



Commonwealth Teaching Scholarships

Assessment and Selection Policy

1. Purpose

The Commonwealth Teaching Scholarships (CTS) Program Assessment and Selection Policy (the policy) outlines the criteria and process for the assessment and selection of individuals to receive a Commonwealth Teaching Scholarship.

This policy should be considered in conjunction with the CTS Grant Opportunity Guidelines (Scholarship Guidelines) available on the [Scholarships website](#). The Scholarship Guidelines will prevail over this policy to the extent of any inconsistency.

2. Background

The Scholarship Guidelines relevant to each scholarship round outline the scholarship application and selection process.

Up to 5,000 scholarships over 5 years are available to **new** initial teacher education (ITE) students intending to start a **full time**, accredited ITE program in the first study period or semester of the year they apply for.

3. Eligible applications criteria

To be considered for a Commonwealth Teaching Scholarship, applicants must submit a scholarship application form by the application deadline and provide all requested supporting evidence.

The Department of Education (the Department) can only consider applications that satisfy all of the eligibility criteria as outlined in the Scholarship Guidelines relevant to each scholarship round.

Submitting an application does not guarantee a scholarship and applicants should not make financial commitments in reliance on being awarded a scholarship until they have received a formal offer and signed a Scholarship Agreement.

3.1 Target cohorts

Applicants are requested to identify if they belong to one or more of the following cohorts:

- high achieving students with an ATAR of 80 or above (or equivalent) (undergraduate applicants only)
- First Nations peoples
- people from regional, rural and remote areas
- mid-career professionals
- people for whom English is an Additional Language or Dialect (EAL/D)
- people from low socio-economic backgrounds
- people with disability.

Applicants can still apply for a scholarship if they do not identify with a target cohort.

Please note, the scholarships are awarded on merit. The 'high achieving students with an ATAR of 80 or above (or equivalent)' cohort should only be selected if an applicant can provide official evidence to support this selection. If an applicant selects this cohort, but submits evidence of an ATAR or equivalent that is below 80, the application will be deemed ineligible.

3.2 Previous ITE enrolment

Applicants are not eligible to apply for a scholarship if they:

- are currently enrolled and part-way through an accredited ITE program (current student); or
- have previously commenced an accredited ITE program, completed some units, and withdrew in the two years prior to the year they apply for a scholarship.

Applicants may be eligible to apply if they:

- were previously enrolled in an ITE program, but withdrew their enrolment without completing the course more than two years prior to the year they apply for a scholarship; or
- were enrolled in an ITE program in the two years prior to the year they apply for a scholarship, but withdrew before completing any units (i.e. before the relevant higher education provider census date).

Applicants who previously enrolled in an ITE program will need to submit evidence, issued by the higher education provider, of the withdrawal of enrolment. This evidence must include:

- confirmation of withdrawal from the ITE program; and
- the date of withdrawal; and
- confirmation of any ITE units completed, and the date they were completed.

4. Application

From Round 3, the Department is using an online grant application platform powered by SmartyGrants. Applicants must create an account and log in before an application can be completed. A link to the application form will be available on the [Scholarships website](#).

Advice on submitting an application is published on the Department's website. Applicants must submit an application between the published opening and closing dates. The Department is **unable to accept late applications**.

To apply, applicants must:

1. complete the application form;
2. meet all eligibility criteria;
3. provide all the information requested; and
4. include all necessary copies of supporting evidence (refer to section 7.3 of the Scholarship Guidelines).

Applicants should contact the Department immediately if they find an error in their application after submitting it by emailing teachingscholarships@education.gov.au. Applications cannot be changed after the closing date and time.

There are separate application forms for undergraduate and postgraduate applicants. Applicants must select the correct degree-type when preparing and submitting their application. The Department is unable to change applications from one degree type to another after the closing date.

Applicants will receive a confirmation email once the application is submitted. Applicants should check their junk/spam folders if the advice is not received in their primary email inbox. If an applicant does not receive this advice, they should presume their application has not been submitted. An application must be completed and fully submitted before the published closing date. Downloaded copies of applications not fully submitted cannot be accepted.

If the scholarships are undersubscribed, no further applications will be sought past the closing date of the relevant round.

4.1 Application evidence requirements

Applicants must provide academic evidence of their highest completed level of prior academic achievement.

Evidence must be in the format indicated in the application form and legible in order to be accepted.

Evidence of the completed qualification that demonstrates academic achievement must include:

- full name of the applicant (or previous legal name if applicable)
- the name/branding of the education institution or awarding body (e.g. name of tertiary admission centre, higher education or Vocational Education and Training provider)
- an overall score or grade and/or individual unit grades/marks/results (as applicable)
- a date of completion or date of award
- all pages and be a complete record.

Applicants must submit evidence of their qualifications in English. Qualifications in a language other than English should be translated by an official translator.

An application will be **deemed ineligible** if the evidence submitted does not meet the criteria listed in this section.

4.1.1 Undergraduate applicants

Undergraduate applicants need to provide evidence of **ONE** of the following:

- an ATAR (predicted or adjusted ATARs will not be accepted); or
- an International Baccalaureate score; or
- a Tertiary Entrance Score (TE) (Tasmania only); or
- a pre-ATAR results statement (e.g. Overall Position (OP), Tertiary Entrance Rank (TER), Universities Admissions Index (UAI), Equivalent National Tertiary Entrance Rank (ENTER)); or
- a Skills for Tertiary Admissions Test (STAT) (formerly known as the Special Tertiary Admissions Test) result; or
- a Grade Point Average (GPA) or Weighted Average Mark (WAM) from a completed degree (for applicants who have completed a Bachelor degree but intend to enrol in an undergraduate ITE Program). Please refer to section 4.1.2 for GPA and WAM evidence requirements; or
- grade or score for a qualification awarded by an international school or institution; or
- evidence of a completed Vocational Education and Training (VET) qualification (e.g. Diploma, Certificate IV, Certificate III).

Please note, the scholarships are awarded on merit. The 'high achieving students with an ATAR of 80 or above (or equivalent)' cohort should only be selected if an applicant can provide official evidence to support this selection. If an applicant selects this cohort, but submits evidence of an ATAR or equivalent that is below 80, the application will be deemed ineligible.

4.1.2 Postgraduate applicants

Postgraduate applicants need to provide **ONE** academic transcript for a completed degree with:

- an overall Grade Point Average (GPA); or
- an overall Weighted Average Mark (WAM); or
- individual unit grades/marks/results with no overall score; or
- grade/score/result for a qualification awarded by an international institution.

If the academic evidence submitted **does not** contain an overall GPA or WAM, the department will calculate this for you using the subject grades awarded and based on the calculation used by the awarding institution.

Applicants with a Doctor of Philosophy (PhD) must provide their next highest completed qualification (e.g. Masters or Honours degree).

4.1.3 Unacceptable evidence

Applicants are responsible for providing correct evidence to support their application. Submitted evidence that does not meet the required standards will result in an applicant being deemed ineligible. Unacceptable evidence may include, but is not limited to:

- certificates/testamurs without supporting transcript/results (except for applicants submitting evidence of a completed VET qualification as per section 4.1.1)
- academic transcripts for partially completed degrees
- screenshots or self-created documents

- corrupted/unreadable files
- links to external online storage locations (e.g. cloud-based storage)
- transcripts from overseas institutions not translated into English by an official translator.

5. Assessment and selection overview

Assessment of eligible applications will be undertaken by the Department's CTS Assessment Team (the assessors) after the closing date. Eligibility checks may commence prior to the application closing date.

Assessment officers will ensure the application is complete and the required supporting evidence has been provided. If an application is incomplete, it will be deemed ineligible and will not move to the assessment stage.

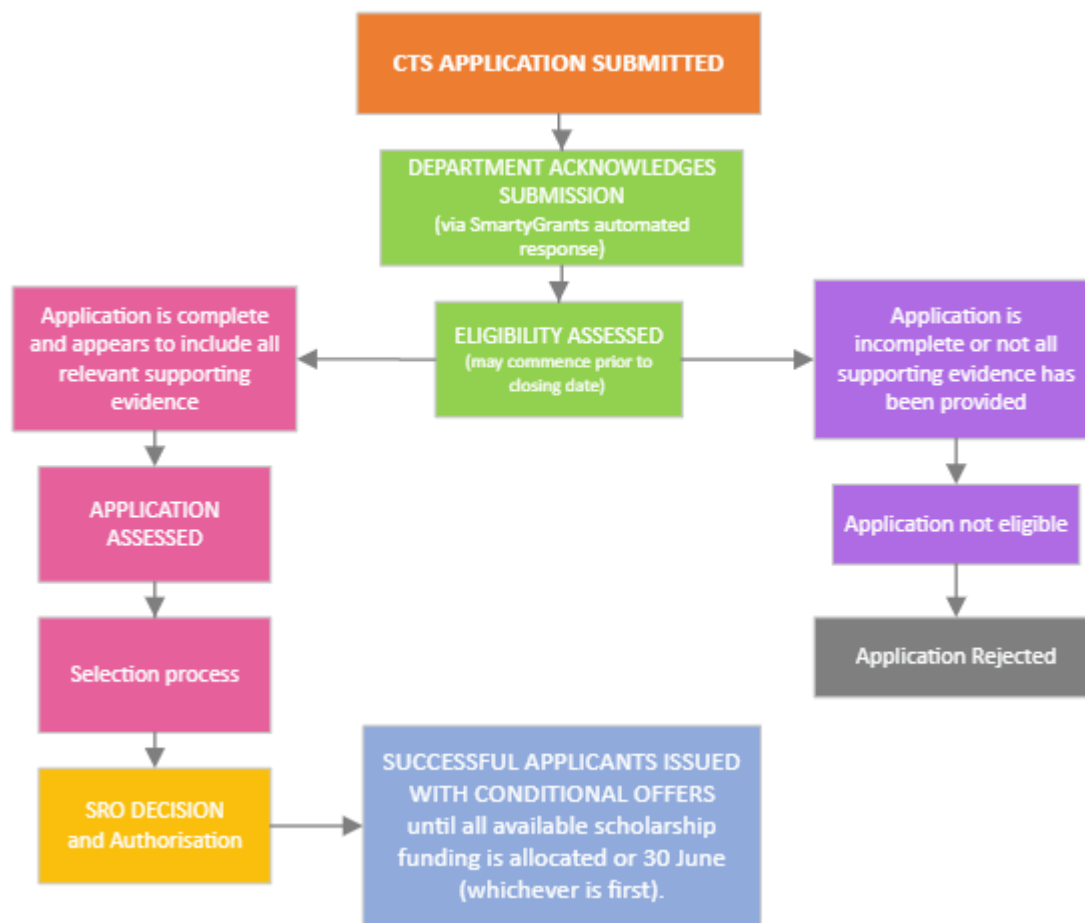
Scholarships are awarded on academic merit. Previous academic results are used to assess applications. Eligible applications will be ranked. Prior to assessment, all information will be de-identified and only the academic ranking and target cohort identification will be provided to assessors. Assessors will allocate a 'recommendation for scholarship' until available scholarships are exhausted.

The selection processes for undergraduate and postgraduate applicants are conducted independently of each other.

The recommendation for CTS recipients will be provided to the Senior Responsible Officer (SRO) for decision and approval to issue conditional offers.

The Department will advise applicants of the outcome of their application via email at relevant stages of the assessment process. Applicants will not be provided with individual feedback on application outcomes. The Department's decisions are final and there is no mechanism to appeal the decision to approve or not approve a scholarship.

Assessment and selection process



5.1 Eligibility and assessment checklist

The following will be assessed by the assessors during eligibility check and assessment process.

1. Does the applicant meet the citizenship requirements?
 - Australian citizen; or
 - Permanent resident; or
 - Holder of a permanent humanitarian visa; or
 - New Zealand citizen living in Australia

Please note, applicants who proceed to the conditional offer phase will be required to provide official evidence to demonstrate they meet the citizenship requirements. New Zealand citizens living in Australia will also be required to provide proof of a permanent residential address in Australia.

2. Has the applicant identified one or more target cohorts?
 - High-achieving student with an ATAR of 80 or more or equivalent (undergraduate applicants only)
 - First Nations person
 - Mid-career professional
 - Person from a rural, regional or remote area
 - Person with disability
 - Person from a low-socio economic background

- Person for whom English is an additional language/dialect
3. Has the applicant provided evidence of prior academic results (see evidence requirements at section 4.1 for further information):

Undergraduates:

- ATAR
- IB
- TE (Tasmania only)
- STAT
- Pre-ATAR (OP, TER, UAI, ENTER)
- Academic transcript from a completed degree, with an overall GPA or WAM, or numeric or letter grades for individual units
- VET qualification
- Qualification awarded from an international school or institution

Postgraduates:

- Academic transcript with an overall GPA or WAM from a completed degree
 - Academic transcript with numeric or letter grades, if unable to request GPA or WAM from the awarding institution
 - Qualification awarded from an international institution.
4. Has the applicant identified any previous enrolment in an accredited ITE program?
- Currently enrolled or part-way through an accredited ITE program (not eligible)
 - No previous enrolment in an accredited ITE program
 - Previously enrolled but withdrew before January 2024
 - Enrolled between January 2024 and now, but withdrew **after** completing some units (not eligible)
 - Enrolled between January 2024 and now, but withdrew **before** completing any units (i.e. before the relevant higher education provider census date).
 - Obtained a teaching qualification prior to 2011 and not currently a registered teacher.

6. Selection process

6.1 State and territory distribution

To support equity across states and territories, eligible applications will be distributed into relevant states and territories according to the permanent address provided by the applicant in their application. The notional distribution is based on the number of government schools in each state and territory and will be used to allocate scholarships, with allowable variations (e.g. where a particular state or territory is undersubscribed).

6.2 Target cohorts

To support an equitable distribution of target cohorts across each state and territory, a notional equal distribution will be applied to the target cohorts, with allowable variations where target cohorts are undersubscribed.

6.3 Assessment process

- All eligible applications will be ranked according to academic result and relevant target cohort(s) identified.
- Applications for each jurisdiction will be assigned, from highest to lowest academic achievement, to a relevant target cohort on an even basis across the relevant target cohorts (where applicable).
- If the applications assigned to a target cohort exceed the number of scholarships available for that target cohort then successful applications for a target cohort will be determined based on higher academic result.
- If any target cohorts in a jurisdiction are undersubscribed, then the allowable number of eligible applications for other target cohorts in that jurisdiction may be increased by an equivalent number or distributed to oversubscribed jurisdictions.

For eligible applications identifying multiple cohorts, the assessors have the autonomy to move successful applications to another identified target cohort during the assignment process to ensure representation across target cohorts. This recommendation has no bearing on the funding available to that recipient nor the nature of the scholarship.

If the process above is followed and there are still scholarships available, then scholarships will be awarded to eligible applicants who do not identify as belonging to a target cohort.

Recommendations will be provided to the SRO for decision and approval to issue the CTS conditional offers. The SRO's decision is final and there is no mechanism to appeal this decision.

No feedback will be given to applicants who are not successful in being awarded a scholarship.

7. Conditional offer

7.1 Receipt of a conditional offer

Successful applicants will receive a conditional offer from the Department. The conditional offer will confirm the applicant has been successful, pending submission of evidence of citizenship and enrolment in an accredited ITE program. The conditional offer will advise successful applicants to seek professional advice in relation to their obligations and payments.

The conditional offer will include advice to the applicant on how to accept the offer, including the 14-day timeframe for providing the required evidence. Applicants who are unable to obtain enrolment confirmation from their higher education provider before the conditional offer deadline may seek an extension by emailing the Department. No extensions will be granted if an applicant contacts the Department after the deadline, unless they are applying for unforeseen circumstances, as set out below. If the successful applicant fails to accept the conditional offer, or has not applied for an

extension, within the 14-day timeframe, their offer will be withdrawn and offered to another applicant.

If an applicant misses their conditional offer deadline and believes that this is the result of unforeseen circumstances (as set out in the Scholarship Guidelines relevant to each scholarship round), the applicant must contact the Department within seven (7) days of the missed deadline. No requests for consideration of unforeseen circumstances will be considered after seven days. Claims for special consideration will only be granted in exceptional circumstances.

Acceptance of a conditional offer does not guarantee that a scholarship will be awarded.

7.2 Reserve offers

Following the initial conditional offer round, additional conditional offers may be made to fill available scholarship places. Eligible applicants who do not receive an initial offer will be placed on a reserve list. Applicants will be informed if they have been placed on the reserve list.

If an applicant is no longer interested in being considered for a scholarship, they can decline their conditional offer. Subsequent conditional offer rounds will be made until scholarship places are exhausted. No further conditional offers will be made after 30 May 2026 due to the minimum timeframe for applicants to consider their offer and Scholarship Agreement.

7.3 Accepting a conditional offer

To accept a conditional offer, applicants must submit the conditional offer form and meet the conditions of the offer by providing the required information about their ITE program (see 7.4.1), including the:

- name of the higher education provider
- name of the accredited ITE program
- commencement date of the ITE program
- the expected length of the ITE program.

Applicants are required to select their higher education provider and their accredited ITE program from a list of accredited courses. The list of accredited courses will include the length of the program, based on the standard course structure listed on ITE program websites. This information will determine the amount of scholarship funding included in the Scholarship Agreement (see section 8).

7.4 Conditional offer evidence requirements

To accept a conditional offer, applicants must provide evidence issued by their higher education provider of full-time enrolment in an accredited ITE program and citizenship evidence to demonstrate eligibility for a formal scholarship offer. Evidence must be in the format indicated in the conditional offer form and legible to be accepted. The Department may contact applicants to request additional evidence if the evidence submitted does not include all of the required information. A conditional offer may be withdrawn if the evidence provided does not meet the requirements, and the applicant will no longer be eligible for a scholarship.

Where an applicant submits enrolment evidence that only covers the first half of the academic year, the Department will contact the applicant to request evidence for the full year. If an applicant is enrolled at a higher education provider that cannot provide evidence for the full academic year, they

will be advised that they will need to provide evidence for the remaining half of the academic year when it is available. This will also impact payment of the first scholarship instalment (see CTS Payments Policy).

7.4.1 Enrolment evidence

Evidence of full-time enrolment for the full academic year in an accredited ITE program must be issued by the applicant's higher education provider and must include the:

- full name of the applicant
- name of the higher education provider (e.g. university)
- name of the accredited ITE program
- study load for the full academic year (e.g. equivalent full-time student load (EFTSL), study load percentage or a list of enrolled units)
- commencement date of the ITE program.

7.4.2 Citizenship evidence

Evidence of Australian citizenship, permanent residency, permanent humanitarian visa or a New Zealand citizen living in Australia may include:

- Australian or New Zealand Passport
- Australian or New Zealand Birth certificate
- Australian Citizenship certificate
- VEVO/visa documents.

New Zealand citizens living in Australia must also provide evidence of residency in Australia. This may include a:

- drivers licence
- rental/lease agreement
- rates notice
- electricity/gas/water bill.

7.4.3 Unacceptable evidence

It is the applicant's responsibility to provide correct evidence to support the information provided in the conditional offer. Submitted evidence that does not meet the required standards may result in the response to the conditional offer being deemed ineligible. Unacceptable evidence may include, but is not limited to:

- letter of offer/acceptance into an accredited ITE program
- academic transcripts/proof of enrolment documents that only includes details for the first semester or study period (except where a higher education provider cannot provide evidence of full-year enrolment – see section 7.4)
- screenshots of class schedules/timetables or course planners
- international passports or birth certificates (with the exception of New Zealand passports or birth certificates)
- expired passports
- Australian driver licences

- Medicare or concession cards
- corrupted/unreadable files
- cropped screenshot/half-scanned pages/blurry files
- links to external online storage locations (e.g. cloud-based storage).

7.5 Assessment of conditional offer

Conditional offer responses will be assessed to determine eligibility for a formal scholarship offer.

The Department may seek further information from an applicant to clarify information provided in the conditional offer response. Applicants will have seven (7) days to provide the requested information. If an applicant is not able to meet the deadline, they must contact the Department before the deadline to request an extension.

If an applicant's response provides all supporting evidence (as prescribed above) and is deemed eligible, a formal offer and Scholarship Agreement will be issued to the applicant.

8. Scholarship agreement

Successful applicants will be issued an individual legally binding Scholarship Agreement (the agreement) outlining the obligations of the CTS recipient. The successful applicant must ensure they review and complete the agreement within 14 days of receiving the agreement.

The agreement includes the funding details, based on the course length indicated in the conditional offer form. For example, an applicant enrolled in an accelerated 1.5-year Master of Teaching will receive a total of \$15,000 in scholarship funding (see CTS Payments Policy).

Any individualised course plans outside the standard structure may impact scholarship funding.

9. Complaints

Any complaint about a decision made by the Department will be handled in accordance with the Department's Complaints Procedure outlined in the CTS [Complaints Handling Policy](#).