



# 2012 International Building & Construction Fellowship

The Construction and Property Services Industry Skills Council (CPSISC) and the International Specialised Skills (ISS) Institute Inc are offering an international Fellowship in the amount of \$12,500.



Construction & Property Services  
Industry Skills Council

[www.cpsisc.com.au](http://www.cpsisc.com.au)

CPSISC represents the workforce training and skills development needs of the construction and property services industries.

More than 2 million Australians work in over 500,000 enterprises within the sector. Together these workers and companies contribute greatly to Australia's infrastructure by underpinning the nation's economic and social fabric. CPSISC is committed to encouraging recruitment to meet current skill shortages and the future demand for a skilled workforce.



[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.

The successful applicant receives \$12,500 towards their Fellowship costs. They then travel overseas and bring new skills back to Australia, providing benefits to our country and furthering their own professional development.

The aim of this Fellowship is to promote the acquisition of higher-level skills and an appreciation of international best practice in the Australian building, construction and property services industries.

It is intended to examine innovative approaches that demonstrate potential benefits for, and application in, Australia.

**Applications close at 4.00pm on Friday, 30 March, 2012.**

One (1) Fellowship is available. Applications are open to people Australia-wide in the building, construction and property services industries in one of the following areas:

- Sustainability
- Recycling
- Building Design
- Heritage Trades
- Specialist Building and Construction Trades
- Trades including (but not limited to):
  - Carpentry
  - Plumbing
  - Tiling
  - Roofing
  - Concreting
  - Bricklaying
  - Plastering
  - Painted finishes
  - Fit out

## We are Here to Help

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



# Application Form

## Page 1

### 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 upon returning from overseas travel.
- 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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

How did you hear about this Fellowship? (E.g. ISS Institute website, ISS Institute 'Update', Twitter, Facebook, colleague)

\_\_\_\_\_

### 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](http://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 Applicant Guidelines.

I have included **four (4) copies** (in hard copy format) of:

- Application Form
- Aims
- Skills Deficiencies
- Benefits
- Three (3) Letters of Support
- Curriculum Vitae.

**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](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 to be Investigated

Please attach a list of the specific skills deficiencies that will be the focus of your proposed Fellowship. After each skills deficiency please expand in point form. (Skills deficiencies are identified skills and/or knowledge readily available overseas but recognised as being deficient in Australia).

See example of one skills deficiency below.

**Skills Deficiency 1:** Record and investigate the new techniques available for the conservation and preservation of iron vessels:

- Identify and assess the relevant methods of current best-practice restoration.
- Interpret the results to achieve the most appropriate outcome.
- Learn new methods that bridge the gaps between the skills investigated.

**Action:** document the new methods of restoration and conservation.

**Action:** based on this research, develop a draft list of recommendations for conserving large iron objects in Australian collections.

### Benefits of Proposed Fellowship

Please attach a list briefly outlining the benefits to you, both personally and professionally, of accepting this Fellowship.

### 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.



# 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.
- Those with a willingness to learn and share skills with others.
- Those with clear written and oral communication skills.
- Please see '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 ISS Institute team members.
- Short-listed applicants are then interviewed by a selection panel, including the Fellowship sponsor, industry representatives, and members of 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.

## Conditions of Entry

1. Applications must be received by 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 (not relevant for those who are self-employed).
3. Applications must include three (3) letters of support as stated on page two (2) of the application form.
4. The duration of the overseas component of the Fellowship is generally two to three (2–3) weeks.
5. Successful applicants will enter into a contractual agreement with ISS Institute to ensure that all Fellowship requirements are met.
6. Each Fellow will provide a detailed written report outlining their findings and the results of research undertaken during the overseas component of the Fellowship.
7. Each Fellow will ensure that they present the final report to ISS Institute within three (3) months of their return from overseas travel.
8. Our Fellows agree to be ambassadors of ISS Institute throughout their Fellowship program and into the future.
9. The ISS Institute panel's decision is final and binding.

## 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  
Level 1, 189 Faraday St  
Carlton 3053  
Victoria Australia

P +61 3 9347 4583  
E [fellowships@issinstitute.org.au](mailto:fellowships@issinstitute.org.au)  
W [www.issinstitute.org.au](http://www.issinstitute.org.au)

