

Scholarship Policy

1. Rationale

Recreational Aviation Australia (RAAus) is committed to supporting the future of aviation in Australia. RAAus award scholarships in order to attract, retain and support aviators and to encourage successful future aviators.

2. Policy Statement

2.1. Introduction

This policy sets out the governance arrangements for the establishment, administration and disbursement of scholarships.

The policy applies to the creations and maintenance of scholarships, that are RAAus or donor funded. RAAus ensures that the scholarship program has clear and transparent guidelines.

These guidelines include:

- Scholarships are open to everyone, however RAAus membership is required at the time of submitting an application for a scholarship.
- The scholarships program is aimed at meeting resource shortages in the aviation sector.
- Scholarships are awarded based on set selection criteria outlined in the procedure with a focus on capacity to achieve in aviation academia, financial capacity and personal passion.
- Candidates should model RAAus values at all times

2.2. Scholarship Cycle

The program will run from 1 July until 30 June, in line with financial year reporting with the opening of each round to be approved by the CEO.

The application period will open for a month from 1 March until 1 April annually.

2.3. Donor Sourced Scholarships Funding

All monies received from external donors for the purpose of a scholarships program will be facilitated by the CEO and Finance Department.

The CEO and Finance Department are responsible for:

- Meeting the strategic alignment of RAAus and Stakeholders engagement.
- Establishing a donor funded scholarship agreement between RAAus and the donor.
- Communication and liaising with donors in relation to scholarships.
- Coordinating appropriate recognition strategies for donor partners.

RAAus reserves the right to not accept scholarship donations from:

- Donors who do not align with RAAus values
- Organisations, individuals and activities that discriminate against or are offensive to minority community groups, and
- Organisations that set unreasonable or unrealistic conditions that may be punitive or damaging to donors or RAAus.

2.4. Scholarship Promotion

Promoting scholarship to donors and candidates:

- The CEO is responsible to promote the scholarship program to donors and stakeholders.
- Marketing Department will develop promotional campaigns to inform candidates of the scholarship program (Facebook, Website, Flyers).

2.5. Scholarship Selection Process

The scholarship selection process must be transparent and ethical and follow the Procedure Manual process.

3. Scope and Application

This policy applies to all employees, donors, stakeholders and candidates of RAAus.

4. Definitions

CEO	The person occupying the position of Chief Executive Officer.
Board	RAAus' governing body, elected from the membership.
Policy	A statement about what* is to occur in relation to the operations of RAAus, which has the corporate authority of the board or, by delegation, the CEO. * Policy statements are not normally concerned with how the policy will be implemented—this is a matter of processes, procedures and guidelines as used by those responsible for implementing the policy.
RAAus	Recreational Aviation Australia Limited.
RAAus Office	The address of Unit 3, 1 Pirie Street, Fyshwick, Australian Capital Territory
Workplace	The workplace of RAAus extends beyond the office of RAAus to any location RAAus employees conduct business and includes any personal direct person to person communication.

5. Legislation

All RAAus employees have the responsibility to understand, implement and conform to the RAAus' Code of Professional Conduct as it relates to this policy.

6. Breaches of the code or the policy

Breaches of the policy and procedures may result in disciplinary action being taken, up to and including dismissal.

This policy does not affect your rights as an employee under common law, relevant legislation, and industrial awards and agreements.

7. Responsibilities

Approval:	CEO
Implementation:	CEO
Review:	Corporate Services Executive
Improvement:	CEO and Corporate Services Executive

8. Resources

Procedure Manual
Scholarship Application

9. Review Schedule

This policy will be reviewed every two years. From time-to-time RAAus may make changes to this policy and relevant guidelines to improve the effectiveness of its operation.

10. Lapse Date

This policy does not have a lapse date.

11. Meta Data

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Version	1.0
Version date	1 March 2020
Type	Board

¹ Nomenclature: year edited, policy number of year edited, check master policy list

Approval date	07 February 2020
Availability	All staff, Board, members on request
Keywords	Scholarship, candidates' donor's, application and promotional
Responsible officer	Corporate Services Executive
History	12 Dec 2019: This is the first time this policy has been established at organisational level.
Review date	March 2022
Related documents	Code of Professional Conduct, Procedure Manual Scholarship Application RAAus Marketing and Communication Strategy Policy
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