

### 1 Establishment and purpose

- 1.1 The Encouragement Award has been established in memory of long-term Hunter TAFE Foundation Board Director, Kay Peno. Kay's passion to help students realise their potential through education and support led her to join the Foundation in 2008. Kay brought strong educational links with her from her role as the Director with the NSW Department of Education from 2007 to January 2016, supporting both Schools and Principals across the Lake Macquarie area.
- 1.2 In honour of Kay's commitment, the Hunter TAFE foundation has established an Encouragement Award, to the value of \$1000, to support students in their chosen career path, encouraging future female leaders into the workforce.

### 2 Definitions

- 2.1 **"Applicant"** means an individual who applies for the Kay Peno Encouragement Award, by completing and submitting a scholarship application form in accordance with the application process.
- 2.2 **"Application process"** means the process set out in clause 3.0 of these terms and conditions as amended or varied by the Kay Peno Encouragement Award, from time to time, in its sole discretion.
- 2.3 **"Eligible applicant"** means an applicant who meets the criteria for eligibility for the award of a scholarship, as set out in clause 4.0 of the terms and conditions.
- 2.4 **"Award application"** means an application for a Kay Peno Encouragement Award, made by an applicant, in accordance with these terms and conditions.
- 2.5 **"Award application form"** means the form that must be completed by an applicant, and is available from [tafensw.edu.au/scholarships](http://tafensw.edu.au/scholarships).
- 2.6 **"Award offer and acceptance form"** means the form that must be completed by the successful applicant and is to be issued by the Kay Peno Encouragement Award.
- 2.7 **"Award recipient"** means the successful applicant who accepts the Kay Peno Encouragement Award, by completing and returning the scholarship offer and acceptance form, in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.8 **"Selection panel"** means a panel comprised of TAFE NSW representatives, to assess applicants on their scholarship application.
- 2.9 **"Kay Peno Encouragement Award"** means a financial grant, up to a maximum value of \$1000, awarded by the Kay Peno Encouragement Award, in accordance with these terms and conditions.
- 2.10 **"Successful applicant"** means an eligible applicant who is offered the Kay Peno Encouragement Award by the Kay Peno Encouragement Award, in accordance with the process set out in clause 5.0 of these terms and conditions.

### 3 Application process

- 3.1 An applicant must complete a scholarship application form and submit it via email, to the Kay Peno Encouragement Award by the required closing date, as detailed on the application form.
- 3.2 The applicant must acknowledge and accept the Kay Peno Encouragement Award terms and conditions, by signing and dating their scholarship application form prior to submitting it.

### 4 Eligibility

- 4.1 Female student, or students who identity as female.
- 4.2 Enrolled in a TAFE NSW course (including TVET) in the Hunter or Central Coast Regions.
- 4.3 Not be in receipt of another award or scholarship presented by the Hunter TAFE Foundation within the twelve (12) month period prior to the submission of the Kay Peno Encouragement Award.

### 5 Selection and offer of Award

- 5.1 Application forms will be collated by the Hunter TAFE Foundation.
- 5.2 A panel of judges will be formed to select the final recipient of the Award. The Panel will consist of representatives from TAFE NSW.
- 5.3 Selection Criteria –
  - 5.3.1 Student with strong interpersonal skills and integrity.
  - 5.3.2 Successful applicant demonstrates commitment to their course.
  - 5.3.3 Successful applicant is able to outline their short-term career pathway and goal.
  - 5.3.4 Experiencing challenges and requires support to continue their studies.
  - 5.3.5 By application and supported by teacher reference.
- 5.4 The final recipient will be endorsed by the judging panel.
- 5.5 Successful applicant will be notified by phone and email. Unsuccessful applicants will be notified by email.

### 6 Acceptance of the Award

- 6.1 A successful applicant must complete and return the scholarship offer and acceptance form as soon as possible, and as a pre-condition to payment of the scholarship.
- 6.2 For the avoidance of doubt, the scholarship recipient acknowledges and agrees that the awarding of a scholarship is conditional upon signing the scholarship offer and acceptance form, and returning it to the Hunter TAFE Foundation

**Please retain a copy of these terms and conditions for future reference.**

### 7 Award and payment

- 7.1 Following the completion and return of the Scholarship offer and Acceptance form, the payment of \$1000 will be paid to the successful recipients by bank transfer on the day of the Hunter TAFE Foundation presentation ceremony.
- 7.2 The Hunter TAFE Foundation is under no obligation to pay, or make available, any part of the Kay Peno Encouragement Award until it has received a signed and completed scholarship offer and acceptance form.

### 8 Conditions

- 8.1 The scholarship recipient acknowledges and agrees that the following conditions apply to the award of the Kay Peno Encouragement Award:
  - 8.1.1 On request by the Hunter TAFE Foundation, the successful recipient must provide an update on how the Kay Peno Encouragement Award has assisted them in their studies and career journey.
  - 8.1.2 The successful recipient must agree to be available for promotional and marketing photography, in line with TAFE NSW's Media Consent.
  - 8.1.3 Any decision of the selection panel regarding a Kay Peno Encouragement Award application is final, and no correspondence will be entered into.
  - 8.1.4 The successful recipient is expected to be an ambassador for the Hunter TAFE Foundation, upholding the values of the organisation, and behaving at all times in accordance with the TAFE NSW Student Code of Conduct.
  - 8.1.5 The Hunter TAFE Foundation reserves the right to withdraw any of the requirements, as outlined in these terms and conditions.

### 9 Variation

- 9.1 The Hunter TAFE Foundation may vary these terms and conditions, or any form or process referred to herein, at any time and without notice.

**Please retain a copy of these terms and conditions for future reference.**