

MIE - R7 Application Form (August 2021)

Form Preview

Applicant Details

* indicates a required field

Privacy Statement

Master of Inclusive Education Privacy Notice

This collection notice outlines how students' personal information will be collected and used as part of their participation in the Masters of Inclusive Education (MIE) Program.

The MIE program was developed by the inclusive Education Scholarships Unit (IESU) of the Inclusive Education Professional Practice Branch at the Department of Education and Training (the Department). Through this program, the Department will support master's course placements over four years for teachers in Victorian government schools who work directly with students with a disability and additional learning needs. This enables them to undertake a Victorian Institute of Teaching (VIT)-endorsed postgraduate course focused on inclusive education.

The Department protects your personal information in accordance with the *Privacy and Data Protection Act 2014 (Vic)* (PDP Act), the *Health Records Act 2001 (Vic)* (the HR Act) and the *Public Records Act 1973 (Vic)*.

The Department requires the following information, to register (and subsequently contact) you for the program:

- Full name
- School and role
- Mobile
- Work and personal email address

Optional information:

- Gender
- ATSI status

Please note: the above demographic information is optional. When provided, it assists us to gather statistics and monitor the uptake of the program for these groups. It also provides us with the opportunity to ensure an adequately diverse representation.

The following information is required in order to determine eligibility:

- VIT number (you must have current registration)
- Citizenship status (only Australian citizens and permanent residents are eligible)
- Employment status (only those employed on a full-time or part-time basis are eligible. CRTs and casual teachers are not eligible for the MIE)

If you require additional assistance, health information that you choose to provide may be collected to support you through the program. There are a limited number of places in the MIE program, as such priority is given to individuals who have not previously completed a similar qualification. To determine this, we will also seek information on whether you are currently studying or have currently undertaken a similar course.

The IESU will need to collect personal information, which is a necessary function of running the MIE program. This includes information collected via online forms through SmartyGrants, phone and email correspondence. SmartyGrants is a hosted grants management application

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that allows the MIE program to receive and manage applications. In order to effectively manage and monitor the provision of funding for the program, as well as application details SmartyGrants will also collect your personal information. Please refer to SmartyGrants' [terms of service and privacy policy](#) for further information.

Collection notice

The Department collects your personal information through SmartyGrants and email correspondence to register you as an applicant for this program, contact you if necessary, in relation to this program, and for reporting purposes. We will not disclose your personal information without your consent, except where required to do so by law. If you do not wish to provide your personal information you will be unable to submit an application for the MIE program. You may contact us to discuss your application, to request access to your personal information, or for other concerns about the privacy of your personal information.

Access to systems, applications, and the information that we collect is limited to authorised staff, including IESU.

The Department will collect the average academic outcomes for each student as they progress through their course to obtain their qualification. This information will be used to assess if further support from the educational institution is required for a scholarship recipient to successfully complete their course. This information may also be used by the Department to produce publicly available reports that evaluate the MIE program. However, all information will be de-identified and aggregated.

We may contact you to help us understand how the MIE has enhanced your teaching practice, including whether it has assisted you in improving student outcomes. This information will also help to inform future workforce policies and programs. Your information will also be used to administer the program, including to discuss financial arrangements. As you gained new insights and skills by completing this qualification, you may be approached by the university of respective course offering, or the Department to participate in communities of practice. However, participation is optional. You may be contacted to participate in an interview, this is optional. You may also be approached to participate in a video interview, which would be published online. Again, participation is optional.

The information will be stored in SmartyGrants on Amazon Web Services in Sydney, Australia.

Updating personal details

You have the right to seek access to, or correction of your own personal information. You can request access and correction of your information by contacting the IESU on (03) 9084 8496 or inclusive.ed.scholarships@education.vic.gov.au.

To ensure that our records are current and to assist with the efficacy of the MIE program, the Department will also regularly contact scholarship recipients to update their contact and employment details.

For further information about the way the Department collects and handles personal information, including access, correction, and complaints, go to:

[Privacy policy \(education.vic.gov.au\)](https://www.education.vic.gov.au/privacy-policy)

Eligibility

Are you an Australian citizen or Permanent Resident of Australia? *

Yes

No

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Personal Details

Applicant *

First Name

Last Name

Home Address *

Address

Postal Address *

Address

Contact Details

Primary Contact Number *

Must be an Australian phone number.
Please use (03) for landlines or +61 for mobiles

Work Email Address *

Must be an @education email address

Alternative Email Address *

No student or @education email addresses accepted - please use gmail, hotmail, etc.

Employment Classification

Type of role *

- Teacher
- Principal Class
- Regional Support Employee

DET Employee Number *

e.g: 09123456

VIT Registration Number *

Must be a number.

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For Regional Support Employees who do not have a VIT number, please add your employee number.

Employment Status *

- Permanent, Full-Time
- Permanent, Part-Time
- Fixed Term, Full-Time
- Fixed Term, Part-Time

Employment Details *

- Classroom Teacher
- Leading Teacher
- Learning Specialist
- Assistant Principal
- Principal
- Regional Behaviour Coach
- Student Support Services
- Visiting Teacher
- Disability Coordinator

Education Details

Do you have any qualifications in inclusive and/or special education? *

- Yes
- No

If no, please place n/a in the below comment section

Please provide details of your previous qualifications: *

Masters, Bachelors Degree, Diploma, Graduate Certificate

Are you currently studying or completing a qualification in inclusive and/or special education? *

- Yes
- No

If no, please place n/a in the below comment section

If yes, please provide details of your current study: *

Have you completed, or are you currently studying the Graduate Diploma of Teaching Students with an Autism Spectrum Disorder via the Autism Teaching Institute? *

- Yes
- No

Inclusive Classrooms

The *Inclusive Classrooms professional learning program* supports schools to build their capability to implement inclusive practice by providing a suite of high-quality, blended professional learning courses. These courses are delivered over an 8 week period and are self paced. The total time commitment for a course is approximately 20 hours.

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The Inclusive Classrooms courses were developed by the Victorian Department of Education and Training in consultation with prominent state and national peak bodies specifically for Victorian government schools and regional support employees.

Have you completed a course through Inclusive Classrooms? *

- Yes No

If yes, please tick the name of the course you have completed through Inclusive Classrooms: *

- Supporting Students with Hearing Loss
- Supporting Students with Oral Language and Learning
- Supporting Students with Learning Difficulties including Dyslexia
- Human Rights Approach to Diversity and Inclusion
- Supporting Students with Vision Impairment
- Supporting Students with Autism
- Facilitator Training
- Accelerated Course
- Supporting Student Behaviour
- Supporting Students with Learning Difficulties including Dyscalculia
- Individual Education Planning Professional Learning
- Other:

If no, would you be interested in receiving more information about the Inclusive Classrooms program? *

- Yes No

Additional Details (Optional)

Information provided in this section will be used for statistical and reporting purposes only. IESU will not assess or prioritise applications based on the information provided in this section.

Are you of Aboriginal and/or Torres Strait Islander origin?

- Aboriginal
- Torres Strait Islander
- Both Aboriginal and Torres Strait Islander
- Neither Aboriginal or Torres Strait Islander
- Prefer not to say
 - A person of Aboriginal descent or Torres Strait islander descent who identifies as such and is accepted as such by the community in which they live.

How would you describe your gender?

- Female
- Male
- Prefer not to say

School Details

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* indicates a required field

School Name *

Regional Support Employees: Please enter your region. You can find your school's School Name by searching for your school on the Department's [Entity Register](#) (please note that you must be logged in to eduGate to view the Entity Register).

School Number

Your school's School Number is a unique identifying number for your school; this does not refer, for example, to your school's phone number. You can find your school's School Number by searching for your school on the Department's [Entity Register](#) (please note that you must be logged in to eduGate to view the Entity Register).

School Type *

- Primary
- Secondary
- Primary/Secondary
- Specialist
- Language
- Camp

Approximate number of students in your school or case load *

For Student Support Services, Visiting Teachers and Regional Behaviour Coaches please advise number of students/schools in your case-load.

Approximate number of students in your school with additional learning needs who are not supported by the Program for Students with Disabilities (PSD) *

Must be a number.

For Student Support Services, Visiting Teachers and Regional Behaviour Coaches please advise number of students in your case-load. not supported by the PSD.

Approximate number of students in your school who are supported by the Program for Students with Disabilities (PSD) *

For Student Support Services, Visiting Teachers and Regional Behaviour Coaches please advise how many students in your case-load are supported by the PSD.

Region Details

Region *

- North Western Victoria
- North Eastern Victoria
- South Eastern Victoria
- South Western Victoria

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Hint: If you are unsure, please refer to the Department of Education and Training's website: <http://www.education.vic.gov.au/about/contact/Pages/regions.aspx>

Area *

Hint: If you are unsure, please refer to the Department of Education and Training's website: <http://www.education.vic.gov.au/about/contact/Pages/regions.aspx>

Regional Support Employee Details

Region Details

- North Western Victoria
- North Eastern Victoria
- South Eastern Victoria
- South Western Victoria

Direct Manager

Do you report to a Principal, Regional Director or Manager? *

- Principal
- Regional Director
- Manager

Manager details

Principal, Regional Director or Manager *

First Name

Last Name

Email address *

Must be an email address.
e.g. @education

University Courses

* indicates a required field

Course Preference

Please note: Tertiary entry requirements vary across courses/universities, therefore it is your responsibility to ensure you are eligible to enrol in your preferred course. If you do not meet the university course entry requirements, you will not be eligible to receive a master's as part of this program. Each university details their entry requirements on their course websites. If you're provisionally accepted, you will be required to provide transcripts when applying directly with universities.

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MIE Course Options

Master's recipients may choose to complete one of the following courses. Please outline your course preferences using the drop-down boxes below.

There are 47 placements that must be expended in Round 7 for the following courses:

- Australian Catholic University: Master of Education (Inclusive Practice)
- Deakin University: Master of Specialist Inclusive Education
- Macquarie University (NextSense Institute): Master of Disability Studies
- Monash University: Master of Applied Behaviour Analysis
- University of Melbourne: Master of Learning Intervention
- University of Newcastle: Master of Special and Inclusive Education

If successful, you may be given a placement for either of your preferences.

First Preference *

Second Preference (optional)

Monash University Eligibility

In order to be eligible to receive a master's through Monash University, you must have four units of RPL recognised by Monash University.

If you answer 'yes' to the below questions, you will likely be eligible for RPL. If you answer 'no' to one or both of the below questions, please contact Monash University via email (future@monash.edu) to discuss how much RPL might be acknowledged based on your study and work experience.

1. Have I met a 60% average in my studies, and are my qualifications related to inclusive education?

- Yes No

2. Have I worked more than two years in a teaching or Applied Behaviour Analysis related role, and can I demonstrate this in my resume?

- Yes No

Funding

Have you previously received financial support such as a scholarship or bursary, to complete a formal qualification? *

- Yes No

Please upload supporting evidence

Attach a file:

Applicants - Personal Statement

* indicates a required field

Personal Statement

In the section below, please address the following criteria:

1. Why would you like to undertake your preferred course? *

Word count:

Must be no more than 250 words.

2. How do you intend to use knowledge and skills from your preferred course with schools and regional workforces? *

Word count:

Must be no more than 250 words.

Please include: an awareness to individual needs of students in your classroom and the different curriculums and assessment tools you utilise to do so; how you have assisted others in your school to enhance inclusive education practices; how course content will assist in supporting the school's AIP and Strategic Plan

3. How do you currently support the inclusive practice of schools and regional workforces, and how will this increase your ability to better/change/improve and strengthen the education system by participating in this opportunity? *

Word count:

Must be no more than 250 words.

Please include: the impact the course content would have on your current role; the relationship the course content will have with your current student cohort; the effect course content will have on your current pedagogy and methodologies; specified alignment with current PDP goals.

4. How will your preferred course align to the Strategic Plan, Annual Implementation Plan (Student Support Services, Visiting Teachers and Regional Behaviour Coaches: alignment to Area/Regional business plan rather than AIP) and goals of your school? *

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Word count:

Must be no more than 250 words, For SSS and VT's - please respond with alignment to Area/Regional business plan, rather school AIP.

5. How do you see this course being incorporated into your five year career plan?

*

Word count:

Must be no more than 250 words

6. How do you propose to manage the study load associated with your preferred course, and how will you manage potential challenges or issues associated with this course load? Noting: there will be financial implications if you withdraw from the program. *

Word count:

Must be no more than 250 words.

Workload requirements will need to be addressed in the applicant's own time, however a discussion with their manager around study leave is encouraged.

Statement of Support

* indicates a required field

Declaration Principal, Regional Director or Manager

Participating in the program aligns with my Performance Development Plan and I have discussed my intention to complete my preferred course with my Principal, Regional Director or Manager. *

Yes

No

I have informed my Principal of the teacher replacement contribution of up to \$7,000 for teaching staff only, for costs associated with practicum placement.

Yes

No

Schools will need to contribute additional funds for teacher replacement should this amount not cover all costs. Not applicable for Monash Applied Behaviour Analysis (ABA) recipients.

Statement of Support

Please download the appropriate Statement of Support that aligns to your role and course of choice.

For teachers applying for Inclusive courses (not the Master of Applied Behaviour Analysis course), please download the following Statement of Support template:

[MIE R7 Schools Inclusive Education Statement of Support](#)

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For teachers applying for the Master of Applied Behaviour Analysis course, please download the following Statement of Support template:

[MIE R7 Schools ABA Statement of Support](#)

For Regional Support employees (Student Support Services, Visiting Teachers, Regional Behaviour Coaches) applying for the Master of Applied Behaviour Analysis course, please download the following Statement of Support template:

[MIE R7 Regional Employees ABA Statement of Support](#)

These templates must be completed by your current direct Principal, Regional Director or Manager. The statement will outline the reasons why they support your application, and it ensures they are aware of the requirements of your preferred course and support they are obligated to provide you.

This document will indicate that your Principal, Regional Director or Manager is aware of your preferred course requirements, and agrees to release you for the required number of practicum placement days (not applicable for Applied Behaviour Analysis).

Your Principal, Regional Director or Manager is also required to identify a Practice Principle from the Victorian Teaching and Learning Model (VTLM) that can be strengthened through your participation in the initiative and expand on this in their statement.

Once completed, please upload the completed and signed Statement of Support to this application form using the 'attach a file' function below

Statement of Support *

Attach a file:

Declaration

* indicates a required field

Declaration

The information I have provided in my application is accurate, true and complete.

*

Yes

I have read the associated Application Guidelines and understand that courses are allocated at the discretion of the Department of Education and Training and, that the decision of the Department is final. *

Yes

I understand and acknowledge that submitting an application does not guarantee that I will be successful in receiving a placement, and that I will be liable for any costs associated with enrolling in my preferred course if my application is unsuccessful. *

Yes

I understand and acknowledge that if my application is successful, in order to receive a placement I will be required to sign an agreement with the Department

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of Education and Training which will outline the terms and conditions of my recipient obligations in full. *

Yes

I understand and acknowledge that I will be liable for the course fees associated with repeating any failed units, and the course fees for any past/failed units should I wish to withdraw from this course. *

Yes

Withdrawing from the course will adversely impact your school, as they will not be eligible for another MIE recipient.

I understand and acknowledge that I am liable for the full course fees should I voluntarily decide to leave the Department of Education and Training within three years post completion. *

Yes

I understand and acknowledge the minimum study work-load commitment for any given course is 15-20 hours per week. *

Yes

If you decide to withdraw based on study work-load requirements, you may incur financial costs associated with this course.

I understand and acknowledge that I am encouraged to enrol in the minimum amount of subjects required per semester/trimester. *

Yes

If you decide to withdraw based on 'overloading' you may incur financial costs associated with this course.

I understand and acknowledge that if successful, I am unable to defer my first Semester/Trimester of study *

Yes

I understand and acknowledge the Inclusive Education Scholarships Unit (in-conjunction with tertiary providers) will report regularly on student performance and will be in contact if considered 'at risk' - e.g. course completion date, failed units, deferrals, etc. As a recipient I agree and will respond to the Inclusive Education Scholarships Unit when contacted. *

Yes

Applicant Feedback

How did you hear about the MIE initiative? *

- MIE website
- DET 'School Update' newsletter
- DET 'In Our Classrooms' newsletter
- DET 'Bastow' Bulletin
- Victorian Deaf Education Institute site

I found this application form clear and easy to use.

Agree

Disagree

Do you have any feedback about this application form?

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I found the accompanying guidelines clear and easy to read.

Agree

Disagree

Do you have any feedback about the accompanying MIE guidelines?

How long did it take you to complete this application form?

Less than 2 hours

Between 2 - 5 hours