



Applications Invited

Do you work in any of these areas and under 35 years of age?

- Environment and Sustainability
- Alternative Energy

Submissions in other areas will be considered such as:

- Manufacturing
- Food
- Automotive
- Engineering Trades
- Building and Construction
- Marine
- Furniture
- Heritage
- Primary Industries
- Specialist Trades

Closing Date

Applications to be received no later than Monday 28th June 2010, 4pm at the ISS Institute office.

Information Hotline

ISS Institute
Suite 101
685 Burke Road
Camberwell 3124

Phone (03) 9882 0055
Fax (03) 9882 9866
Email issi.ceo@pacific.net.au
Web www.issinstitute.org.au

**for technical, trades and artisans
to 35 years of age**

The George Alexander Foundation/ ISS Institute Fellowship

The Ian Potter Foundation Ltd is trustee for The George Alexander Foundation. The Foundation was established by Mr Alexander in 1972 to provide grants for public charitable purposes in Australia.

Reflecting the Founder's special interests, The George Alexander Foundation has an emphasis on helping talented young people.

Mr Alexander spent many years working in rural Australia and conservation of the environment is another important interest.

The George Alexander Foundation/ISS Institute Fellowship

The George Alexander Foundation/ISS Institute Fellowship will be awarded annually.

The successful applicant receives a maximum of \$10,000 towards costs such as airfares, living allowance, accommodation and/or course fees. Should costs exceed \$10,000 the recipient raises the additional funds.

We are here to Help

International
Specialised
Skills
Institute Inc



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

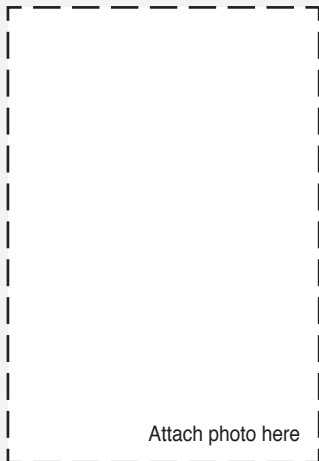
Winners of past Fellowships have given us permission to make their applications available to you – to use as inspiration and as a reference as to what is required. Call and we'll send them to you.

Building Skill, Knowledge and Understanding

- Providing opportunities for trades people and artisans in early to mid career to further develop their skills, knowledge and experience.
- Assisting in the reduction of skill deficiencies in key Australian industries.
- Encouraging innovative solutions through traditional and leading-edge technology, design, management and leadership.
- Supporting leading-edge technologies as well as traditional skill areas in heritage and contemporary contexts.
- Providing a mechanism whereby the skills, knowledge and attitudes acquired overseas are made available.
- Establishing contact with overseas industry, government agencies, professional associations and educational institutions with a view to ongoing communication and projects.
- Building intercultural exchange.

for technical, trades and artisans
to 35 years of age

The George Alexander Foundation/ ISS Institute Fellowship



PLEASE FOLLOW THE INSTRUCTIONS BELOW OTHERWISE YOUR APPLICATION MAY NOT BE PROCESSED

Attach this Application Form

to the front of your submission.

Do not retype.

Read Fellowship Guidelines & FAQs

This sets out the nature, scope and criteria for the Fellowship Program.

Conditions of Entry

The Selection Panel's decision is final and binding and no correspondence will be entered into. Application evaluations will not be provided.

Closing Date

Applications to be received no later than Monday 28th June 2010, 4pm at the ISS Institute office.

Mail Original and 3 copies to (all hard copies, no CDs)

ISS Institute
Suite 101, 685 Burke Road
Camberwell 3124
VICTORIA

Type, or print clearly please

1. Employer (CEO must sign and date this section)

PLEASE READ BEFORE SIGNING

I endorse and support the applicant to fully participate in the overseas Fellowship and to the Fellow meeting his/her obligations upon return from the study program including:

- ✓ Ensuring the Report is written under ISS Institute Guidelines within 4 months of returning from the overseas program.
- ✓ Promoting ISS Institute education/training activities which are an outcome of the Fellowship program in the organisation's promotional material as appropriate.
- ✓ Providing a working environment in which the findings can be developed and implemented.

Print clearly please

Name (First) _____ Surname _____

Title eg CEO, Director _____

Employer's signature _____ Date _____

All sections must be completed in full

2. Applicant's Personal Details

Name (Surname) _____

Name (First) _____

Your Occupation e.g Tiler, Landscape Gardener _____

Business Name _____

Title e.g. Owner, Manager, Head Stonemason _____

Business Address _____

_____ Postcode _____

Phone _____ Fax _____

Mobile _____ Email _____

Residential Address _____

_____ Postcode _____

Phone _____ Fax _____

Mobile _____ Email _____

Date of Birth (optional) _____ Male _____ Female _____



Attach this Application Form

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Do not retype.



My journey has just begun; I am at the shore's edge preparing to set sail. The mere thought of the Veneto, the countryside, the people and their passion gives direct inspiration to want to learn more about the way they live and the importance of this lifestyle. As an individual and an educator I have already undertaken a huge amount of personal growth. With my itinerary firmly in place I know that I will come home with plenty of new techniques for cheese-making and many new friends both in Australia and Italy who share the same passion. The ISS Institute offers support and the opportunity to believe in yourself and your ideas; you will be amazed at what you can achieve.

Sandra Vazzoler, Fellow

International
Specialised
Skills
Institute



Finding Your Overseas Contacts

We will assist where possible, in sourcing suitable contacts in businesses, educational institutions, courses, conferences or key experts in their field for visits to their studio, office, factory, farm or other in which to take your overseas study program.

7. Detail each Skill Deficiency

This expands on Section 3. Write using the format in the example as set out below.

Analyse	Differentiate	Carve	Appraise	Derive
Apply	Assemble	Construct	Combine	Verify
Evaluate	Blend	Mould	Compare	Calibrate
Interpret	Brush	Paint	Contrast	Classify
Perform	Build	Calculate	Formulate	Distinguish

Example. Extract from a successful Fellowship application of three of the six identified skill deficiencies:

1. Collect record and analyse environmental data from 'natural' truffle growing

Analyse the composition, structure, pH and water holding capacity of soils; the regional weather data such as max/min temperatures and rainfall averages; the seasonal yields relative to particular local weather phenomena.

To become skilled in understanding the environmental conditions found in the eco systems supporting truffle production.

2. Differentiate methods of processing in relation to the production of 'value added'

Conduct an analysis and record information sourced - visits, observation and interview of regional food 'value adding' operations. Determine European methods of truffle incorporation into compatible and complimentary foods, condiments and oils

To gain an understanding of traditional and current methods of the blending of complementary food products.

3. Identify European methods of grading product/quality control, and marketing for the traditional local and the competitive overseas markets.

Engage in local market and dedicated seasonal festival activities. Observe and grading, quality, handling and storage techniques used in those forums. Conduct with industry 'agents' in relation to marketing, quality control and the expectations of international markets. Determine packaging and shipping methods.

To become skilled in determining the grading, quality and handling and shipping. Learn European tradition in local marketing and festival activities to foster innovation own regional agri tourism activities. To gain an understanding of overseas trading expectation of international markets.

8. Overseas Destinations

State 'how' eg workshop, conference, site visit, interview key person and 'where' eg organisation and country the education/training can be acquired.

9. Benefits to Australia

Identify and list the benefits in bringing these skill deficiencies to your industry and occupation and, in turn, to the Australian economy and the higher education system (universities and TAFE) as detailed in this application.

10. Benefits to your Professional Development/Career

List the benefits to your professional and personal development.

11. Letters of Support to validate you Skill Deficiencies

Attach a minimum of three (3) **Letters of Support**.

The purpose is for those in your industry/occupation in a senior executive position to endorse the skill deficiencies as listed in your application in Sections 3 and 7 - **note** these letters are not personal recommendations.

Please find attached letters from the following people/organisations:

- [] You must include a letter from the 'Industry Skills Council/s' appropriate to your industry
- [] Peak industry bodies for example MBA, VECCI
- [] Firms
- [] Government agencies
- [] Professional associations

Applicant's

Signature _____

Date _____



Overseas Fellowship Guidelines

Who can Apply?

- Fellowships are open to self-employed, or those working in public or private organisations, professional and tradespeople depending on the specific Fellowship on offer. Please refer to the Fellowship Application Forms for further information.

Does funding come with the Fellowship?

- Yes. Each Fellowship has a specific amount of funds which is towards costs incurred in the overseas study program such as airfares, living allowances and approved course or conference fees.

How do I apply?

- Check the industry sector/s and occupations listed in the various Fellowship Application Forms on offer to make sure you are eligible. Complete all sections on the Form.
- Print out and fill in the Application Form and attach as a front cover to your supporting material.
- Entries will not be returned. As entries are not returned, please only include copies of original material such as photographs.

Will you assist me in preparing my submission?

- Whether you have had previous experience in preparing submissions and require more information, or have never applied for any grant or Fellowship before, we are here to advise and assist you where possible in the preparation of your submission as part of our Mentoring Program.

Will you assist me with the Fellowship program, if I win one?

- Yes. ISS Institute has a Mentoring Program specifically for Fellows. We aim to assist where possible at every stage of the Fellowship Program.
- The **ISS Institute Fellowship Procedures Manual** sets out the steps and the requirements from when you are awarded your Fellowship to the completion of your Report when you return from overseas.
- Fellows have access to ISS Institute networks here and overseas. Where you go and what you do is negotiated with ISS Institute. ISS may provide introductions and/or letters of support to assist in securing meetings with key individuals/firms.
- Each Fellow's itinerary must be completed and approved by ISS Institute prior to departure and for signing off on the 'Agreement'.

What happens if I change my employment circumstances should I be awarded a Fellowship?

Fellowships are awarded to individuals, and the Fellowship travels with you whatever your employment situation. If you are employed in an organisation, then you are to arrange for your employer to support you throughout the Fellowship Program. Should you change from one employer to another once you have been awarded a Fellowship, then the employer who initially supported your application is to be acknowledged in your final report; they will also receive a copy of the report.

I have applied for a Fellowship and was not successful. Can I apply again?

- Yes. You are welcome to apply again. Whilst you may not gain a Fellowship in one year, you may in another.

Can I apply for more than one Fellowship?

- Yes. If the skill deficiencies identified and the selection criteria are fulfilled, you may submit an application for each Fellowship.

Are there targeted Industries and occupations connected to the Fellowships?

- Yes. Each Fellowship specifies the targeted industries and occupations. Please refer to the specific Fellowship Application Forms for further information.
- However, you may have knowledge of skill deficiencies that we are not aware of, so ring and talk to us.



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Overseas Fellowship Guidelines

What can be included in the overseas program?

- The Fellow's study program may be a course of study, visits to, or placement in a firm, or with an individual, educational institutions, professional associations and/or government agencies.

What are the Conditions of Entry?

- The Selection Panel's decision is final and binding and no correspondence will be entered into.
- Application evaluations will not be provided.
- Winners will be awarded their Fellowship at a formal presentation held each year.

How long am I overseas?

- It is for a 2 to 3 week period. Longer periods may receive special consideration. Fellowships must be undertaken within twelve months of being advised in writing that their submission has been successful.

Can I keep what I learn overseas, or do I have to share with others?

- Fellowship winners must pass on what has been learnt overseas through written and oral reports. These are prepared under the guidelines provided by ISS Institute. Also Fellows conduct at least one activity within six months of return. It doesn't matter if you have never written a report or taught before, we work with you step-by-step, and if you have experience teaching, we will seek to further enhance your capabilities.

What is involved in the selection process?

- All submissions will be evaluated.
- A short list of applicants will be interviewed by the Selection Panel. The panel members may include the sponsor/s, ISS Institute and industry representatives as appropriate.
- Interviews may be conducted in person or by phonelink.
- The winners and the unsuccessful applicants will be notified in writing by ISS Institute.

Is there an eligibility and selection criteria?

- Yes. The applicant must demonstrate a commitment to innovative solutions, learning and sharing their skills and knowledge with others.
- Applications must address each of the areas set out and provide clear evidence of:

Skills and Knowledge The skills and knowledge targeted in the Fellow's study program are unavailable in accredited Australian TAFE or university courses.

Workplace Practice Demonstrated commitment to innovation, technology and leadership and/or teaching excellence. Significant, proven and on-going expertise in their field of endeavour. Participate in established networks related to his/her area of work.

Employer Support For those in an employment situation, support from the employer for the applicant to fully participate in the Fellowship program and the employer's commitment to the Fellow's obligations upon return from the study program is advised.

Communication and Presentation Literacy skills are essential. Oral and presentation skills in keeping with the ISS Institute's aims and outcomes. Capacity to undertake education and training activities with a diverse range of clients on completion of the study program. Previous teaching experience is not required.

Who owns the intellectual property and copyright?

- The ISS Institute 'Agreement' specifies intellectual property and copyright ownership will be applied to the Fellowship winner.

Can I change my overseas program after I have signed the Fellowship Agreement?

- The program must be approved and cannot be altered without the consent of the awarding bodies.

When can I apply and when do applications close?

- Applications are called for at various times of the year. Please see individual Fellowship Application Forms and deadlines.

Can I get a Fellowship to gain work experience overseas eg an internship, or for furthering my studies such as a PhD?

- No.

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