



## Seven Cities

Venice    Padua  
 Verona    Belluno  
 Rovigo    Treviso  
 Vicenza

These cities plus the towns and villages in the Veneto Region can be the destination of your Fellowship program.

For example Vega Park - visit them at [http://www.vegapark.ve.it/vega/acms/vega/parco/vega/?\\_\\_locale=en](http://www.vegapark.ve.it/vega/acms/vega/parco/vega/?__locale=en)

## Skills Victoria (TAFE)/ Italy (Veneto) ISS Institute Fellowships

Two Fellowships are being offered to travel to the Veneto for staff in TAFE institutes and TAFE divisions of universities in Victoria.

Veneto is one of the 20 regions of Italy. Its population is about 4.8 million, and its capital is Venice. It is today among the wealthiest and most industrialised regions of Italy.

The fundamental factors that characterise the Veneto's 'international model' can be summarised as follows:

- Small to medium-sized businesses
- The coexistence of traditional products with technologically advanced activities
- Internationalisation of markets and organisational flexibility.

Behind the Veneto's success, above all, are the qualities of its enterprising world - initiative and operational flexibility and where tradition exists alongside and complements innovation with an ongoing willingness to change.

This last aspect, in particular, takes concrete form in a remarkable ability for technological innovation, new products and processes of higher quality standards like Benetton - taking their products around the globe.



## Application invited

Two Fellowships are available

### Do you teach in any of these areas?

- **Design**
- **Fashion • Accessories**
- **Textiles • Jewellery**
- **Eyewear**  
Design and manufacture
- **Food and Wine**  
Wine making  
Value adding to regional produce  
Commercial cookery
- **Building • Construction**  
Painting and decorating  
Stone working e.g. marble, granite  
Render
- **Heritage**  
Conservation and restoration of buildings or movable objects
- **Furniture**  
Design and manufacture
- **Engineering**  
Mechanical/Fabrication  
Electromechanical  
Metalworking  
Metallurgical
- **Leather Tanning**  
Processes
- **Your Ideas**  
Other areas will be considered.

## Closing Date

Applications to be received no later than 19th October 2009, 4pm at the ISS Institute office.

for staff in TAFE institutes and  
TAFE divisions of universities in Victoria

# Skills Victoria (TAFE)/ Italy (Veneto) ISS Institute Fellowships



## Advancing Victoria's Education and Training

Recognising the vital role of staff in TAFE institutions in developing and sustaining training excellence, the Victorian Government, through the Victorian Skills Commission and ISS Institute invites applications for the 'Skills Victoria (TAFE)/Italy (Veneto) ISS Institute Fellowships'.

## Benefiting Victoria

- Providing opportunities for TAFE staff in Victoria to deliver world class training and learning environments in their institutions and industry.
- Assisting in the reduction of skills shortages in key Victorian industries.
- Encouraging innovative training solutions through traditional and leading-edge technology, design, management and leadership.
- Supporting leading-edge technologies as well as traditional skill areas in contemporary contexts.
- Providing a mechanism whereby the skills, knowledge and attitudes acquired overseas are made available across Victoria and elsewhere in Australia.
- Establishing contact with overseas industry, government agencies, professional associations and educational institutions with a view to ongoing communication and projects.
- Building intercultural exchange.

## Fellowships

'Skills Victoria (TAFE)/ Italy (Veneto) ISS Institute Fellowships' will be awarded annually during the Victorian Skills Commission's sponsorship of the ISS Institute.

**Two Fellowships** are currently available.

Each successful applicant receives a maximum of \$10,000 towards costs such as airfares, living allowance, accommodation, course fees and materials. Should costs exceed \$10,000 the recipient raises the additional funds.

International  
Specialised  
Skills  
Institute



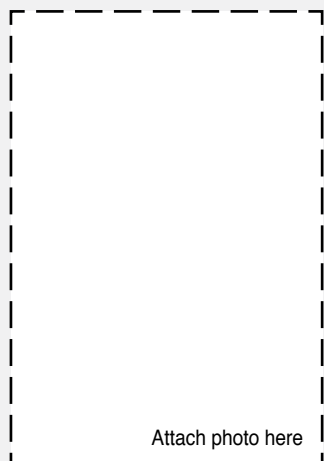
## About ISS Institute

ISS Institute is an independent, national organisation which delivers superior pathways to business growth focusing on 'skill deficiencies' through its Overseas Fellowship Program.

The ISS Institute welcomes the initiative of Skills Victoria in funding an ISS Institute Overseas Fellowship Program to assist staff in TAFE institutes and TAFE divisions of Victorian universities to further develop and enhance their learning.

Since 1999, sponsorship agreements between the ISS Institute and Skills Victoria have provided new and exciting opportunities for individuals to improve their skills and teaching expertise.

Through our long standing association with the TAFE sector, the ISS Institute has an excellent understanding of the TAFE structure and culture. Across the various sectors of national and state vocational and educational training systems – from management through to classroom teachers – the ISS Institute has an enviable record in providing a bridge between individual TAFE institutions and their staff with industry and government - new ways of thinking, new ways of working.



Attach photo here

**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

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## 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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# Skills Victoria (TAFE)/ Italy (Veneto) ISS Institute Fellowships

## 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

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## 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 you 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 \_\_\_\_\_



## Overseas Fellowship Guidelines

### Who can Apply?

- These Fellowships are open to staff in TAFE institutes and TAFE divisions of universities in Victoria. Please refer to the Fellowship Application Form 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.



## Information Hotline

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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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