



# 2017

International Specialised Skills Institute  
and the Department of Education and Training  
International Vocational Training  
Practitioner Fellowships

## Fellowship Application Guidelines



International  
Specialised  
Skills  
Institute



# Contents

Introduction .....	1
About this Fellowship.....	1
International Specialised Skills Institute (ISS Institute).....	1
What is International Applied Research? .....	2
How to apply for this Fellowship?.....	2
What are the Fellowship Priority Areas? .....	2
Priority 1: Developing Quality Education and Training Systems for VET .....	2
Priority 2: Supporting Disadvantaged Persons through Education and Training .....	2
Priority 3: Improving current practice in the Vocational Education and Training sector through the implementation of Entrepreneurial and Innovative approaches .....	3
Who can apply?.....	3
What does a Fellowship involve?.....	3
Selection Process .....	3
Conditions of Entry .....	4
Preparing your Fellowship Application .....	4
About the Application Form.....	4
What are Letters of Support? .....	4
What is an Employer Endorsement Letter? .....	5
About the Fellowship Application questions .....	5
Fellowship Application questions guidance.....	5
Enquiries .....	6

## Introduction

### **2017 International Specialised Skills Institute and the Department of Education and Training International Vocational Training Practitioner Fellowships**

**The Department of Education and Training (DET) and the International Specialised Skills Institute (ISS Institute) are offering 10 overseas Fellowships for the amount of \$13,000 each<sup>1</sup>**

**Applications close at 4:00pm on Friday 23<sup>rd</sup> June, 2017.**

ISS Institute Fellowships contribute to building the Education State by stimulating innovation and entrepreneurship within the VET sector, and reducing educational disadvantage.

Fellows will explore innovative responses to VET related challenges in industry and the classroom. Key areas are student engagement and participation, quality teaching and learning, VET pathways to employment and industry productivity.

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

## About this Fellowship

Applications are invited for Fellowships that will support the continued development of VET delivery with priority given to **ONE** of the following Priority Areas:

1. Developing Quality Education and Training Systems;
2. Supporting Disadvantaged Persons through Education and Training; or,
3. Improving current practice in the Vocational Education and Training sector through the implementation of Entrepreneurial and Innovative approaches.

## Department of Education and Training (Victoria)

The Higher Education and Skills Group supports and facilitates the delivery of quality training that meets current and future industry needs, grow employment and further education outcomes, promotes equity and addresses disadvantage. [www.education.vic.gov.au](http://www.education.vic.gov.au) / [www.education.vic.gov.au/training/Pages/default.aspx](http://www.education.vic.gov.au/training/Pages/default.aspx)

## International Specialised Skills Institute (ISS Institute)

The ISS Institute is a not-for-profit, 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, leading edge technologies and, education and training.

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

---

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

<sup>2</sup> Registered Training Organisations (RTOs) contracted as providers of Victorian Government subsidised Training in 2017. See list at: [www.education.vic.gov.au/training/learners/courses/Pages/rtolist.aspx](http://www.education.vic.gov.au/training/learners/courses/Pages/rtolist.aspx)

<sup>3</sup> Learn Local Organisations (LLOs) that are registered with the Adult, Community and Further Education (ACFE) Board in 2017

## What is International Applied Research?

Applied research is an approach used to solve practical problems. The study and research is often used in education, training and across industries with the intention of generating actionable knowledge, to find solutions or develop innovative practice that has direct applications to the world. ISS Institute's Fellowship Program invests in Australians undertaking a form of applied research outside of Australia.

## How to apply for this Fellowship?

To apply for this Fellowship you are required to:

- Complete the Application Form
- Provide a current Curriculum Vitae (resume)
- Provide 2 x Letters of Support which indicate that your Fellowship field is relevant and will benefit the industry (eg. peak industry bodies, government agencies, professional associations)
- Provide 1 x Employer Endorsement Letter indicating that you will be supported to meet the obligations associated with this Fellowship (this letter should be from your CEO, Director or Manager).

Email these documents to [applications@issinstitute.org.au](mailto:applications@issinstitute.org.au)

## What are the Fellowship Priority Areas?

International Vocational Training Practitioner Fellowships must focus on **ONE** of the Priority Areas described 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 emerging 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 will develop skills and capabilities necessary to participate in further education and/or employment.

### **Priority 3: Improving current practice in the Vocational Education and Training sector through the implementation of Entrepreneurial and Innovative approaches**

This priority area focusses on supporting VET practitioners who have innovative entrepreneurial ideas to develop the required skills and knowledge to lead their adoption and implementation.

- Do you have a new idea for solving a problem or issue in the VET sector?
- Do you have the capacity to influence others and lead change in your sector? Do you have appropriate networks in both education and industry to facilitate this?
- Are you a visionary? Persistent? Adaptable? Positive? Resilient?
- Are you ready and committed to making a lasting difference in the VET sector?

*“Ideas are easy. Implementation is hard.” (Guy Kawasaki, founder of AllTop)*

#### **Who can apply?**

- Vocational training practitioners who are employed within the Victorian Government contracted Registered Training Organisations (RTOs), including TAFEs and private RTOs or Adult, Community and Further Education (ACFE) Board registered Learn Local Organisations (LLOs)

#### **What does a Fellowship involve?**

- Fellows must use their Fellowship payment to undertake applied international research overseas.
- Overseas Fellowship research may include meeting knowledgeable leaders, conducting interviews, observation, immersion in workplaces, undertaking specialised training or attending specialist conferences.
- Fellows must manage their Fellowship funds personally to arrange their travel and international activities.
- Fellows must prepare a formal Fellowship Report documenting findings and recommendations for addressing the identified priority area within 12 months of receiving their Fellowship. ISS Institute will assist with the editing, design and publication of this Fellowship Report.
- Fellows participate in a Fellowship Induction Program and are proudly supported by ISS Institute staff throughout the Fellowship period (and beyond).
- Fellows must arrange for time off work with their employer to undertake the overseas applied research component of their Fellowship. While the Fellowship is being awarded to the individual and not their employer, it is important that the employer supports the individual’s application and will enable to individual to meet Fellowship obligations.
- Fellows will be supported throughout their Fellowship by the ISS Institute team.
- Fellows must 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.
- The Fellow must complete the required three (3) Dissemination Sessions within three (3) months of their report being printed.
- The fellow must agree (where practicable) to participate in speaking opportunities identified by the Department of Education and Training and/or the ISS Institute.

#### **Selection Process**

- Each submission will be evaluated by the Department of Education and Training and ISS Institute team members, who may draw upon specialist experts when evaluating applications.
- Short-listed applicants are then interviewed by a Selection Panel, made up of Department of Education and Training representatives and ISS Institute team members.
- Interviews may be conducted in person or by tele-conference / video-conference.
- 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.

## Conditions of Entry

1. Fellowship Application (including the attachments – Curriculum Vitae, 2 x Letters of Support, 1 x Employer Endorsement Letter) must be received by the ISS Institute by the closing date.
2. The duration of the overseas applied research component varies depending on the aims of the Fellowship (but generally Fellows spend between 2 – 4 weeks overseas).
3. Successful applicants will enter into a contractual agreement with ISS Institute to ensure that all Fellowship requirements are met.
4. Fellows must prepare a detailed Fellowship Report outlining their international research, findings and recommendations.
5. The Fellowship, including publication of the final Fellowship Report, must be completed within 12 months.
6. Fellows agree to disseminate their Fellowship learnings, findings and recommendations to peers, industry leaders and other relevant bodies and report back to the ISS Institute about these.
7. Our Fellows agree to be ambassadors of ISS Institute throughout their Fellowship and into the future.
8. Our Fellows agree to take part in periodic evaluation, generally via surveys, so we can capture the impact that a Fellowship has had at a personal, professional or industry level over time.
9. While Fellowship applicants can be undertaking tertiary studies, the Fellowship cannot be used to gain a tertiary qualification.
10. The Selection Panel's decision is final and binding.
11. Unsuccessful Fellowship applicants are welcome to apply for a Fellowship in the future.

## Preparing your Fellowship Application

Before you complete your Application Form you may want to consider these tips and ideas:

### About the Application Form

- ISS Institute prefers that Fellowship Application Forms are typed in the writeable PDF provided. However, if you have difficulty doing so hand-written or Word applications will be accepted.
- When preparing a Fellowship Application Form it is a good idea to type it up as a Word document first as this will allow you to check for spelling errors or mistakes. Make sure you save the Word document with your responses. Once completed you can then cut and paste it into the PDF Fellowship Application Form.
- When filling out your PDF Fellowship Application Form save it regularly to avoid losing content if you encounter a computer issue.
- When submitting your Fellowship Application Form please save the file as your surname and year (eg. Jones2017) and then email it (along with the attachments) to [applications@issinstitute.org.au](mailto:applications@issinstitute.org.au)

### What are Letters of Support?

Letters of Support indicate that your Fellowship field is relevant and will benefit your industry or sector. Letters of Support can come from a peak industry body, industry/sector partner, government agencies, professional associations or key partner. The best Letters of Support describe how they may support your Fellowship, convey enthusiasm and lends credibility to the need for your Fellowship topic.

Before approaching individuals who could provide you with a Letter of Support it is a good idea to make a list of potential supporters. Contact them, preferably over the phone or via email, and ask if they would be willing to provide you with a Letter of Support. It is a good idea to have a brief summary of your proposed Fellowship and explain how it will benefit your industry/sector/community when asking for a Letter of Support.

Don't forget to ask the person to put their Letter of Support on letterhead, then sign and date it.

## What is an Employer Endorsement Letter?

An Employer Endorsement Letter shows that you have discussed your Fellowship Application with your employer (eg. CEO, Director or Senior Manager).

While it is the Fellow, and not the Fellow's employer, who receive the Fellowship it is important that your employer is aware that you are applying for a Fellowship. This ensures that your employer understands you will need to take leave from work (eg. Annual Leave, professional leave etc) to travel overseas, you will be completing a Fellowship Report and seeking opportunities to disseminate your Fellowship learnings and findings.

Your employer may also want to assist you while you are developing your Fellowship Application and the priority areas you want to investigate.

## About the Fellowship Application questions

- So that all members of the Selection Panel can best evaluate your Fellowship Application, it is a good idea to avoid industry/sector jargon.
- Make sure your answers are succinct, clear and to the point – there are restricted word limits per each question so it is best to be as concise as possible.
- Consider having a friend or colleague review your Application Form to make sure there are no mistakes and that it can be easily understood.

## Fellowship Application questions guidance

You may want to consider the following tips when preparing responses to each of the Fellowship Application questions. You will be required to provide a short response (**min. 300 words – max. 500 words**) against each of the Key Selection Criteria below:

- 1. Priority Area. *Please outline the aim of your Fellowship and which priority area your Fellowship will focus on?*** In this question we want you to describe the aim of your Fellowship, how your proposed Fellowship aligns with one of the priority areas and how this will benefit you and your industry/sector now and into the future.
- 2. Research and evidence. *Please identify the research you have conducted and the evidence you have collected to indicate the need for, or importance of, your proposed Fellowship?*** In this question you have an opportunity to discuss research undertaken and/or the evidence you have collected which indicates why your Fellowship would assist in addressing the priority area you have selected. You may find that the evidence is a mix of formal research, action research or anecdotal evidence.
- 3. Outcome for education and training sector. *In what ways do you think the education and training sector will benefit from your proposed Fellowship and how you intend to support it?*** 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 desired outcome of each Fellowship is the development of effective approaches for student engagement and participation, quality teaching and learning, employment and industry productivity. While we know you may not have the answers now, you will have no doubt thought about the ways in which your Fellowship may have a positive influence in Victoria and this question is a chance to discuss that. In addition this question provides you with a chance to discuss leading practice occurring overseas but which may not be evident or occurring in Victoria (or Australia).
- 4. Local partnerships. *What local connections have you formed with the education and training sector in Victoria - ones that will help to ensure the knowledge garnered from your proposed Fellowship will be shared and applied within the education, training and industry sectors? Please identify the VET Education Network/s that you are involved with and details of your relevant industry partnerships?*** A core component of any Fellowship is disseminating learnings and ideas with colleagues, peers and influential organisations/individuals. In this question

we are interested in learning about who you believe would benefit from the outcomes of your Fellowship and the ways you might share that information. Some dissemination examples include: presentations; conferences; forums; networks; professional development; articles; blogs; social media; workshops; mentoring; and, media etc.

- 5. International partnerships/connections. Which international Institutions, organisations or centres of excellence will you be visiting and developing connections during your proposed Fellowship and why have you selected these? Please provide details of the innovative work practices that the organisation/s have implemented which aren't currently evident in Australia.** In this question, we don't expect you to have organised a detailed itinerary or travel plan as yet. However, there is an expectation that you will have identified leading practice and skill enhancement opportunities, including where these are located, who you may wish to meet and/or the type of connections (eg. shadowing, meetings, immersion, conferences).
  
- 6. Professional capacity development. How will the proposed Fellowship benefit you in your professional capacity and development as a vocational training practitioner? How will it enhance your position as an expert in your field? How will you support peers' professional capacity? What is your plan in relation to influencing and leading innovation in your sector post your Fellowship?** In this question we are interested in learning about how this Fellowship might assist you in achieving career goals now and into the future. In addition we are keen to learn about ways you might be able to assist and contribute to the professional development of colleagues and peers, and the broader sector.
  
- 7. Please provide a succinct description of your Fellowship? 150 words**  
By this stage in your Fellowship Application you will have covered most aspects of your Fellowship topic and proposal. In this question you have a chance to pitch your Fellowship proposal in a clear and thoughtful way. In many respects this is how you will convey your proposed Fellowship to your employer, those you are seeking Letters of Support from, and your peers.
  
- 8. Have you ever undertaken another Fellowship, awarded by another organisation, that was related to this Fellowship topic? If yes, please describe. 150 words**  
While you may have undertaken a Fellowship provided by another organisation in the past we prefer that it does not closely resemble this one. However, if this Fellowship Application builds upon your previous one it will still be considered.

## Enquiries

ISS Institute welcomes applications from any individual who meets the conditions of entry. Whether you are familiar with preparing submissions or have never done so in the past do feel free to contact us prior to or during the preparation of your Fellowship Application.

If you have any questions please contact the ISS Institute team:

Phone: 03 9347 4583

Email: [applications@issinstitute.org.au](mailto:applications@issinstitute.org.au)

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

Facebook: [www.facebook.com/ISSInstitute](http://www.facebook.com/ISSInstitute)

Twitter: [https://twitter.com/ISS\\_Institute](https://twitter.com/ISS_Institute)