



2012 Skills Victoria Overseas Fellowship

Skills Victoria and the International Specialised Skills Institute (ISS Institute) are offering 4 overseas Fellowships in the amount of \$13,000¹ each.



Department of Education and Early Childhood Development

www.skills.vic.gov.au

Skills Victoria supports and facilitates access to training and tertiary education opportunities so that Victorians have the skills and capabilities essential for a rewarding life, and Victoria has a globally competitive workforce.



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.

These Fellowships aim to provide opportunities for staff in Victorian TAFE Institutes and listed Victorian Government contracted Registered Training Organisations (including Adult, Community & Further Education providers)² to assist in the reduction of skills deficiencies in key Victorian industries, to support leading-edge 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. A key outcome of each Fellowship is identifying links between training and industry productivity.

Four (4) Fellowships are available. Applicants must be employed in a Victorian TAFE Institute or a Victorian Government contracted Registered Training Organisation².

Applications close at 4.00pm on Friday 30 March 2012³

Applications are invited in any of the industries listed:

- Advanced/Lean Manufacturing
- Aerospace
- Building and Construction
- Clean Energy Technologies
- Engineering Trades
- Health and Community Services
- New and Emerging Technologies (e.g. Digital)
- Manufacturing
- Property and Business Services
- Tourism and Regional Development
- Adult and Community Education, and Vocational Education and Training Pedagogy

Applications that can demonstrate a specific skills deficiency in other industries that will directly benefit Victoria's economic development will also be considered.

¹ The successful applicants (Fellows) each receive a maximum of \$13,000 towards their Fellowship costs. Any expenses in excess of this amount must be borne by the Fellow.

² Registered Training Organisations (RTOs) that are contracted as providers of Victorian Government subsidised Training in 2012. Funding is provided through the Skills for Victoria program. See list at: www.skills.vic.gov.au/get-training/find-a-provider-or-university/list-of-contracted-registered-training-organisations

³ Shortlisted applicants must be available to attend an interview in Melbourne on Monday 23 April 2012.



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).
- 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

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
W www.issinstitute.org.au

