



BHP Carrapateena Education Scholarship **Program Distribution Guidelines**

VISION

To provide education* outcomes that may not otherwise exist for Kokatha people.

**this includes education and training activities*

PRIORITIES

First Priority: University and Vocational education

Second Priority: Secondary High School

Third Priority: Primary School

Fourth Priority: Early Childhood (0-Primary)

OBJECTIVES

To support University and Vocational Education students to obtain their desired qualifications.

To support secondary students to go on to further study after school.

To encourage primary and secondary students to succeed at school.

PURPOSE OF THESE DISTRIBUTION GUIDELINES

To outline the following processes:

- 1. Application*
- 2. Decisions*
- 3. Distribution*
- 4. Review and Reporting*

*These Distribution Guidelines are to be applied in accordance with the OZ Minerals Scholarship Sub Fund Agreement for the Kokatha General Trust (2018) and the Kokatha General Trust OZ Minerals Scholarship Fund Distribution Policy (2021) (**Distribution Policy**).*



1. Applications (Process Flow Chart **attached**)

Aim

The aim of the Scholarship Program is to aid Kokatha Members and registered Common Law Holders (**KCLH**) and children of KCLH with the costs of educational courses.

Who can apply?

The application is to be completed and signed by:

- A. The student if over the age of 18 years; or
- B. The Parent/Guardian when the student is under the age of 18 years.

What is needed in the Application?

The application must be accompanied by the following documentation which demonstrates the applicant's strong commitment to education:

1. An attendance record for the past twelve months for the education or training facility the applicant is currently attending.
2. A character reference (from someone other than immediate family).

"Immediate family means any person related in any of the following ways: grandfather, grandmother, father, mother, husband, wife, de facto, son, daughter, sister, brother or stepchildren." KAC Rule Book 7.2.3).+
3. An educational reference from an educational practitioner (eg teacher, lecturer).
4. A personal statement from the student applicant (addressing reasons for applying).
5. Most recent academic report.
6. Evidence of other (external) funding applications made. E.g., Smith Family, Scholarships.
7. Evidence of School Card application
8. Quotes for educational cost elements

OPTIONAL

9. Explanation of any additional learning barriers, such as learning difficulties e.g., Explain reasons for applied funds and how it can assist in increased attendance or success rates and how we can assist.



When Applications must be received

Applications must be received by the due date.

How often funding will be available

Two rounds of funding will be administered annually.

Exhausting other funding options

Where appropriate, all other funding opportunities (including government funding) must be sought before applying. Applicants are not restricted from applying for any other scholarships to assist with their education. If undertaken, documentation of other funding applications should be provided.

What can be applied for

Applicants may apply for assistance with educational costs up to a total of \$10,000 per calendar year including:

- Fees – The total amount applied per year is \$10,000.
- Textbooks and study materials
- Digital tools such as laptops, iPads, hardware, and software (Laptops/iPad will not be considered if you had received one during the Back-to-school education round)
- Equipment such as tools, Personal Protective Equipment (PPE)
- Accommodation costs
- Transport costs
- Excursions/camps which form part of the assessed curriculum.
- Extracurricular activities such as educational holiday programs, Tutoring
- Tutorial support
- Back to Home allowance

Exclusions

- Childcare
- After school care (O.H.S.C)
- Vacation care
- Uniforms (KAC offer annual education funding)



2. Decisions

Maximum Distribution

The maximum distribution per applicant per year is \$10,000.

What applications are considered?

Only complete applications will be considered by the Selection Committee.

Priority Areas

Scholarships will be allocated across both Priority Areas 1 and 2 in the first instance. Applications from Priority Areas 3 & 4 will be considered if there are funds remaining in each funding round.

Who receives preference?

Preference will be given to applicants from the previous year whose application is complete and who demonstrates improved education attendance and achievement over the previous 12-months.

- 1) University and Vocational Education
- 2) Secondary School (High School)
- 3) Primary School
- 4) Early Childhood

Decision process

All applications will be de-identified prior to review by the Selection Committee unless the applicant is a member of the Selection Committee, in which case they will register their conflict of interest and withdraw from appraisal of that application.

The Education Scholarship Selection Committee must approve applications by consensus in the absence of a simple majority. A minimum of 4 is required for quorum inclusive of 1 BHP Carrapateena representative.

Selection Committee nomination

The four Kokatha representatives on the Selection Committee will be nominated by the Kokatha representatives on the Partnering Management Committee (**PMC**). The two BHP Carrapateena representatives will be appointed by the Carrapateena General Manager.

Only Application Process

All applications for the BHP Carrapateena Educational Scholarship Program must be administered through the process outlined in these Distribution Guidelines.



Complaints Process

All complaints in relation to the BHP Carrapateena Education Scholarship will follow the KAC complaints process by engaging with the CEO.

Decision Review Process

Any applicant that wishes to appeal the decision made by the Scholarship committee must have provided a complete application and evidence to support the reason for review. The application will be reviewed by the CEO before being put forward to the scholarship committee.

3. Distribution

Administration

These Distribution Guidelines will be administered by Kokatha Aboriginal Corporation (**KAC**) in accordance with the decisions of the Selection Committee.

Costs of Administration

Reasonable costs associated with administration of the Scholarship Program will come from the scholarship funds available and will form part of the request from KAC to the Kokatha General Trust (**KGT**).

Request for funds

KAC will submit an annual request to the KGT for release of the available funds from the BHP Carrapateena Scholarship Sub-Fund, in accordance with the Distribution Policy.

How the funds can be split between funding rounds

Up to 75% of the available funds can be allocated by the Selection Committee in the first of two annual funding rounds each year.

Distribution of funds

KAC will arrange for distribution of the funds in accordance with the decisions of the Selection Committee.

Who funds are distributed to.

In accordance with the Distribution Policy, approved funding will only be distributed to service providers. Individuals will not receive funding directly.



4. Review and Reporting

Distribution Guideline Review

The PMC will review these Distribution Guidelines annually in line with the Distribution Policy and make evidence-based changes if required.

Reporting

KAC will provide the KGT will an annual outcomes report and funds acquittal in accordance with the approved OZM Education Kokatha General Trust sub-fund funding agreement.



Attachment: Kokatha Education Scholarship Application Flow Chart

