



## Apply Now

Four Fellowships available

### Do you work in any of these Industries?

Applications are invited in any of the following industries and occupations:

#### Heritage Industry

- Building trades
- Maritime heritage
- Moveable objects
- Gardens and trees
- Other

#### Environment Industry

- Alternative energy
- Building and construction
- Environmental design
- Resources such as water, land
- Value adding to regional produce
- Other

Submissions in other industries will not be considered.

### Every State & Territory

Applications are open Australiawide to those working in urban, rural and regional centres

ACT • New South Wales • Northern Territory • Queensland • South Australia • Tasmania • Victoria • Western Australia

### Fellowship Funding

Each successful applicant receives \$10,000 towards overseas travel costs such as airfares, living allowance, accommodation, and course fees.

Should costs exceed \$10,000 the recipient raises the additional funds.

trades • artisans • technical

# The Pratt Foundation/ISS Institute Overseas Fellowship

## The Pratt Foundation

The Pratt Foundation was established in 1978 by Richard and Jeanne Pratt with the shared vision of supporting charitable enterprises and adding value to philanthropy. The Foundation is now one of the largest private sources of philanthropy in Australia. In the words of its mission statement, it aims "to enrich the lives of our community" and, in the words of Jeremiah, it works to fulfil this aim in a spirit of "kindness, justice and equity".

#### From the CEO of The Pratt Foundation

Philanthropy, private and corporate, has probably experienced more change globally in the past eleven years than at any time in the previous century. The unprecedented inter-generational transfer of wealth in the developed world including Australia, is one factor. Globalisation, whatever its dislocating and detrimental effects, is another. There are now new imperatives on the business agenda that include social responsibility, social entrepreneurship, social capital and sustainability. Reflecting these changes, The Pratt Foundation has been shifting from being predominantly re-active to submissions towards being predominantly pro-active in its choice of projects.

## Benefiting Australia

- Providing opportunities for artisan/trades/technical people across Australia to provide high level skills and knowledge in their workplace and in their industry.
- Assisting in the reduction of skills deficiencies in key Australian industries.
- Encouraging innovative workplace solutions through traditional and leading-edge technology, design, management and leadership.
- Supporting leading-edge technologies as well as traditional skill areas in historic and contemporary contexts.
- Providing a mechanism whereby the skills, knowledge and attitudes acquired overseas are made available in Australia.
- Establishing contact with overseas industry, government agencies, professional associations and educational institutions with a view to developing an ongoing association.
- Building intercultural exchange.

## About ISS Institute

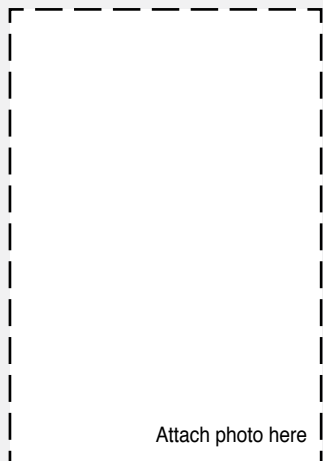
International  
Specialised  
Skills  
Institute Inc



Since 1990 International Specialised Skills Institute Inc (ISS Institute), an independent, national organisation, has provided opportunities for Australian industry and commerce to gain best-in-the-world skills and experience in traditional and leading-edge technology, design, innovation and management.

We identify skill deficiencies through our market research, then fill them through our Overseas Skill Acquisition Plan (Fellowship Program), education and training activities and business services.

Phone (03) 9882 0055  
Fax (03) 9882 9866  
Email [issi.ceo@pacific.net.au](mailto:issi.ceo@pacific.net.au)  
Web [www.issinstitute.org.au](http://www.issinstitute.org.au)



**FOLLOW THE INSTRUCTIONS  
BELOW OTHERWISE YOUR APPLICATION  
MAY NOT BE PROCESSED.**

## Attach pages 2, 3 and 4 at the front of your application

**Complete each section in the  
space provided. Do not re-type.**

## Read Fellowship Guidelines & FAQ

This sets out the nature, scope and  
criteria for the Fellowship Program.

## Conditions of Entry?

The Selection Panel's decision is final  
and binding and no correspondence  
will be entered into. Application  
evaluations will not be provided.

## Closing Date

Applications to be received no later  
than **26 October 2009 at 4pm** at the  
ISS Institute office.

## We are Here to Help

Whether you have had previous  
experience in preparing submissions  
and require more information,  
or never applied for any grant or  
Fellowship before, we are here to  
assist you in the preparation of your  
submission where possible.

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# trades • artisans • technical The Pratt Foundation/ISS Institute Overseas Fellowship

## 1. Employer (Chair, CEO or Director) must sign and date this section

### PLEASE READ BEFORE SIGNING

I endorse and support the applicant to fully participate in the overseas Fellowship and  
to the Fellow meeting his/her obligations upon return from the study program including:

- ✓ Ensuring the Report is written under ISS Institute Guidelines within 4 months of  
returning from the overseas program.
- ✓ Promoting ISS Institute education/training activities which are an outcome of the  
Fellowship program in the organisation's promotional material as appropriate.
- ✓ Providing a working environment in which the findings can be developed and implemented.

Name (First) \_\_\_\_\_ Surname \_\_\_\_\_

**Print clearly please**

Title eg CEO, Director \_\_\_\_\_

Employer's signature \_\_\_\_\_ Date \_\_\_\_\_

## 2. Applicant's Personal Details **Print clearly please**

Name (Surname) \_\_\_\_\_

Name (First) \_\_\_\_\_

Your Occupation e.g Tiler, Landscape Gardener \_\_\_\_\_

Business Name \_\_\_\_\_

Title e.g. Owner, Manager, Head Stonemason \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Residential Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth (optional) \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

**FOLLOW THE INSTRUCTIONS BELOW, OTHERWISE YOUR APPLICATION MAY NOT BE PROCESSED**

## Application Instructions

- ✓ Please read each section carefully and complete in full.
- ✓ Type or print (clearly) responses.
- ✓ Attach your full resume/ curriculum vitae
- ✓ Attach a recent photograph that could be used in publicity.
- ✓ If employed, your application must be read, signed and supported by your organisation's Chair, Director or CEO.
- ✓ **Attach a minimum of three 'Letters of Support'** which endorse the skill deficiencies as listed in your application - note these letters are not personal recommendations. They are to be provided by those at senior executive level from:
  - 'Industry Skills Council' appropriate to your industry - essential.
  - and others such as businesses, government agencies, peak industry bodies eg ACCI and professional associations.

**Talk to us about your Letters of Support. For example we can provide you with the contact details for the Industry Skill Council relevant to your application.**

- ✓ Include photographs if appropriate. Do not submit digital material eg CDs.
- ✓ If insufficient space is available in the allocated section please attach the additional information.

## Mail Original and 3 copies

(all hard copies, no CDs)

Carolynne Bourne AM, CEO  
ISS Institute  
Suite 101, 685 Burke Road  
Camberwell 3124  
VICTORIA

## 3. Skill Deficiencies

'Skill deficiency' is where a demand for labour has not been recognised and where accredited courses are not available through Australian higher education institutions

### 3.1 List in point form in the space provided below, the 'skill deficiencies'.

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### 3.2 Expand the points above in an attachment using the following template.

Read the instructions below. If you require clarification, please call us - we are here to help where possible.

• **Do not use words such as examine, explore, research, understand, study, determine.**

• **Use verbs such as:**

Analyse	Differentiate	Carve	Appraise	Derive
Apply	Assemble	Construct	Combine	Verify
Evaluate	Blend	Mould	Compare	Calibrate
Interpret	Brush	Paint	Contrast	Classify
Perform	Build	Calculate	Formulate	Distinguish

Example. Extract from a successful Fellowship application of three of the six identified skill deficiencies:

#### 1. Collect record and analyse environmental data from 'natural' truffle growing

Analyse the composition, structure, pH and water holding capacity of soils; the regional weather data such as max/min temperatures and rainfall averages; the seasonal yields relative to particular local weather phenomena.

*To become skilled and knowledgeable in the analysing, evaluating and monitoring the environmental conditions found in the eco systems supporting truffle production.*

#### 2. Differentiate methods of processing in relation to the production of 'value added'

Conduct an analysis and record information sourced - visits, observation and interview of regional food 'value adding' operations. Determine European methods of truffle incorporation into compatible and complimentary foods, condiments and oils.

*To gain skills and knowledge of traditional and current methods of the blending of complimentary food products.*

#### 3. Distinguish and analyse European methods of grading product/quality control, and marketing for the traditional local and the competitive overseas markets.

Evaluate the methods and documentation of industry 'agents' in relation to marketing, quality control and the expectations international markets.

Determine packaging and shipping methods.

Differentiate and analyse the grading, quality and handling, storage and shipping techniques, processes and documentation - quality assurance processes.

*To gain skills and knowledge of overseas trading methodologies for entering international markets.*



My journey has just begun; I am at the shores edge preparing to set sail. The mere thought of the Veneto, the countryside, the people and their passion gives direct inspiration to want to learn more about the way they live and the importance of this lifestyle. As an individual and an educator I have already undertaken a huge amount of personal growth. With my itinerary firmly in place I know that I will come home with plenty of new techniques for cheese-making and many new friends both in Australia and Italy who share the same passion. The ISS Institute offers support and the opportunity to believe in yourself and your ideas; you will be amazed at what you can achieve.

**Sandra Vazzoler, '06 Fellow**

## Closing Date

Applications to be received no later than **26 October 2009 at 4pm** at the ISS Institute office.

## We are Here to Help

Whether you have had previous experience in preparing submissions and require more information, or never applied for any grant or Fellowship before, we are here to assist you in the preparation of your submission where possible.

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## 4. Aim of the Fellowship Program

See example following:

- 1) To become skilled in a wide range of decorative painting techniques both traditional and innovative.
- 2) To become skilled in aesthetics, understanding colour craft, colour theory and colour harmony and the ways in which we use pigments (powdered), colorant and dyes to achieve a desired look or finish.
- 3) To establish a fundamental understanding of the working properties of all decorative painting mediums, their chemical properties and their particular application.

## 5. Qualifications

Applicants may be experts in their field, but have no formal qualifications. Applicants may have qualifications, but have moved into other occupations. Therein, this section is not part of the Key Selection Criteria.

Attach your CV and list any courses/qualifications.

## 6. Membership Professional Organisations

Include in your CV.

## Respond to each of the following sections

on attached sheets:

7. If known, state where the education/training can be acquired.
8. Identify and list the benefits to Australia of skilling our workforce in the areas of training as indicated in this application.
9. List the benefits to your professional and personal development.
10. Validating your Skill Deficiencies

Attach a minimum of three **Letters of Support**. The purpose is for those in your industry/occupation in a senior executive position to endorse the skill deficiencies as listed in your application in Section 3 - note these letters are not personal recommendations.

Please find attached letters from the following organisations. If you have additional letters, please also include the name of the organisation/s below Letter 3.

- [ ] Letter 1  
Name of Organisation \_\_\_\_\_
- [ ] Letter 2  
Name of Organisation \_\_\_\_\_
- [ ] Letter 3  
Name of Organisation \_\_\_\_\_



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**Applicant's**  
Signature \_\_\_\_\_

Date \_\_\_\_\_

## Overseas Fellowship Guidelines



### Who can Apply?

- Fellowships are open to self-employed, or those working in public or private organisations, professional and tradespeople depending on the specific Fellowship on offer. Please refer to the Fellowship Application Forms for further information.

### Does funding come with the Fellowship?

- Yes. Each Fellowship has a specific amount of funds which is towards costs incurred in the overseas study program such as airfares, living allowances and approved course or conference fees.

### How do I apply?

- Check the industry sector/s and occupations listed in the various Fellowship Application Forms on offer to make sure you are eligible. Complete all sections on the Form.
- Print out and fill in the Application Form and attach as a front cover to your supporting material.
- Entries will not be returned. As entries are not returned, please only include copies of original material such as photographs.

### Will you assist me in preparing my submission?

- Whether you have had previous experience in preparing submissions and require more information, or have never applied for any grant or Fellowship before, we are here to advise and assist you where possible in the preparation of your submission as part of our Mentoring Program.

### Will you assist me with the Fellowship program, if I win one?

- Yes. ISS Institute has a Mentoring Program specifically for Fellows. We aim to assist where possible at every stage of the Fellowship Program.
- A **Work Plan** sets out the steps and the requirements from when you are awarded your Fellowship to the completion of your Report when you return from overseas.
- Fellows have access to ISS' networks here and overseas. Where you go and what you do is negotiated with ISS Institute. ISS may provide introductions and/or letters of support to assist in securing meetings with key individuals/firms.
- Each Fellows' itinerary must be completed and approved by ISS Institute prior to departure and for signing off on the 'Agreement'.

### What happens if I change my employment circumstances should I be awarded a Fellowship?

Fellowships are awarded to individuals, and the Fellowship travels with you whatever your employment situation. If you are employed in an organisation, then you are strongly advised that you arrange for your employer to support you throughout the Fellowship Program. Should you change from one employer to another once you have been awarded a Fellowship, then the employer who initially supported your application is to be acknowledged in your final report; they will also receive a copy of the report.

### I have applied for a Fellowship and was not successful. Can I apply again?

- Yes. You are welcome to apply again. Whilst you may not gain a Fellowship in one year, you may in another.

### Can I apply for more than one Fellowship?

- Yes. If the skill deficiencies identified and the selection criteria are fulfilled, you may submit an application for each Fellowship.

### Are there information sessions held for application preparation?

- Yes. Most Fellowships have scheduled information sessions (bookings are essential).

### Are there targeted Industries and occupations connected to the Fellowships?

- Yes. Each Fellowship specifies the targeted industries and occupations. Please refer to the specific Fellowship Application Forms for further information.
- However, you may have knowledge of skill deficiencies and deficiencies that we are not aware of, so ring and talk to us.



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## Overseas Fellowship Guidelines



### What can be included in the overseas program?

- The Fellow's study program may be a course of study, visits to, or placement in a firm, or with an individual, educational institutions, professional associations and/or government agencies.

### What are the Conditions of Entry?

- The Selection Panel's decision is final and binding and no correspondence will be entered into.
- Application evaluations will not be provided.
- Winners will be awarded their Fellowship at a formal presentation held each year.

### How long am I overseas?

- It is for a 2 to 3 week period. Longer periods may receive special consideration. Fellowships must be undertaken within twelve months of being advised in writing that their submission has been successful.

### Can I keep what I learn overseas, or do I have to share with others?

- Fellowship winners must pass on what has been learnt overseas through written and oral reports. These are prepared under the guidelines provided by ISS Institute. Also Fellows conduct at least one activity within six months of return. It doesn't matter if you have never written a report or taught before, we work with you step-by-step, and if you have experience teaching, we will seek to further enhance your capabilities.

### What is involved in the selection process?

- All submissions will be evaluated.
- A short list of applicants will be interviewed by the Selection Panel. The panel members may include the sponsor/s, ISS Institute and industry representatives as appropriate.
- Interviews may be conducted in person or by phonelink.
- The winners and the unsuccessful applicants will be notified in writing by ISS Institute.

### Is there an eligibility and selection criteria?

- Yes. The applicant must demonstrate a commitment to innovative solutions, learning and sharing their skills and knowledge with others.
- Applications must address each of the areas set out and provide clear evidence of:

**Skills and Knowledge** The skills and knowledge targeted in the Fellow's study program are unavailable in accredited Australian TAFE or university courses.

**Workplace Practice** Demonstrated commitment to innovation, technology and leadership and/or teaching excellence. Significant, proven and on-going expertise in their field of endeavour. Participate in established networks related to his/her area of work.

**Employer Support** For those in an employment situation, support from the employer for the applicant to fully participate in the Fellowship program and the employer's commitment to the Fellow's obligations upon return from the study program is advised.

**Communication and Presentation** Oral and written skills; presentation in keeping with the ISS Institute's aims and outcomes. Capacity to undertake education and training activities with a diverse range of clients on completion of the study program. Previous teaching experience is not required.

### Who owns the intellectual property and copyright?

- The ISS Institute 'Agreement' specifies intellectual property and copyright ownership will be applied to the Fellowship winner.

### Can I change my overseas program after I have signed the Fellowship Agreement?

- The program must be approved and cannot be altered without the consent of the awarding bodies.

### When can I apply and when do applications close?

- Applications are called for at various times of the year. Please see individual Fellowship Application Forms and deadlines.

### Can I get a Fellowship to gain work experience overseas eg an internship, or for furthering my studies such as a PhD?

- No.



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## The George Alexander Foundation/ISS Institute Fellow

Supported by The George Alexander Foundation

**Warwick Johnston** Engineer, was invited to share his experiences as an ISS Fellow at the 16th Annual ISS Fellowship Awards, December 2006 at RACV Club, Melbourne

## A Major Landmark in your Personal and Professional Life

¶ Permit me, if you will, to speak directly to the Fellows. You'll be privy to the conversation, of course, and I trust that you too will benefit from hearing these insights.

I will generalize for you my own personal experiences as a fellow, as an example of what is possible, with the hope that I may inspire you to excel and exceed that which I and other fellows have been able to achieve.

The impact of an ISS Institute fellowship upon your professional and personal life will be profound.

Becoming a fellow is an entry into a club of people with some shared understanding. Although you all represent a broad cross-selection of society, covering different fields, backgrounds and specialities, together you are a group of people with one thing in common... a vision. A vision that has assisted you to identify a specific skills gap in Australia, a vision too of how that skills gap may be rectified, a vision of the benefits which this will bring to Australia.

This vision extends to the journey you're about to embark upon, a journey that you yourself have charted. At the commencement of this journey, you may feel some sense of anticipation, dread. For whatever your background, your present expertise, your specialisation... you are about to become Australia's leading specialist in a skill not yet found in this country. In this sense you are stepping into uncharted territory, and whatever

course you had plotted, you will find that the fellowship will take you to places and learnings beyond which you have presently imagined. I wish you great courage and also great enjoyment on this journey.

The greatest tool you will find at your disposal is the legitimacy brought to you by the ISS Institute fellowship. As Australia's future leading specialist and advocate in a given field, people within Australia will be calling you to ask for advice. Overseas you will find that the research and knowledge that you take with you, the insights into the Australian market and how it relates to world's best practise – this will be knowledge that international leaders are keen to learn. Because of this, you will find doors opened to you and specialists willing to share their expertise. In this way, the fellowship is the best possible formula for accelerated learning.

Your journey will all be enhanced by the support and wisdom of those who have made a similar journey before, those fellows of years past and particularly the excellent staff of the ISS Institute. So go overseas with confidence.

Personally, my journey involved the field of solar powered air conditioning. A field of increasing relevance, as the world awakens to the threat of climate change, a force likely to increase our air conditioning needs. Australia, a land of sun with significant need for air conditioning is very likely to benefit from mastery of this technology, through development and successful application. Yet the technology is



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a mystery for most Australians, presently being developed in countries that may be cooler, but which have much higher energy prices. By identifying the skills gap, how it may be addressed, and the benefits which would result from this action, an ISS Institute Fellowship was born.

This saw me travel to Germany, Austria, Spain, Israel, and Singapore – along the way meeting with passionate and intelligent people, leaders in the field.

I was able to learn a lot from each encounter, but also pass on a growing wealth of information based upon my research to date and understanding of the Australian market. The fellowship opened up a door of legitimacy to my visits, and I was welcomed as someone with an interesting perspective – unique even amongst the professionals I visited – that of having a broad technology-independent market awareness.

Along the way, I met amazing people, experts in their field, and made some lifelong friends. In addition to professional benefits, I have benefited personally from the confidence associated with my achievements, for one cannot be thrust into a position of prominence and influence without learning some personal skills, including organization, logistics, communications, and international relations. I've been gratefully supported by people who believe in me, notably 'The George Alexander

Foundation', the ISS Institute, and, of course, my employer – a visionary in himself.

Since my trip, I've presented to the Australian and New Zealand Solar Energy Society, completed a report which has been well received, and been invited to speak at various other conferences. Opportunities have opened up, and I regularly receive calls asking my respected opinion. This fellowship has truly changed my life, as I hope that it changes yours. All of this is possible for you, for this fellowship is what you make of it.

Treat this ceremony, therefore, as a rite of passage, for you will find it to be a major landmark in your personal and professional life. The life you have led to this moment is over, your new life is now beginning. Whether your skills be related to the environment, technology, the arts, cuisine, or preserving our heritage, I wish that each one of you becomes influential, effective, and helps to bring skills to Australia for our national benefit, so that together we may create a rich vibrant future.

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