

Quality First: Early Years Scholarship Terms and Conditions

Department of Education and Training

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1. Overview

The Department of Education and Training (the department) seeks to grow a skilled, agile, and capable workforce to meet business and community needs now and for future demand.

To support this, the Quality First: Early Childhood Scholarships (the scholarships) offers up to 25 annual scholarships, each valued at \$5,000 to support individuals undertaking study in early childhood education at an approved training provider in the Northern Territory.

2. Upon successful application

The successful applicant is required to sign a grant agreement, which legally binds them to continue meeting the scholarship terms and conditions.

Additionally, they will need to submit a talent release form, and a vendor creation application. When filling out the vendor creation form, they must ensure the bank details are the same as the details entered into GrantsNT.

Please note that the scholarship funds can only be used for the approved course and institution specified in the agreement.

3. Ongoing eligibility

The recipient of the Scholarship must:

- Continue to be enrolled in the relevant qualification at an approved training provider.
- Continue to be a resident of the Northern Territory.
- Maintain sufficient academic progress, including:
 - An overall minimum credit average (GPA of 5.0) for Bachelor-level students
 - Satisfactory course progress as confirmed by the approved training provider for Diploma and Certificate III students.
- Not fail four or more units during the course.
- Meet the training provider's requirements regarding academic progress and conduct.
- Update details in GrantsNT if contact details or bank details change.
- Submit the required reports as outlined in the funding agreement.

3.1. Changing your course or enrolment

The Scholarship recipient must tell the Scholarship Administrator in writing before they make any changes to your course or enrolment.

The Scholarship Administrator will determine if the recipient is still eligible for the scholarship and advise of next steps. They may be required to:

- send in a copy of the previous semester's results
- send a copy of the new enrolment confirmation

- provide written confirmation of any credit transfers you will receive to the new course (where applicable).

Changing course may impact the duration of the scholarship, and no additional funds will be provided. The Scholarship recipient will be paid for the original period outlined in the funding agreement if they remain eligible.

3.2. Intermission:

- If the recipient is granted intermission during their study period, payment of the Scholarship will be suspended.
- For Bachelor students, a Scholarship can be suspended for a maximum of two (2) semesters. This may include: One (1) or two (2) semesters of approved intermissions; or one (1) semester of approved intermission and one (1) semester of suspension on the grounds of failure to meet ongoing eligibility criteria.
- Failure to notify the Scholarship Administrator of a deferral may result in the scholarship being ceased.

3.3. Other obligations and conditions:

The offer of the Scholarship is made subject to information provided by the recipient being true and accurate.

By accepting the offer of the Scholarship, each recipient agrees to the Scholarship Terms and Conditions.

The recipient is responsible for advising the Scholarships Administrator of any changes in circumstances that would make them ineligible for continuation of the Scholarship, e.g. reducing study load to part-time, applying for an intermission or transferring to another course.

4. Reporting

The Scholarship recipient will be required to upload the following documents into GrantsNT twice per year (See Appendix 1 for instructions):

1. a copy of their academic transcript showing unit results (please notify the Scholarship Administrator if your unit is year-long)
2. confirmation of enrolment in the upcoming study period, detailing the enrolled units and study load.

Each document must show:

- the name of the registered training organisation
- recipients full name
- the qualification name.

Reporting period in GrantsNT	Due date for reports
January - June	August
July – December	January

The Scholarship recipient will also be required to provide evidence of their placement at a regulated early childhood education and care service in the Northern Territory. This can be uploaded when they commence your placement. The document can be in the form of an email from the service, and must show:

- the name of the education and care service
- recipient's full name
- the duration of their placement.

5. Payments and funding

The scholarship recipient is required to fill out a vendor creation form which will allow the NT Government to process payments. Payments will be made by electronic transfer to their nominated bank account. They will need to ensure the bank details in GrantsNT match the details on the vendor creation form.

Scholarship payments are upfront, with \$2,500 paid twice yearly, pending the receipt of satisfactory reports.

Failure to submit satisfactory reports within 30 days of the due date may result in the funding being withheld, and the overall amount of the scholarship reduced.

6. Employment

There are no employment restrictions on scholarship holders.

This scholarship does not guarantee employment by the Northern Territory Government.

7. Program evaluation

Periodically after graduating, you may receive a request to complete a survey regarding your experience with the scholarship program. Scholarship recipients responses help to inform continuous improvement and determine whether the intent of the program is being met. Information provided may also be used in departmental marketing.

8. Termination of scholarship

The Scholarship will terminate:

- If the recipient ceases to meet the eligibility criteria; or
- If the recipient fails to meet the ongoing eligibility criteria for more than two (2) teaching periods; or
- If the recipient withdraws from their course; or
- If the recipient breaches any conditions of the Scholarship; or
- If the training provider reports that the student is guilty of serious misconduct.

9. Contact

For more information, contact the Scholarship Administrator:

Phone: 08 8901 1350

Email: oeceyss@education.nt.gov.au

Appendix 1. Enrolment/results submissions in GrantsNT

To submit your enrolment/results, follow this process:

1. Log into GrantsNT
2. Up the top, choose “Applications”
3. Choose “Reporting”
4. Filter by application number if needed
5. Choose the report type (e.g., performance report for the period 1/1/2026 to 30/6/2026, Due: 31/7/2026)
6. Click “add submission”
7. Click “add files” and attach both your grades and enrolment, ensuring each document includes your name, the name of the registered training organisation and your qualification name
8. Add a comment (mandatory), for example “please see attached grades for semester 1 2026 and enrolment for semester 2 2026”
9. Click “submit” – you will then receive a pop up at the top right of the screen saying “the report was successfully submitted”

Note:

- If you only press 'save', the report will show as an 'overdue draft'
- For scholarship holders completing Bachelor qualifications, if your unit is year-long and you have not yet received the overall grade, please note this in the comment section.

Appendix 2. Placement details submissions in GrantsNT

To submit your details of your placement, follow this process:

1. Log into GrantsNT
2. Up the top, choose “Applications”
3. Choose “Reporting”
4. Filter by application number if needed
5. Choose the report type “Progress Report – Placement Details”
6. Click “add submission”
7. Click “add files” and attach the evidence of your placement at a regulated early childhood education and care service in the Northern Territory
8. Add a comment (mandatory), for example “please see attached placement details”
9. Click “submit” - you will then receive a pop up at the top right of the screen saying “the report was successfully submitted”.

Note:

- If you only press 'save', the report will show as an 'overdue draft'.

Acronyms	Full form
NT	Northern Territory

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