



2016 Higher Education and Skills Group International Fellowship

An ISS Institute Fellowship



www.education.vic.gov.au

The Higher Education and Skills Group supports and facilitates the delivery of quality training that meets current and future industry needs, grows employment and further education outcomes and promotes equity and address disadvantage.



www.issinstitute.org.au

The International Specialised Skills Institute Inc is an independent, national organisation that for over 25 years 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.

Higher Education and Skills Group (HESG) and International Specialised Skills Institute (ISS Institute) are offering 10 overseas Fellowships in the amount of \$13,000¹ each.

The Fellowships aim to develop opportunities within the Vocational Education and Training (VET) sector to assist in building an Education State in Victoria that produce excellences and reduce the impact of disadvantage.

These Fellowships are intended to examine innovative approaches that demonstrate potential benefits for, and application in, Victoria. A key outcome of each Fellowship is developing effective approaches for student engagement and participation, quality teaching and learning, employment and industry productivity.

10 Fellowships are available to vocational training practitioners who are employed within the Victorian Government contracted Registered Training Organisations (RTOs)² and Adult, Community and Further Education (ACFE) Board registered Learn Local Organisations (LLOs)³, including TAFEs and private RTOs.

Applications close at 4:00pm on Monday 26 September, 2016.

Applications are invited for fellowships that will support the continued development of VET delivery with priority given to Developing Quality Education and Training Systems and/or Supporting Disadvantaged Persons through Education and Training.

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 application and welcome your enquiry by phone or email to (03) 9347 4583 or fellowships@issinstitute.org.au

Notes:

1 Each successful applicant (Fellow) receives a maximum of \$13,000 towards his/her Fellowship costs. Any expenses in excess of this amount must be borne by the Fellow.

2 Registered Training Organisations (RTOs) contracted as providers of Victorian Government subsidised Training in 2016. See list at: www.education.vic.gov.au/

3 Learn Local Organisations (LLOs) that are registered with the Adult, Community and Further Education (ACFE) Board in 2016.



Application Form

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2016 Higher Education and Skills Group Overseas Fellowship

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

Occupation Field for Fellowship _____

Applicant Details

Title (Mr, Mrs, Ms, other):	Last Name:	Given Names:
Occupation:		
Business Name:		
Business Address:		
Business Email:		
Home Email:		Fax:
Phone (Work):	Phone (Mobile):	Phone (Home):
Home Address:		
Signature:		Date:



Application Form

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Employer Endorsement

Must be signed by CEO, Director or Senior Manager.

I endorse (name of applicant) _____

To participate in the overseas Fellowship program, the Fellows agree to comply by 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
- Develop local connections with the education sector in Victoria to ensure the knowledge being gained from the proposed Fellowship is being shared and/or applied within the education and training sector as well as relevant industries
- Ensuring that the Fellow completes the required three (3) Dissemination Sessions within three (3) months of their report being printed
- Participating in speaking opportunities identified by the Higher Education and Skills Group.

Name of Endorser:		Position:	
Phone:	Email:		
Date:	Signature:		

Attach Letters of Support

(These are not personal references.)

Letters of Support **must** come from at least 2 of the following:

- The Skills Service Organisation/s appropriate to your field of application (see <https://www.aisc.net.au/content/skills-service-organisations>); and/or
- The peak industry body/bodies appropriate to your field of study; and/or
- Firms, government agencies and/or professional associations.

For further advice on this requirement please call our office and we will happily put you in touch with the relevant organisations.

CHECKLIST

I have read the Applicant Guidelines.

Either send the completed writable pdf form by email to:
fellowships@issinstitute.org.au

or if you are sending in a hard copy, please send to:

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



Application Form

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Key Selection Criteria

Please provide a short response (max. 300 words) against each of the Key Selection Criteria below:

1. Aim & Priority: The priority for the 2016 Fellowship is on two of the subject matters described below. Briefly describe the aim and how your proposed Fellowship represents one or both the priorities as provided below:

Priority 1: Developing Quality Education and Training Systems for VET

This must include at least one of the following:

- Delivering innovative and quality training that meets current and future industry needs
- Placing quality and continuous improvement at the heart of VET
- Developing greater employment and further educational outcomes
- Developing effective transition between pre-accredited and accredited training.

Priority 2: Supporting Disadvantaged Persons through Education and Training

This may focus on one or more of the four key components of engaging and supporting disadvantaged persons through education and training:

- **Outreach / Engagement:** A key part of the successful educational program lies in the ability to identify and engage disadvantaged persons to participate in education and training
- **Learner Support & Wellbeing:** Identifying and acting upon the welfare needs of disadvantaged persons is paramount to any successful educational program. Recognising that the sector is dealing with persons who have a variety of structural or situational obstacles before them that affect their ability to learn is essential. An effective educational program must make available the necessary and appropriate learner support and wrap around services for the learners
- **Teaching & Learning:** Teaching is crucial to the learning gained through the educational program and the richer the learning, the more meaningful the program. Engaging teaching methodologies needs be designed with an understanding of disadvantaged persons requirements, acknowledging their learning interests and building upon their pre-existing knowledge and skills

- **Pathways:** The education program must have the intent of developing skills and capabilities necessary to participate in further education and/or employment.

2. Research & Evidence: Briefly identify the research you have conducted and the evidence you have collected to indicate the need or importance of your proposed Fellowship.

3. Outcome for Education and Training Sector: The Victorian Government is focused on building an Education State that produces excellence and reduces the impact of disadvantage. The Fellowships are intended to examine innovative approaches that demonstrate potential benefits for, and application in, Victoria. A key outcome of each Fellowship is developing effective approaches for student engagement and participation, quality teaching and learning, employment and industry productivity. In relation to the above, describe the intended outcome for the education and training sector from your proposed Fellowship and how you intend to support it.

4. Local Partnership: What local connections have you formed with the education and training sector in Victoria to ensure the knowledge being gained from your proposed Fellowship is being shared and applied within the education sector as well as relevant industries?

5. Overseas Partnership: Which Institutions or Centres of Excellence will you be visiting and developing connections with overseas on your proposed Fellowship and why have you selected these?

6. Professional Capacity Development: How will the proposed Fellowship benefit you in your professional capacity and development as a vocational training practitioner? and how will it enhance your position as an expert in your field?

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?

- All applicants must either be employed within the Victorian Government contracted Registered Training Organisations (RTOs)¹ and may include TAFEs and private RTOs or by Learn Local Organisations (LLOs)² registered with the Adult, Community and Further Education (ACFE) Board.
- 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 occupations listed at Attachment 1 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 members of ISS Institute and Higher Education and Skills Group.
- 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.

¹ Registered Training Organisations (RTOs) contracted as providers of Victorian Government subsidised Training in 2016. See list at: www.education.vic.gov.au/

² Learn Local Organisations (LLOs) that are registered with the Adult, Community and Further Education (ACFE) Board in 2016.

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.
3. Applications must include at least two (2) letters of support as stated on page two (2) of the application form.
4. The duration of the overseas component of the Fellowship is approximately three (3) weeks, dependent on demands of the applied research undertaken.
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.

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Carlton, Victoria
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E fellowships@issinstitute.org.au
W www.issinstitute.org.au