



VNCA Professional Development Scholarship for Veterinary Nurses – 2020

PURPOSE OF THE SCHOLARSHIP

The Veterinary Nurses Council of Australia offers support and direction for veterinary nurses and sets and maintains standards for excellence in animal care through quality education.

The Professional Development Scholarship Fund was established to support VNCA members to achieve these standards through the undertaking of career development, attainment of further qualifications or to acquire new skills in clinical techniques and procedures applicable to the veterinary-nursing environment.

Project types can be individual courses (i.e. webinars), complete programs (i.e. diplomas), conference attendance (including international) or experience-related arrangements (i.e. physical placement and participation in centres recognised for their veterinary excellence, specialist practices, etc.).

ABOUT THE SCHOLARSHIP

- Scholarships are offered to one, or a number of applicants
- Each Scholarship is to a maximum value of \$3,000
- The project costs may exceed \$3,000, although the VNCA will contribute a maximum of \$3,000

The VNCA Professional Development Scholarship will support the following project expenses:

- Course/program cost (registration fees)
- Textbooks required by the educational or experience-providing organisation
- Transport
- Accommodation

The Education Project must be completed within the 12-month period (April-April) post award.

The scholarship monies will be issued on the successful completion of the project and appropriate evidence has been submitted.

SCHOLARSHIP ELIGIBILITY

Applicants must be:

- Veterinary nurses who are Full Members of the VNCA
- Currently employed in the Veterinary Industry

THE PROJECT

- The education project is required to be undertaken in the 12-month period April 2020 to April 2021
- Projects may be undertaken at centres of veterinary excellence, Registered Training Organisations or suitable overseas training organisations



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APPLICATIONS

Applicants are required to submit a detailed proposal on the official application form which includes:

- Where and when the education is to take place
- The intended outcomes of such education
- A detailed budget of costs to be incurred and the final figure applied for
- Evidence that that scholarship would be of benefit to the applicant, the VNCA and the veterinary nursing profession of Australia
- Two references to support the application
- Please address every section - if not applicable, mark as “N/A” do not leave blank
- Applications must be neat submitted on the official application forms and typed. Hand written applications will not be accepted.
- Applications must be submitted and received via email to the VNCA national office, vnca@vnca.asn.au, by the closing date **Friday 10 January 2020**.

Please note that applications not submitted on the application form will not be considered.

SELECTION CRITERIA

The VNCA Membership Committee-appointed selection panel will review the applications for content and compliance and submit their recommendations to the VNCA Membership Committee.

Consideration will be placed on the due care and diligence taken in completing the application: thoroughness, accuracy, clarity, logic, legibility, and organisation

SCHOLARSHIP KEY DATES

Friday 10 January 2020	Applications Close
First week of March 2020	All applicants will be advised of the outcome in writing.
30 April 2021	Education project to be completed and finalised



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APPLICATION FORM

PERSONAL INFORMATION

Family Name	
Given Name	
VNCA Membership No.	
Date of Birth	

CONTACT DETAILS

Postal Address					
City		State		Post Code	
Phone Numbers	Daytime				
	Evening				
	Mobile				
Email Address					

ACADEMIC CAREER – Australia

Briefly outline post-secondary education and professional training.

Institution/Awarding Body	Qualifications (certificates, degrees, etc.)	Date(s) Awarded



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ACADEMIC CAREER – International

Complete only if applicable. Provide a brief explanation of it and contact information (preferably website).

Institution/Awarding Body & Additional Details	Qualifications (certificates, degrees, etc.)	Date(s) Awarded

EMPLOYMENT – PRESENT

Employer					
Position					
Date Commenced					
Postal Address					
City		State		Post Code	
Phone Number					
Email Address					
Website (if applicable)					
Responsibilities (<i>brief description</i>)					



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EMPLOYMENT – PAST

Please supply previous employment details, if you have been at your current employer less than 2 years

Employer			
Position			
Date Commenced		Length of Employment	
Employment Highlight(s)			

Employer			
Position			
Date Commenced		Length of Employment	
Employment Highlight(s)			



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DETAILED PROJECT PROPOSAL

This is the focus of the application; provide evidence to convince the judges why you are the best choice to receive the scholarship.

PROJECT TITLE

PROJECT PROVIDER

Australian: *To ensure quality and standard of the education or experience offered, the Australia providers must be recognised RTOs offering government approved courses or programs or be centres of veterinary excellence, specialist practices, and the like.*

Overseas: *If considering an overseas provider, it is advisable to seek reputable organisations that have similar purposes and meet educational standards set within their own country. It is the applicant’s responsibility to investigate and provide information to the VNCA Scholarship Committee validating the ability of the organisation to meet this requirement. This information should be labelled with the project title and submitted along with the completed application and other supporting documents.*

Organisation Name			
Postal Address			
City State Post Code			
Country			
Phone Number			
Website			
Anticipated Duration			
Start Date		Finish Date	



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DETAILED PROJECT PURPOSE (300 – 500 WORDS)

All five (5) of the following question areas must be addressed. Incomplete applications will not be considered. Be as specific as possible.

1. Why undertake the project? (e.g. professional interest; asked to by employer)
2. What is/are the objective(s)? (e.g. further qualifications; broadening knowledge in that area)
3. What is the plan for utilising the knowledge immediately once the project is completed? And in the future?
4. Explain why and how the project can benefit:
 - the applicant
 - VNCA
 - other veterinary nurses, and
 - related industries (veterinary or animal-related).
5. What were the reasons the particular RTO, veterinary practice, educational program, or experience provider was chosen?

Insert proposal here:



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PROPOSED PROJECT BUDGET

VNCA will only support the following project expenses:

- Course/program cost (registration fees)
- Textbooks required by the educational or experience-providing organisation
- Transport
- Accommodation

Include the total amount being requested in both \$AUS and include GST. In the case of overseas courses, the cost in the original currency. Accurate projections are important as reimbursement and the total of the scholarship awarded will be only for amounts on invoices or paid receipts.

Proposed Expenses Description	Proposed Costs
Total Amount Being Claimed for the Scholarship	



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REFEREES

Applicants need *two* (2) references to support this application.

The applicant should request **reference letters** from two (2) appropriate individuals with whom they have/had a working relationship in veterinary or veterinary-related industries.

Preferably one should be the applicant’s present employer, but circumstances may understandably make that impossible. Both referees should be familiar with the applicant’s qualifications (education, certifications, etc.).

In the letters, referees should indicate their willingness and how they plan to support the applicant should they be successful. Time is of specific concern to the VNCA due to the one-year, April-to-April deadline if a current employer is a referee. For example, work schedule flexibility to attend classes, etc.; doing scholarship-related activities while at work, etc.

The two (2) references must be attached to the Application and their details listed below.

Please note: The selection panel will make contact with both referees.

Referee #1

Name	
Organisation	
Title/Designation	
Postal Address	
City State Postcode	
Phone	Daytime
	Evening
	Mobile
Email Address	



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Referee #2

Name	
Organisation	
Title/Designation	
Postal Address	
City State Postcode	
Phone	Daytime
	Evening
	Mobile
Email Address	



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AGREEMENT

I, _____, have read, understood, and agree to the terms and conditions of the VNCA Scholarship as found in both the official VNCA Professional Development Scholarship for Veterinary Nurses Application Form and the VNCA Professional Development Scholarship for Veterinary Nurses Terms & Conditions. Should I be the successful recipient, I will follow the same during and when completing the educational project and conduct myself accordingly at all times as a professional representative of the Veterinary Nurses Council of Australia Incorporated.

I agree to abide by the VNCA's final decision and no further correspondence will be entered into regarding the outcome.

I will maintain full financial membership of the VNCA for the full duration of the scholarship.

Applicant signature

Date

Applicant name – printed

Witness signature

Date

Witness name – printed

Direct all correspondence or inquiries to the VNCA National Office:

The VNCA Education Committee
C/- VNCA National Office
PO Box 7345, Beaumaris, VIC, 3193

P: +61 3 9586 6022 | F: +61 3 9586 6099 | E: vnca@vnca.asn.au | www.vnca.asn.au

Veterinary Nurses Council of Australia Incorporated
Reg. No. A0031255G, ARBN 160 283 750, ABN 45 288 948 433



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TERMS & CONDITIONS

Failure to meet any of the requirements set out in the official VNCA Professional Development Scholarship for Veterinary Nurses Application Form and these Terms & Conditions may result in rejection of the application, a decision made entirely at the discretion of the VNCA Education and Executive Committees.

All correspondence or inquiries should be directed to the VNCA National Office. Contact information is provided at the end of this document. All discussions – verbal or electronic - regarding the execution of this Scholarship must be confirmed in writing.

Scholarship Intent: The VNCA takes its responsibility to the Australian Veterinary Nursing profession very seriously. As a result, it has high expectations in return for its financial support of veterinary nursing professional development. The successful recipient will realise these expectations by: choosing an educational project that provides professional, veterinary-nursing related knowledge, skills, and experiences; using the knowledge to personally contribute to quality veterinary care thereby supporting patients, owners, the veterinary profession, and the public; positively promoting veterinary nursing and the VNCA; and supporting fellow veterinary nurses by sharing the acquired knowledge in ways prescribed by the VNCA.

The knowledge gained through the scholarship will be utilised by the recipient in a professional, ethical and legal manner. The scope of this use will always be within the current prescribed conditions the industry and the government regarding the accepted roles of a veterinary nurse.

The scholarship selection panel reserve the right to decide to not award a scholarship in any given year.

Applicant Eligibility Applicants must currently have a VNCA Full Membership and be currently employed in veterinary or veterinary-related industries.

What Constitutes an “Educational Project”? In general, as long as the content is veterinary nursing related and the applicant can demonstrate it meets the scholarship intent criteria outlined above, the range is fairly broad.

The most important consideration is the quality and standard of the education or experience offered. To ensure this, in Australia providers must be recognised RTOs offering government-approved courses or programs or be centres of veterinary excellence, specialist practices, and the like. If considering an overseas provider, it is advisable to seek reputable organisations that have similar purposes and meet educational standards set within their own country. It is the applicant’s responsibility to investigate and provide information to the VNCA Education Committee validating the ability of the organisation to meet this requirement as part of the application supporting documentation.

Program types can be individual courses (i.e. webinars), complete programs (i.e. diplomas), or experience-related arrangements (i.e. physical placement and participation in centres recognised for their veterinary excellence, specialist practices, etc.).



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Delivery methods are numerous – distance education (correspondence or on-line with or without contact) through to full-time, face-to-face training.

Whatever the chosen project and provider, the successful recipient is responsible for making all the necessary arrangements to enrol and/or attend the organisation of their choice.

Scholarship Finances and How They're Administered

The VNCA annually reserves a set amount for the Scholarship (as of 2017, \$3,000.00.) The successful applicant undertakes their project and is responsible for and pays all expenses associated with it as they are incurred, retaining all invoices and paid receipts. Upon successful completion of the project and finalisation steps (see later in this document), Scholarship funds are awarded to the recipient for the pre-approved budgeted expenses up to and including the total annual scholarship.

Announcement of Results to the VNCA Membership To inform the VNCA Membership, a paragraph about the Scholarship results will be published in the next possible edition of the Australian Veterinary Nursing Journal (AVNJ). An official presentation/announcement will also be made at the next VNCA National Conference. The recipient will be invited to attend at their own expense. The identities of unsuccessful applicants will be kept in confidence.

The successful candidate must at the completion of their project supply ALL of the following:

1. An article, at least 1 x A4 page, about their experience of applying for the scholarship, the benefits of their project and how they feel it will impact on their work as a Veterinary Nurse.
2. An article suitable for publication in the AVNJ about their scholarship project.
3. Be prepared to present at a CPD seminar in their state, detailing how their project has impacted on their skills, abilities and knowledge as a Veterinary Nurse and how they perceive it to affect their employer/employment.