



# 2010 Skills Victoria International TAFE Fellowship



[www.skills.vic.gov.au](http://www.skills.vic.gov.au)

Skills Victoria is a division of the Department of Innovation, Industry and Regional Development (DIIRD).

Skills Victoria provides strategic advice and analysis of Victoria's skill needs, and acts as the system managers for the vocational tertiary and training sector.



[www.issinstitute.org.au](http://www.issinstitute.org.au)

The International Specialised Skills Institute Inc is an independent, national organisation that for over two decades has worked with Australian governments, industry and education institutions to enable individuals to gain enhanced skills and experience in traditional trades, professions and leading-edge technologies.

At the heart of the Institute are our Fellows. Under the Overseas Applied Research Fellowship Program the Fellows travel overseas. Upon their return, they are required to pass on what they have learnt by:

1. Preparing a detailed report for distribution to government departments, industry and educational institutions.
2. Recommending improvements to accredited educational courses.
3. Delivering training activities including workshops, conferences and forums.

Over 180 Australians have received Fellowships across many industry sectors.

In addition, recognised experts from overseas conduct training activities and events. To date, 22 leaders in their field have shared their expertise in Australia.

Skills Victoria and the International Specialised Skills (ISS) Institute Inc are offering ten (10) international Fellowships in the amount of \$10,000\* each.

These Fellowships aim to provide opportunities for staff in the Victorian TAFE system, to assist in the reduction of skills shortages in key Victorian industries, to support leading-edge and traditional technologies in a contemporary setting, and to build cultural exchange.

They are intended to examine innovative approaches that demonstrate potential benefits for, and application in, Victoria.

Ten (10) Fellowships are available. **Applicants must be employed within the Victorian TAFE system.**

**Applications close at 4:00pm on Monday, September 20, 2010.**

Applications are invited in any of the industries listed:

- Advanced Manufacturing
- Aerospace
- Automotive
- Biotechnology
- Building and Construction
- Design
- Energy/Environmental Technologies
- Engineering Trades
- Food
- Furniture
- Heritage
- Information Technology
- Marine
- Primary Industries
  - Cattle, Agriculture
  - Fisheries, Forestry
- Specialist Trades

Submissions in other areas will not be considered.

\* The successful applicants (Fellows) each receive a maximum of \$10,000 towards their Fellowship costs. Any expenses in excess of this amount must be borne by the Fellow.



# Application Form

## Page 1

**Name of Fellowship** (Please see cover page of this document)

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### Employer Endorsement

(Must be signed by CEO, Director or Senior Manager)

I endorse (name of applicant)

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to participate in the overseas Fellowship and agree to support the Fellow in meeting the obligations of this Fellowship program including, but not limited to:

- Departing for overseas travel within twelve (12) months of being awarded.
- Providing a detailed report that adheres to the Institute guidelines within four (4) months of returning from overseas travel.
- Acting as, or providing a report writing mentor to the Fellow.

Name of Endorser

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Position

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Phone

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Email

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Signature

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Date \_\_\_\_\_

### Applicant Details

Title (Mr, Mrs, Ms, other) \_\_\_\_\_

Last Name \_\_\_\_\_

Given Names \_\_\_\_\_

Occupation \_\_\_\_\_

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

Business Address \_\_\_\_\_

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Business Email \_\_\_\_\_

Home Email \_\_\_\_\_

Phone (Work) \_\_\_\_\_

Phone (Mobile) \_\_\_\_\_

Phone (Home) \_\_\_\_\_

Fax \_\_\_\_\_

Home Address \_\_\_\_\_

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Signature \_\_\_\_\_

Date \_\_\_\_\_



# Application Form

## Page 2

### Attach Three (3) Letters of Support

(These are not personal references)

Letters of Support must come from the following:

- The Industry Skills Council/s appropriate to your field of application (see [www.isc.org.au](http://www.isc.org.au))
- Relevant peak industry body e.g. Victorian Automobile Chamber of Commerce (VACC)
- Firms, government agencies and/or professional associations

If you need assistance please call our office and we will happily put you in touch with the relevant organisations.

### CHECKLIST

- I have read the relevant Conditions of Entry
- I have read the relevant Selection Criteria
- I have included my 'Aim of Proposed Fellowship' list, 'Skills Deficiencies of Proposed Fellowship' list, 'Benefits to Applicant' list, three (3) Letters of Support and my Curriculum Vitae
- I have included three (3) extra copies (4 copies in total) of this form and all additional requested material in hard copy format

### Mail your application form plus three (3) extra copies (4 copies in total) to:

ISS Institute  
101/685 Burke Road  
Camberwell 3124  
Victoria Australia

P +61 3 9882 0055  
W [www.issinstitute.org.au](http://www.issinstitute.org.au)

### Aim of Proposed Fellowship

Please attach a list in point form of the aims of your proposed Fellowship and its benefits to Australia. See example of one aim below.

**Aim:** To establish a fundamental understanding and the impacts of current International best practice waste management and maintenance.

**Benefit:** Implementing these best practices in Australia will increase productivity and reduce associated wastage costs within the industry.

### Skills Deficiencies of Proposed Fellowship

Please attach a list in point form of the specific skills deficiencies that will be the focus of your proposed Fellowship (a 'skill deficiency' is where a demand for labour has not been recognised and where accredited courses are not available through Australian higher education institutions).

After each point please expand on each of your skills deficiencies. See example of one skill deficiency below.

**Skill Deficiency:** Lack of knowledge regarding current International best practice waste management and maintenance:

- Examine techniques for the removal of water-based paint from filler in spray booths.
- Understand the latest methods for cleaning spray equipment.
- Assess colour spray waste disposal.
- Determine filler maintenance and replacement protocols in respirators and spray booths.
- Research new safety equipment and technologies.
- Explore storage, disposal and recycling of waste products.

### Benefits of Proposed Fellowship

Please attach a brief list of the benefits that your proposed Fellowship will provide to your professional and personal development.

### Curriculum Vitae\*

Attach your curriculum vitae (resume) including your qualifications and any relevant memberships.

\* Please note that it is not necessary to hold a formal qualification in your chosen field of application. Your CV is used to ascertain your level of experience and interest in the field of application and will not be used as selection criteria.



# Applicant Guidelines

## Who can Apply?

- Unless stated otherwise on the **cover page** of this document, the following people may apply:
  - All Australian residents of 18 years of age and over
  - Employees from either the private or public sectors or applicants who may be self-employed
  - Persons with significant and ongoing expertise in their field of application who have established networks related to their field
- Please see 'Selection Criteria' and 'Conditions of Entry' below for more information.

## How to Apply

- Check that your chosen field of application is included in one of the industries listed on the cover page of this document
- Fill in page 1 of the application form and attach it as a front cover to your attached material
- Provide all additional requested information
- Complete the checklist

## Selection Process

- Each submission will be evaluated by senior Institute team members
- Short-listed applicants are then interviewed by a selection panel of members, including the Fellowship sponsor, industry representatives, and members of the Institute's team
- Interviews may be conducted in person or by teleconference
- The selection panel's decision is final and binding, and given the number of applications we receive we are unable to provide feedback on individual applications
- Each applicant will be advised of the outcome of their application. Fellowship recipients are awarded their Fellowship at a formal presentation held each year

## Selection Criteria

- A willingness to learn and share skills with others
- Clear written and oral communication skills

## Conditions of Entry

1. Applications must be received by the Institute before the closing date indicated on the cover page of this document
2. The applicant must have employer endorsement to undertake the Fellowship
3. Applications must include three (3) letters of support as per the application form
4. The applicant agrees to the duration of the overseas component of the Fellowship being approximately two to three (2–3) weeks
5. Upon notification, the successful applicant (Fellow) agrees to enter into a contractual agreement with the Institute to ensure the Fellowship requirements are met
6. A detailed report is to be written by the Fellow based on their application and the identified skills deficiencies, aims and benefits to Australian industry highlighted within
7. The final report is to be received by the Institute within four (4) months of the Fellow's return from overseas
8. The Fellow agrees to act as a representative of the Institute while participating in the Fellowship Program
9. The Institute panel's decision is final and binding and no correspondence will be entered into

## Enquiries

- If you have any questions please contact us on the phone number or email below and/or read the [FAQs](#) on our website

ISS Institute  
101/685 Burke Road  
Camberwell 3124  
Victoria Australia



P +61 3 9882 0055  
E [fellowships@issinstitute.org.au](mailto:fellowships@issinstitute.org.au)  
W [www.issinstitute.org.au](http://www.issinstitute.org.au)