

2011 Furnishing Industry Association of Australia (Vic/Tas) International Fellowship

The Furnishing Industry Association of Australia (Vic/Tas) Inc and the International Specialised Skills Institute Inc (ISS Institute) are offering one (1) international Fellowship in the amount of \$10,000.*



Furnishing Industry Association of Australia (Vic/Tas) Inc.

www.fiaavictas.org.au

The Furnishing Industry Association of Australia (Vic/Tas) Inc is the state peak representative body established to promote the profitable growth, competitiveness, innovation and export readiness of all Furnishing and Allied Industry participants.



International
Specialised
Skills
Institute

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.

Interviews will be conducted on Thursday July 7 2011.

In addition to the Conditions of Entry, the successful applicant (Fellow) will be required to carry out the following:

- Presentations at two workshops
- A 20 minute talk at an industry luncheon
- 24 hours of one-on-one consultation with Furniture Australia members

The Fellow must set aside the evening of Friday July 22 2011 for attendance at the Furnitex Gala Dinner where the Fellowship winner will be announced.

This Fellowship aims to promote the acquisition of higher-level skills and an appreciation of international best practice in the Australian furniture industry. It is intended to examine innovative approaches that demonstrate potential benefits for, and application in, Australia.

Applications close at 4:00pm on Thursday, June 30, 2011.

The Fellowship will be open to residents of Victoria and Tasmania over 18 years of age. Applications will be invited from employees of Furniture Australia members, or from persons involved in the industry who can demonstrate that the information gained on the topic they have chosen will be of benefit to a sector of the furniture and bedding industry. Applications should focus on one of the following areas:

Design

For example:

- Methods of working with designers
- Trends, materials, fashion
- Ergonomics for the current population
- Commercial, hotel hospitality

Marketing

For example:

- Branding
- Channels to market
- Research – comparative
- Commercial, hotel hospitality
- Points of difference e.g. Australian Made versus imported products

Production Management

For example:

- IT
- Robotics
- Plant layout and mapping
- Just-in-time/Lean manufacturing
- Latest machine technology

Production Skills

For example:

- Wood machining – new technology
- Polishing – new techniques
- Assembly – water-based finishes
- Upholstery – fashions
- Environmental – waste management
- Crafty looks – green certification schemes

Training

For example:

- Comparison to overseas – content, methods of delivery, course structure
- Middle management
- Master Trade qualification
- Skill sets
- Attracting young people to the industry

Submissions in other areas will not be considered.

* The successful applicant (Fellow) receives 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)

Employer Endorsement

Must be signed by CEO, Director or Senior Manager. If you are self-employed please leave this section blank.

I endorse (name of applicant)

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

- Departing for overseas travel within twelve (12) months of being awarded.
- Providing a detailed report that adheres to the ISS Institute guidelines within eight (8) weeks of returning from overseas travel.
- Acting as, or providing a report writing mentor to the Fellow.
- Ensuring that the Fellow completes the required three (3) Dissemination Sessions within three (3) months of their report being printed.

Name of Endorser

Position

Phone

Email

Signature

Date

Applicant Details

Title (Mr, Mrs, Ms, other) _____

Last Name _____

Given Names _____

Occupation _____

Business Name _____

Business Address _____

Business Email _____

Home Email _____

Phone (Work) _____

Phone (Mobile) _____

Phone (Home) _____

Fax _____

Home Address _____

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)
- The peak industry body/bodies appropriate to your field of study.
- 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 **four (4) copies** (in hard copy format) of:

- My Aim of Proposed Fellowship list
- My Skills Deficiencies of Proposed Fellowship list
- My Benefits to Applicant list
- My three (3) Letters of Support
- My Curriculum Vitae
- This Application Form

Mail your application – four (4) hard copies of all documentation – to:

ISS Institute
Level 1, 189 Faraday St
Carlton 3053
Victoria Australia

P +61 3 9347 4583
W 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 (resumé) 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 the front cover of your application 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, including the Fellowship sponsor, industry representatives, and members of the ISS 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 ISS 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 ISS 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 ISS Institute within eight (8) weeks of the Fellow's return from overseas
8. The Fellow agrees to act as a representative of the ISS Institute while participating in the Fellowship Program
9. The ISS 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

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Carlton 3053
Victoria Australia



P +61 3 9347 4583
E fellowships@issinstitute.org.au
W www.issinstitute.org.au