

WOMEN in Transport

Leadership Development Scholarship Program

GUIDELINES 2022 - 2024

Updated 03/02/22

WOMEN IN TRANSPORT

Introduction

Established in 2017, the Women in Transport (WiT) program was the first of its kind in Australia. It takes a strategic and comprehensive approach to shifting the dial in a sector typically dominated by men.

During this time, we also saw the introduction of the Victorian Government's Gender Equality Strategy (2020) and the launch of the new WiT 2021-2024 strategy. The aim to increase participation of women in the Victorian transport sector continues, as we strive to have a workforce that is a true representation of the Victorian community.

A strategic objective of the new strategy is improving access to employment and career advancement for women and people of diverse gender identities.

The WiT Leadership Scholarship Program continues to be a key focus area to meet this objective, supporting high potential women to rise to senior positions within the industry.

Three scholarships up to the value of \$30,000 each will be awarded each year until 2024 for leadership development courses at Masters, Postgraduate and executive level, relatable to a transport and infrastructure area.

This program is delivered by the Major Transport Infrastructure Authority's (MTIA) Level Crossing Removal Project on behalf of the Department of Transport.

For more information on the broader WiT program visit transport.vic.gov.au/about/women-in-transport



Eligibility

Scholarships are open to all women (including transgender women) and non-binary and gender diverse people, employed by the Victorian Public Service (VPS) within MTIA and its projects, or by DoT and its associated agencies. You must have completed your employment probation period.

To retain your scholarship, you must:

- continue to be employed in the VPS by MTIA, DoT or its associated projects and agencies.
- continue to be enrolled in the approved course of study put forward in the application; and
- provide confirmation of your circumstances or any additional criteria required, during the term of the scholarship.

Administration of scholarship funding

- Funds will be administered by the Level Crossing Removal Project (LXRP) Finance Team.
- Recipients must abide by requirements set by the LXRP Finance Team in relation to administering the funds.
- Funds will be paid directly to the academic institution for fees associated with the approved course of study.
- Funds cannot be used to retrospectively pay for course fees.

Terms and conditions

In applying for the scholarship, it is understood that you have read and agree to comply with these terms and conditions.

Diversity encouraged

We encourage applications from Aboriginal and/or Torres Strait Islander people, those with disability, people who arrived as a migrant, refugee or asylum seeker and LGBTIQ+ people.

We recognise that gender is a self-identification, and that there is a range of language that people may use to articulate their experience of gender. Gender self-definition is at the discretion of the individual.

Commencing study

The approved course of study must be commenced within 12 months of receipt of the scholarship. Any extension to this period, or scholarships for courses already commenced, would be considered on a case by case basis.

Deferring your scholarship

Requests to defer use of the scholarship will be determined on an individual basis. Scholarships funds will not be paid while recipients are on a leave of absence or temporary withdrawal from the course of study.

Salary costs and employer responsibility

While completing the approved course of study, it is expected that recipients will be paid their salary by their MTIA, DoT or associated agency or project employer. It is the recipient's responsibility to ensure that their employer agrees to this.

Applicants need to be aware that receiving benefits from the scholarship may have tax implications and applicants should seek advice from their financial adviser.

Scholarship termination

The scholarship may be terminated if recipients:

- discontinue the approved course of study or have inactive enrolment;
- discontinue their VPS employment with MTIA, DoT or their associated projects or agencies during the approved course of study;
- do not provide confirmation of their circumstances if requested;
- do not meet any additional criteria outlined in the offer;
- fail to maintain satisfactory academic progress;
- are suspended or excluded from the approved course of study;
- do not meet the conditions of the scholarship or are deemed to be ineligible for the scholarship;
- were offered the scholarship in error or were made an incorrect offer; and/or
- provided incorrect, false or misleading information or withheld relevant information during the application or after receiving a scholarship offer;
- fail to meet the scholarships terms and conditions.

If your scholarship is terminated, you will not receive any further payments.

Repayment of the scholarship

You may be required to repay some or all of the scholarship if:

- the scholarship is terminated, or
- the payment was made in error or was overpaid.

If you are required to repay your scholarship, you must do so within four weeks of receiving the notification.

Reporting and evaluation

As part of their scholarship, scholars are expected to participate in evaluation and reporting, as and when requested. This would include, but is not limited to, participation in evaluation surveys, events, impact reports and communication pieces.



Application process and guidelines

Applicants should provide a submission (1000 words max) which should address the following questions:

1. What course have you identified and why?

2. How will your chosen course:

- align to your career goals
- enhance your leadership capability
- benefit your team and wider organisation
- link to the Victorian Government Transport Infrastructure programs, policies, or key priorities
- set you up for success in the transport industry.

3. Is there a key piece of work, project or identified challenge/gap that you can address in your current role by completing this course?

Applicants must:

- receive a signed approval from their relevant Director or equivalent that includes their agreement to the above Terms and Conditions;
- provide the course title, university / academic institution and course duration / proposed dates; and
- submit an application addressing the questions as outlined in the guidelines.

Application success

Successful applicants will receive an email offering the scholarship and advising the payment process. If you do not wish to accept the scholarship offer, you must advise the scholarship secretariat in writing within 2 business days.

The details of your scholarships may be passed on to organisations within Victoria's transport industry (where applicable). If you do not wish for your details to be shared, please advise the scholarship secretariat in writing.



For program dates and to submit an application, please go to transport.vic.gov.au/about/women-in-transport/scholarships

Contact details

For additional information, please contact:

E: witprograms@levelcrossings.vic.gov.au