development@anu.edu.au](mailto:HRD.Development@anu.edu.au).

26. 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.

## Document information

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