



Commonwealth Teaching Scholarships

Commitment to Teach Policy

1. Purpose

The Commonwealth Teaching Scholarships (CTS) Program Commitment to Teach Policy articulates the eligible employment options, eligible education settings, and process for the commitment to teach (CTT) obligation of individuals who are in receipt of a Commonwealth Teaching Scholarship.

This policy should be considered in conjunction with the CTS Grant Opportunity Guidelines (Scholarship Guidelines) for the relevant round and the terms of the Scholarship Agreement available on the [Scholarships website](#).

2. Background

The Scholarship Guidelines relevant to each scholarship round and the Scholarship Agreement outline the CTT obligation. CTS recipients will be required to undertake teaching employment in eligible educational settings upon completion of their initial teacher education (ITE) program. This obligation must be fulfilled within up to 10 years of ITE completion.

3. Eligible work and eligible educational settings

The Scholarship Guidelines for the relevant round define eligible employment for the completion of the CTT obligation as a teaching role that requires an ITE qualification, within an eligible educational setting.

The CTT obligation must be undertaken in government schools or government-run early learning settings. CTS recipients should refer to the relevant state or territory education department website to locate government schools and/or government-run early learning settings.

The Australian Government Department of Education is not a teacher employer and cannot employ CTS recipients, confirm a recipient's employment, identify employment opportunities or provide employment related advice.

4. Calculation of the CTT

The CTT timeframe is full-time equivalent teaching of up to four (4) years for an undergraduate qualified teacher and full-time equivalent teaching of up to two (2) years for a postgraduate qualified teacher. This obligation must be fulfilled within 10 years of the recipient's scholarship funding period completion date.

A CTT obligation can be fulfilled using a combination of full-time, part-time and/or casual relief teaching employment.

If a CTS recipient is completing an employment-based pathway program or is employed in a teaching role prior to graduation under an alternative authorisation to teach arrangement, the CTT timeframe does not commence until the recipient's scholarship funding period completion date, as set out in the Scholarship Agreement.

Where a recipient undertakes an ITE program which extends beyond the scholarship funding period of up to 4 years for undergraduate and up to 2 years for postgraduate, the additional study time will deplete the 10-year period to complete the CTT. For example, if the ITE program is completed within 4.5 years, extending past the 4 years for an undergraduate by 6 months, the recipient will have 9 years and 6 months to complete the CTT obligation. Any teaching employment undertaken during the ITE program will not count towards the CTT obligation.

If a CTS recipient gains part-time or casual teaching employment, the full-time equivalent requirement must still be fulfilled. For example, approximately 6.5 years teaching at a part-time rate (approx. 3 days a week for each year) may be equivalent to the four years full-time teaching required to complete the CTT obligation for recipient undertaking an undergraduate ITE program.

A general calculation for the CTT obligation for a full-time equivalent ¹ may be:

- Undergraduate ITE recipient- approximately 776-800 days to complete their four year full-time equivalent CTT obligation; and
- Postgraduate ITE recipient- approximately 388-400 days to complete their two year full-time equivalent CTT obligation.

Employment Type	General Requirements
Full-time	• Working every school day in a capacity requiring teacher registration. • Approximately 200 (including sick leave, public holidays and professional development) days per year.
Part-time	• Calculated based on full-time equivalent (approximately 200 days per year). • Working in a capacity requiring teacher registration.

¹ Full time equivalent: approximately 200 days per year (minus approx. 6 for public holidays) = approx. 194 days per year

	For example, a recipient employed 3 days a week as a teacher for one year will complete approximately 114 days towards their CTT obligation.
Casual/relief teaching	- Calculated based on full-time equivalent (approximately 200 days per year). - Working in a capacity requiring teacher registration. - For example, a recipient employed consistently for 5 individual days a week as a relief teacher over a year will complete approximately 194 days (due to public holidays) towards their CTT obligation.
Combination	- Calculated based on full-time equivalent (approximately 190 days per year). - Working in a capacity requiring teacher registration. - A CTS recipient may combine any employment types within the 10-year CTT time frame. This approach for beginning teachers is not uncommon. - Recipients must keep track of the total days worked in a full-time, part-time or casual/relief capacity to ensure they complete their obligation.

Following submission of evidence each year, the Department will provide an update to recipients to confirm progress towards completing the CTT.

5. Evidence collected

For a recipient to demonstrate their progress towards completing the CTT the Department will collect the teacher registration and employment information on an annual basis, using a form provided by the Department.

The Department will require evidence to support a recipients' progress in completing the CTT and this may include payslips (days worked), statement of service (to confirm employer, employment details and type of employment), income tax assessment (to confirm employer and employment) or an employment contract (to confirm employment type).

5.1 Employment evidence

Acceptable evidence should include:

- full name of employee
- name of school
- position classification of employee
- employment status (full-time, part-time or casual/relief)
- employment hours (per week, fortnight or month)
- commencement date of employment.

5.2 Teacher registration evidence

Acceptable evidence should include:

- teacher's full name
- name of Teacher Regulatory Authority
- Teacher Registration number
- date of registration
- registration expiry or registration period
- registration category
- registration status/conditions.

6. Extensions to the 10-year completion requirement

6.1 Extensions criteria

A CTS recipient may seek approval from the Department of an extension to the CTT 10-year completion requirement.

If applying to the Department for approval of an extension to the CTT timeframe, recipients must demonstrate adequate attempts to complete the CTT obligation, including evidence of any completed portions of the CTT. A recipient should apply for an extension as soon as practicable.

The Department will provide approval where the request is based on the following extenuating circumstances if they significantly impact a recipient's ability to fulfill their obligations under the scholarship agreement (noting this list is not exhaustive):

- Medical: e.g. significant physical or mental illness/injury; significant exacerbation of existing condition
- Hardship: e.g. victim of significant crime, including family and domestic violence; financial hardship; sudden, unexpected primary caring responsibilities
- Compassionate: e.g. death/sudden serious illness of immediate family member
- Duties: e.g. military, emergency/volunteer emergency services
- Disaster: e.g. significant natural disaster/geo-political event
- Official cultural or religious observance.

Where an extension is not the appropriate course of action, the CTS recipient may be eligible to apply for a CTS Exemption (see CTS Exemptions Policy, available on the [Scholarships website](#)).

6.2 Seeking an extension

Individuals must submit any request for extension via the form provided by the Department, which is available upon request. Submitted forms must include all required official supporting evidence to substantiate the claim.

Extension (CTT timeframe) requests must include:

- Reason for request
- Relevant evidence to fully support the extenuating circumstances for the extension request.

6.3 Consideration of extension application and decision

The Department will consider the request and all relevant evidence provided to determine if the extension can be granted. If additional evidence is requested, the CTS recipient will have 14 days to respond with supplementary evidence. Should additional time be required to obtain evidence, the recipient must request additional time in writing before the 14 days has been reached.

Recipients will be advised of the decision outcome in writing within 30 days of the initial request or where additional evidence is required, within 30 days of the receipt of supplementary evidence.

Where an exemption is deemed more appropriate, the Department may advise the recipient to submit an exemption request in writing and utilise the extension evidence to support the request.

The Department's decisions to approve or reject extensions are final and there is no mechanism to appeal these decisions.

7. Complaints

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