

The Pinnacle Foundation (Criteria and Process) Policy – September 2016

The Board of The Pinnacle Foundation Scholarship Fund adopts the following policy.

1 Name

This is the Pinnacle Foundation Scholarship Fund (Criteria and Process) Policy 2016.

2 Commencement

This Policy is taken to have commenced on 1 September 2016.

Objectives

This Policy sets out:

- (a) the scope of the Scholarship;
- (b) the mandatory and desirable criteria for eligibility for the Scholarship;
- (c) the process of selection of recipients for the award of the Scholarship, including Named Scholarships;
- (d) provisions for the measurement and monitoring of the performance of recipients of the Scholarship; and
- (e) the arrangements to establish and monitor the Mentor/Scholar relationship.

3 Definitions

In this Policy-

Board means the Board of Directors of The Pinnacle Foundation.

Bursary – the monetary grant provided by the Foundation as part of a Scholarship.

Government Allowance means the sum of any of the following payments made by the Australian Government for the coming year, either directly to the applicant for a Scholarship or to the educational institution at which the applicant studies or proposes to study:

- (a) HECS-HELP (including TAFE);
- (b) Youth Allowance;
 - (1) (c) Austudy;
 - (2) (d) ABSTUDY;
 - (3) (e) Assistance for Isolated Children; and

- (4) (f) Any other payment, allowance, benefit or stipend of whatever description which, by resolution of the Managing Committee, is deemed to fall within the scope of this definition.

LGBTIQ means Lesbian, Gay, Bisexual, Trans*, Intersex or Queer/Questioning.

Managing Committee means the Managing Committee administering the affairs of The Pinnacle Foundation.

Mentor means the person assigned by the Selection Committee to provide the scholarship winner with guidance and feedback on academic and related issues.

Named Scholarship means a scholarship funded by a specific benefactor and named after an individual, company or organisation and may focus on a specific course discipline approved tertiary institution or location.

Scholar is the applicant in receipt of The Foundation's scholarship or bursary. Scholarship means the Pinnacle Foundation Scholarship or Bursary or a Named Scholarship.

Scholarship Fund means the Pinnacle Foundation Scholarship Fund.

Selection Committee means the Committee established under clause 5 of this Policy. The Foundation means The Pinnacle Foundation.

Vocational placements, internships and volunteering means those formal work experience arrangements that are recognised in The Fair Work Act that are a mandatory part of an education or training course.

4 Scope of the Scholarship

4.1 The Scholarship is available only for full-time education at a public or private secondary school or public institution of higher education in Australia, including a semester at an international higher educational institution where it is an approved part of the course. Part time studies are only allowable when an existing Scholar can demonstrate that exceptional circumstances exist. The Scholarship will be for the purpose of gaining an educational or vocational qualification in any profession, trade or the arts.

4.2 The Bursary amount is paid in directly to the Scholar. At the time of making an application the applicant is required to indicate how they are likely to spend this allocation.

4.3 It is intended that Scholarships are primarily for study related costs such as the following items:

- in relation to tuition fees – the amount owing for the year after deduction of the discount for up-front payment, where HECS is not available to the applicant;
- the cost of uniforms associated with the education/vocation being undertaken;
- the cost of textbooks and online related services;
- the hire or purchase of a laptop computer and printer and associated software and supply costs (but not the costs associated with any loss of or damage to a laptop computer or printer)
- the cost of fees or dues to an approved educational institution;
- student union and professional association fees;
- professional equipment, memberships or tools of trade associated with the education or vocation being sought;
- public transport student concession passes;
- additional travel and accommodation costs associated with vocational placement, internships and volunteering which is undertaken as a requirement of an Australian based educational or training course and where the Scholar is not entitled to be paid any remuneration;
- a contribution towards the costs of attending an overseas educational course as described in 4.1
- cost of fees associated with tuition to address a learning disability; and
- relevant (to their academic studies and career) registration costs associated with attendance to domestic conferences or forums.

- 4.4. Other scholarship expenses must relate to the well being of the Scholar. Items such as medical, optical and dental treatment, medication and optical expenses are all acceptable.
- 4.5 In every case, the Scholarship will be granted for a period of one (1) year only. However, an existing holder of the Scholarship is entitled to reapply for the Scholarship where the Scholar/Mentor Manager confirms the scholar has complied with their undertakings and the scholar also meets the requirements of Section 6 (a-c).
- 4.6. The Scholar is ultimately responsible for spending the bursary in accordance with their stated likely expenses as set out in their application form with major variations requiring pre-approval by Scholar/Mentor Manager.
- 4.7. The Foundation monitors actual expenditure of the bursary via its card facilities with its Bankers. The Foundation reserves the right to discontinue or withdraw an unspent bursary allocation if it is evident that the bursary has been, or in the Foundation's reasonable opinion is likely to be misused, or if it is likely that an unspent portion of a scholar will not be used (within the time-frame set for use of the Scholarship).

5 Selection Committee

5.1 Composition and experience required

(a) The Managing Committee will nominate a Selection Committee. Members of the Selection Committee should collectively have:

- (1) experience in interviewing and selection processes;
- (2) an understanding of contemporary LGBTIQ youth issues; and
- (3) familiarity with Australian academic structures and processes.

(b) The Selection Committee must comprise a minimum of 4 and maximum of 6 people and include:

- (5) at least 2 persons who are members of the Board or of the Managing Committee;
- (6) 1 or 2 members of a LGBTIQ community organisation; and
- (7) 1 or more sponsors, donors or benefactors.

(c) A single person may satisfy more than one requirement of paragraph (b).

(d) Subject to paragraph (b), the Managing Committee may appoint:

- (8) any person;
- (9) at any time,

to be a member of the Selection Committee, and the appointment takes effect when the written acceptance of the person is received by the Managing Committee.

(e) In appointing a person to be a member of the Selection Committee, the Managing Committee may (but need not) specify a fixed term for the appointment.

(f) A person who has been appointed as a member of the Selection Committee may, by written notice to the Managing Committee, request:

- (1) a leave of absence from the Selection Committee, either for a fixed or for an indefinite period; or

(2) being on leave of absence from the Selection Committee, to return to active duty on the Selection Committee,

(3) and the Managing Committee may accede to the request.

(g) A person ceases to be a member of the Selection Committee when:

(1) the person dies;

(2) the Managing Committee receives a notice of resignation from the Selection Committee signed by the person;

(3) the Managing Committee resolves that the person should cease, as of a certain date (not being a date before the carriage of the resolution), to be a member of the Selection Committee; or

(4) the person being a member of the Selection Committee appointed for a fixed term, that term has expired.

5.2 Powers

(a) The Selection Committee will consider, and determine short listed candidates for interview, subject to the amount of funds available for disbursement for the forthcoming year.

(b) The Selection Committee receives advice from the Board as to the amount of funds available for scholarships in the forthcoming year. In the event that the Selection Committee has a need for more funds than the notified amount, they will approach the CEO with a request for further funding.

(c) The Selection Committee's decision whether or not to award a Scholarship to a particular applicant and the capped amount is final and conclusive

(d) The Selection Committee can establish an Interview Panel constituted from Selection Committee members to interview the candidates and finalise successful applications for funding in the forthcoming year.

(e) The Selection Committee in consultation with the CEO may at any time and for any reason rescind the award of a Scholarship or suspend for a stated period the payment of benefits pursuant to a Scholarship.

(f) The Selection Committee is under no obligation to give an applicant or any other person (other than the Managing Committee, on the latter's request) reasons for any decision that it takes.

5.3 Exercise of powers

(a) In this clause 5.3, an active member is a member of the Selection Committee who is not currently on leave of absence from the Selection Committee.

(b) The Selection Committee or the Interview Panel will make a determination in relation to each application for a Scholarship by majority vote of all its active members, where each active member has one vote.

(c) In the event that the votes for and against a particular application for a Scholarship are equal, the application is taken to have been refused.

(d) The members of the Selection Committee may deliberate and vote in any matter which they consider convenient, including (without limitation) by meeting in person, via video link or by telephone conference.

6 Scholar's Eligibility

The Scholarship including Named Scholarships are open to any person who:

- (a) is at least 16 years of age and no older than 24 years and 364 days on the day of closure of applications for the ensuing round of scholarships being applied for;
- (b) is an Australian citizen or is a Permanent Resident of Australia;
- (c) identifies as Lesbian, Gay, Bisexual, Trans*, Intersex or Queer, and, as a result of that fact:
 - (1) has personal or social circumstances which provide significant challenges to the person completing his or her education; and/or
 - (2) has been marginalized due to sexual orientation, gender identity or gender expression; and
- (d) in the opinion of the Selection Committee:
 - (1) is a serious consistent student who has shown scholastic achievement during the student's school years;
 - (2) is able to demonstrate a commitment to completing Year 12 of the student's secondary education, a tertiary degree or vocational training (as the case may be);
 - (3) has achieved acceptable scholastic results given their background and circumstances; and,
 - (4) demonstrates pride in being part of the LGBTIQ community.

7 Named Scholar's Desirable Characteristics

In making a decision for the award of Named Scholarship, the Selection Committee ensures compliance with the Eligibility provisions in Section 6 and gives preference to an applicant who in the opinion of the Selection Committee:

- (a) demonstrates the potential to have a positive social impact as a result of being awarded the Scholarship;
- (b) has an active interest in extra-curricular activities including, but not limited to, LGBTIQ causes, sport, music, a trade and/or the arts;
- (c) demonstrates social and political awareness;
- (d) is able to demonstrate a character of resilience, independence, courage and determination;
- (e) is able to focus on a goal and show a tenacious attitude in achieving that goal; and
- (g) shows leadership qualities and an innovative, enterprising attitude.

8 Scholarship Procedure and responsibilities

8.1 (a) It is envisaged that the following procedure will generally be followed in regard to soliciting and processing applications for the Scholarship including Named Scholarships:

- (10) Use of a compliance checklist to ensure consistency in approach.
- (11) Short listed Candidates selected by the Selection Committee will be interviewed by representatives of the Selection Committee. References will be checked before unsuccessful candidates are notified.

- (12) The Chair of the Selection Committee will then notify the CEO of their decision and report to the Board.
- (13) Prior to notifying successful applicants Proposed Named Scholarship holders are identified by the Selection Committee using the stated purpose of the scholarship and consultation with donor/sponsor/benefactor occurs.
- (14) Unsuccessful applicants who were interviewed for a Named Scholarship will be considered for Pinnacle Scholarships.

- (b) A selection process timetable sets out all the necessary steps and identifies responsible persons.
- (c) To avoid doubt, the steps outlined in paragraph (a) or in the selection timetable referred to in (b) are not mandatory, and a failure to take any step as outlined in that paragraph, or at all, or the taking of additional steps or the employment of other procedures will not vitiate any award of Scholarship that is ultimately determined by the Selection Committee.
- (d) An offer of a Scholarship can be accepted only by the execution of a written agreement (the Undertakings) between the candidate and The Foundation.
- (e) The Selection Committee is not required to provide applicants with reasons for declining their application for scholarship.

8.2 The Chair of the Selection Committee is responsible for:

- (a) Ensuring that the annual Selection Process is undertaken in accordance with Criteria and Process Policy and the Implementation Timetable.
- (b) All selection communications with Scholars
- (c) Arranging interview schedules and providing oversight to reference checks
- (d) Chairing Selection Committee meetings and providing overviews on status of shortlisting and selection;
- (e) Providing the Board with timely reports on the selection process for scholars; and
- (f) Bringing forward for discussion any significant proposed changes to the selection process or policy to the Managing Committee.

9 Scholar's Performance: measurement and monitoring

9.1 Expectations

- (a) It is understood and agreed that every holder of the Scholarship will perform to the very best of their ability and will conduct themselves in a way that enhances the dignity and prestige of the Scholarship and The Foundation.
- (b) It is further expressly understood and agreed that (without limitation) poor academic performance, failure to attend compulsory classes, lectures, seminars, meetings and the like, anti-social, delinquent or criminal behaviour, and association with others involved in such behaviour, are incompatible with the expectations of paragraph (a). Additionally, failure to actively maintain their mentoring relationship, or complete periodic feedback exercises are also considered to be non compliant.
- (c) The Scholar will ensure that to the best of their ability that the relationship with their assigned mentor is maintained. This includes regular communications with the Mentor.

9.2 Measurement and monitoring

(a) Every current holder of the Scholarship must forward all of their academic results to The Foundation's Scholar/Mentor Manager within 14 days of receiving those results.

(b) The CEO may, from time to time and from whatever source it sees fit, seek to inform itself as to the academic and general progress of any current holder of the Scholarship.

(c) Scholar/Mentor Manager in consultation with Chair of the Selection Committee may from time-to-time conduct a formal appraisal of the performance and behaviour of any current holder of the Scholarship. The Scholarship holder will be entitled to be heard in the course of such an appraisal, and may be accompanied by a parent, guardian or friend, but may not be legally represented. The CEO is to be notified of this decision and reasons in a timely manner.

(d) Without limiting the operation of clause 5.2(e), the Selection Committee and Executive Director may exercise its powers under that clause as a result of any matter referred to in this clause 9.

10 Mentor/Scholar Arrangements

10.1 Eligibility and accountability

(a) Prospective Mentors are required to self-assess their abilities to meet The Foundation's requirements before lodging an interest in becoming a Mentor. This can be done on The Foundation's website.

(b) Both Mentor and Scholar sign a written undertaking which sets out compliance with The Foundation's requirements; and

(c) Wherever possible the Board will ensure that the Mentor has the relevant professional background and sound communication skills to advise the Scholar.

10.2 Selection procedures

The Mentor Matching Manager in consultation with the Scholar/Mentor Manager

(a) is responsible for determining Mentors and undertakes interviews, reference and probity checks (if not licenced or registered member of professional services organisation) to ensure that Mentors are suitable for the mentoring role.

(b) ensures the proposed Mentor meets three out of following four Core Criteria and have at least two out of three Non-Core qualities:

Core

- (1) is an accomplished professional or a leader in their field of endeavour;
- (2) is currently or has operated in roles of influence or leadership in an organisation.;
- (3) is open about being a GLBTIQ person (mandatory);
- (4) has excellent community standing (e.g. police record, anti corruption, ASIC action – mandatory).

Non-Core

- (1) has been formally recognised by peers for their achievements;
- (2) has managed or trained staff; and/or
- (3) has had counselling, vocational guidance, teaching or mentoring experience.

The Mentor Matching Manager provides the Board with a report on assignment of mentors to scholars.

10.3 Monitoring

The Scholar/Mentor Manager:

(a) is responsible for liaising with the Scholars and Mentors and ensuring that their relationship continues to be comply with the Foundation's Code of Conduct;

(b) ensures that the Mentor provides feedback on the Scholar's academic endeavours during the year and at the end of the academic year; and

(c) undertakes periodic feedback exercises to ensure the mentoring arrangement is operating in accordance with the Mentoring Guidelines; and

(d) ensures that the providers of a Named Scholarship are offered an annual report on the Scholar/s progress.

Ordered by the Board:

Paul Zahra

Sean Linkson

Philippa Downes

Geoff Selig

Tanya Matthewson

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Michelle Rogers

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Date: