

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 58 of 2011
E/75/60/02

21 October 2011

From: *Senior Chief Executive, Ministry of Civil Service and Administrative Reforms*

To: *Supervising Officers i/c Ministries/Departments*

Australia Awards – Short Course Award (SCA) 2012

The Australian Government is offering Short Course Awards in 2012 to African countries including Mauritius. The short courses will normally last for three months and the fields of study are as follows:

➤ **Public Policy**

- Organizational Development
- Public Private Partnerships (PPPs)
- Technical and Vocational Education and Training Policy Reform
- Technical and Vocational Education and Training Teacher Skills Upgrade
- Trade Policy Design, Analysis and Negotiation.

➤ **Agriculture**

- Water harvesting and small scale irrigation
- Livestock

2. The aim of these short-term scholarships is to foster and strengthen capacity of partner countries in the areas mentioned above for *mid to senior career professionals*.

3. The Australian Government will fund the travel and course costs including a stipend for successful candidates. Female candidates and persons with disability are encouraged to apply.

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4. Applicants should read the information contained in the box '**Desired Applicant Profile**' for the relevant field of study to ensure that they meet the criteria before completing the application form. Applicants can download the Preliminary Application Form and other documents from the Mauritius page of www.adsafrica.com.au or from this Ministry's website: <http://civilservice.gov.mu>. The deadline for submission of applications is **Friday 16 December 2011**.

5. Applications should be submitted directly to postal address: **Australia Awards for Africa, Applications Coordinator, GRM International, Bag X38, Hatfield, Pretoria 0028, South Africa** or courier address: **Australia Awards for Africa, Applications Coordinator, GRM International, 1140 Prospect Street, Level 3, Building 3, Hatfield Square, Hatfield, Pretoria 0028, South Africa**. A copy of the application should be submitted to **The Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, Attn: Mr Lobind, 4th Floor, Atom House, Royal Street, Port Louis**, through the Supervising Officer of the candidate.

6. It would be appreciated if the contents of this Circular Letter could be brought to the attention of **all eligible public officers** serving in the different Divisions of your Ministry/Department including parastatal agencies falling under the purview of your Ministry.

(S. Seebaluck)
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service



Australian Government

★ Australia Awards

DESIRED APPLICANT PROFILE – AGRICULTURE SHORT COURSES	
Target Group	<ul style="list-style-type: none"> ▪ You are a national of an eligible country ▪ You are a mid to senior-level professional working in an agriculture policy, practice, research or reform role ▪ You are currently employed in an agriculture institution, ministry, NGO or private company ▪ You have a clear vision for how you will use the knowledge gained through the short course to improve agricultural policy, practice, research or reform in your home country
Eligibility	<ul style="list-style-type: none"> ▪ You must be between 25 and 50 years of age at the date of your application ▪ You have at least five years' post-graduation work experience in an agricultural policy, practice, research or reform role. Preference will be given to candidates with greater periods of experience ▪ You must be willing to make a formal commitment to return to your current employment following completion of the short course ▪ Satisfactory English proficiency is required as the course will be delivered in English ▪ You must meet the general minimum eligibility criteria outlined below ▪ Female candidates and people with a disability are encouraged to apply
Support Service Options	<ul style="list-style-type: none"> ▪ Special needs assistance as deemed appropriate on a case-by-case basis
General Eligibility Criteria for Short Course Applicants	
To be eligible for a short course applicants must	<ul style="list-style-type: none"> ▪ have citizenship of and be currently living in the country of your nationality; ▪ not be married to/or be a defacto of, or engaged to be married to, a person who holds or is eligible to hold Australian or New Zealand citizenship or permanent resident status; ▪ not hold or have held an Australian Government funded scholarship in the preceding 2 years at the time of application; ▪ satisfy any specific criteria established by the applicant's country and/or government of citizenship; ▪ satisfy all requirements of the Department of Immigration and Citizenship (DIAC) for an AusAID student visa; and ▪ satisfy any specific admission requirements of the Institution at which the short course is to be undertaken ▪ hold a Bachelor's Degree or equivalent

Applicants must inform the Australian Government of any connection or relationship to staff employed by the Australian Government or with Managing Contractors at the time of application.

Course Details	
Two courses are available. Applicants can indicate their preference for courses but if selected, will only undertake one course.	
Water harvesting and small scale irrigation	Engineering Agronomy Irrigation operation Farmer roles Integrated watershed planning and management
Livestock	Forage development, feed conservation and livestock management for ruminants, including dairy cattle (plus dairy product processing and hygiene); Meat – ruminant butchering, quality control and hygiene, especially for small-scale abattoirs and butcheries; Animal husbandry and management (Beef and Dairy cattle and goats); Grazing and fodder management; Animal nutrition management including the use of fodder and supplements Fodder management and conservation (irrigated and rainfed), and; Understanding of markets, supply chains and post-farm processing (for example, abattoir hygiene and management, butchering and food safety) A one week Practical Experience Component in the participant's choice of one special interest subject from the following: Veterinary Sheep farm management Cattle feed lot Commercial Dairy Pastures and nutrition Grazing management Beef development

Note: Australian institutions are yet to be selected to deliver these courses. Courses are anticipated to commence in June and September 2012 and run between four to twelve weeks. Applicants should indicate their preference for either the June or September 2012 intake.

Australia Awards for Africa
Short Courses 2012
For further information visit: www.adsafrica.com.au
Online application open 01 October 2011





DESIRED APPLICANT PROFILE – PUBLIC PRIVATE PARTNERSHIPS (PPP)

SHORT COURSE

Target Group	<ul style="list-style-type: none"> ▪ You are a national of an eligible country ▪ You are a mid to senior-level professional working in the field of public policy/ PPP, corporate social responsibility or similar ▪ You are currently employed in a Government agency/ministry, international development organization, policy/research institution, civil society organization, NGO or a private company ▪ You have a clear vision for how you will use the knowledge gained through the short course to improve PPP policy, practice, research or reform in your home country
Eligibility	<ul style="list-style-type: none"> ▪ You must be between 25 and 50 years of age at the date of your application ▪ You have at least five years' post-graduation work experience in a PPP related role. Preference will be given to candidates with greater periods of experience ▪ You must be willing to make a formal commitment to return to your current employment following completion of the short course ▪ Satisfactory English proficiency is required as the course will be delivered in English ▪ You must meet the general minimum eligibility criteria outlined below ▪ Female candidates and people with a disability are encouraged to apply
Support Service Options	<ul style="list-style-type: none"> ▪ Special needs assistance as deemed appropriate on a case-by-case basis

General Eligibility Criteria for Short Course Applicants

To be eligible for a short course applicants must	<ul style="list-style-type: none"> • have citizenship of and be currently living in the country of your nationality; • not be married to/or be a defacto of, or engaged to be married to, a person who holds or is eligible to hold Australian or New Zealand citizenship or permanent resident status; • not hold or have held an Australian Government funded scholarship in the preceding 2 years at the time of application; • satisfy any specific criteria established by the applicant's country and/or government of citizenship; • satisfy all requirements of the Department of Immigration and Citizenship (DIAC) for an AusAID student visa; and • satisfy any specific admission requirements of the Institution at which the short course is to be undertaken • hold a Bachelor's Degree or equivalent
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Applicants must inform the Australian Government of any connection or relationship to staff employed by the Australian Government or with Managing Contractors at the time of application.

Course Details	
Public Private Partnerships (PPPs)	Background to PPP Outline of Public Infrastructure and Service Sectors Role of the Private Sector in Service Provision and Setting service standards Policy, Regulatory and Institutional Frameworks including role of Government PPP units Process of private sector outsourcing including due diligence requirements Evaluation of value for money bids Public Financial Management and Risk Assessment Building consensus and consultation with stakeholders including community groups Anti-corruption mechanisms Good examples of PPP Projects and Toolkits

Note: Australian institutions are yet to be selected to deliver these courses. Courses are anticipated to commence in June and September 2012 and run between four to twelve weeks. Applicants should indicate their preference for either the June or September 2012 intake.



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DESIRED APPLICANT PROFILE - TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) SHORT COURSES

Target Group	<ul style="list-style-type: none"> ▪ You are a national of an eligible country ▪ You are a mid to senior level professional working in a TVET policy, practice, research or reform role ▪ You are a mid to senior level professional working in a TVET leadership, policy, strategy or institutional reform (or change management) role ▪ You are currently employed within the TVET System in the public, private or civil society sector ▪ You have a clear vision for how you will use the knowledge gained through the short course to improve TVET policy, practice, research or reform in your home country
Eligibility	<ul style="list-style-type: none"> ▪ You must be between 25 and 50 years of age at the date of your application ▪ You have at least five years' post-graduation work experience in a TVET policy, practice, training, research or reform role. Preference will be given to candidates with greater periods of experience ▪ You must be willing to make a formal commitment to return to your current employment following completion of the short course ▪ Satisfactory English proficiency is required as the course will be delivered in English ▪ You must meet the general minimum eligibility criteria outlined below ▪ Female candidates and people with a disability are encouraged to apply
Support Service Options	<ul style="list-style-type: none"> ▪ Special needs assistance as deemed appropriate on a case-by-case basis
General Eligibility Criteria for Short Course Applicants	
To be eligible for a short course applicants must	<ul style="list-style-type: none"> ▪ have citizenship of and be currently living in the country of your nationality; ▪ not be married to/or be a defacto of, or engaged to be married to, a person who holds or is eligible to hold Australian or New Zealand citizenship or permanent resident status; ▪ not hold or have held an Australian Government funded scholarship in the preceding 2 years at the time of application; ▪ satisfy any specific criteria established by the applicant's country and/or government of citizenship; ▪ satisfy all requirements of the Department of Immigration and Citizenship (DIAC) for an AusAID student visa; and ▪ satisfy any specific admission requirements of the Institution at which the short course is to be undertaken ▪ hold a Bachelor's Degree or equivalent

Applicants must inform the Australian Government of any connection or relationship to staff employed by the Australian Government or with Managing Contractors at the time of application.

Course Details

Two courses are available. Applicants can indicate their preference for courses but if selected, will only undertake one course.

Technical and Vocational Education and Training Reform	The Australian TVET system – reforms and reflections Educational leadership and strategy Curriculum perspectives Human resource planning/strategy and industry engagement Assessment and Australian industry requirements Apprenticeships and on-the-job training models TVET and ICT Strategies for gender inclusive VET reform Policy and planning in a TVET organization Policy, communication and research
Technical and Vocational Education and Training Teacher Skills Upgrade	Contemporary issues in TVET within the African context Values and ethics in TVET Instructional design and development for learning programs Core vocational teaching strategies Teaching literacy and numeracy Plan and organize group based delivery Working effectively in vocational education and training as a manager and leader Foster and promote an inclusive learning culture Ensure a safe and healthy learning environment Personal understanding and interpersonal communication with respect to diversity Facilitate individual learning Facilitate work based learning Design, plan, organize and evaluate assessment tools and strategies

Note: Australian institutions are yet to be selected to deliver these courses. Courses are anticipated to commence in June and September 2012 and run for four to twelve weeks. Applicants should indicate their preference for either the June or September 2012 intake.

Australia Awards for Africa
Short Courses 2012
For further information visit: www.adsafrica.com.au
Online application open 01 October 2011





Australian Government

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DESIRED APPLICANT PROFILE – ORGANISATIONAL DEVELOPMENT (OD) SHORT COURSE

Target Group	<ul style="list-style-type: none"> ▪ You are a national of an eligible country ▪ You are a mid to senior-level professional with OD being a key part of your role ▪ You are a OD practitioner, manager/line manager overseeing OD initiatives ▪ You are currently employed in a ministry, government agency, policy/research institution, NGO or private company ▪ You have a clear vision for how you will use the knowledge gained through the short course to apply organizational development policy, practice or research in your home country
Eligibility	<ul style="list-style-type: none"> ▪ You must be between 25 and 50 years of age at the date of your application ▪ You have at least five years' post-graduation work experience in the field of OD or similar. Preference will be given to candidates with greater periods of experience ▪ You must be willing to make a formal commitment to return to your current employment following completion of the short course ▪ Satisfactory English proficiency is required as the course will be delivered in English ▪ You must meet the general minimum eligibility criteria outlined below ▪ Female candidates and people with a disability are encouraged to apply
Support Service Options	<ul style="list-style-type: none"> ▪ Special needs assistance as deemed appropriate on a case-by-case basis

General Eligibility Criteria for Short Course Applicants

To be eligible for a short course applicants must	<ul style="list-style-type: none"> ▪ have citizenship of and be currently living in the country of your nationality; ▪ not be married to/or be a defacto of, or engaged to be married to, a person who holds or is eligible to hold Australian or New Zealand citizenship or permanent resident status; ▪ not hold or have held an Australian Government funded scholarship in the preceding 2 years at the time of application; ▪ satisfy any specific criteria established by the applicant's country and/or government of citizenship; ▪ satisfy all requirements of the Department of Immigration and Citizenship (DIAC) for an AusAID student visa; and ▪ satisfy any specific admission requirements of the Institution at which the short course is to be undertaken ▪ hold a Bachelor's Degree or equivalent
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Applicants must inform the Australian Government of any connection or relationship to staff employed by the Australian Government or with Managing Contractors at the time of application.

Course Details	
Organizational Development	Executive People Management Team Building & Conflict Management Drivers of change Structures, processes, and the roots of current organizational development practice Defining a business model How to apply a core OD process to diagnose Sample strategic business model Systems models of OD Ethics and Values in OD Organizational Culture and Change Resistance to Change Intervention Strategies, Individual Interventions Team Development Intergroup Development Goal-Setting Essentials of Training and Development in Organization Negotiation Skills Effective Communication & Presentation Skills Decision Making and Problem Solving Mentoring and Coaching Leadership & Organization Development Leadership for Women

Note: Australian institutions are yet to be selected to deliver these courses. Courses are anticipated to commence in June and September 2012 and run for four to twelve weeks. Applicants should indicate their preference for either the June or September 2012 intake.

Australia Awards for Africa
 Short Courses 2012
 For further information visit: www.adsafrica.com.au
 Online application open 01 October 2011





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Australia Awards

Australia Awards for Africa (AAA) 2012 Intake Application Form – Hardcopy / Print Version Award Level: Short Course Award

Instructions for completing this form; please read carefully.

Submission Details

The form and all supporting documentation must be **sent** to the Australia Awards for Africa Office. Please send your application to the AAA courier address given below. Do not submit your application to any other address, agency or organisation.

If you are sending your application by courier, you **must** use the courier address. Courier companies cannot deliver to a Private Bag or PO Box address and should not accept your order if you specify one.

Postal Address:

Australia Awards for Africa
Applications Coordinator
GRM International
Bag X38, Hatfield
Pretoria 0028
SOUTH AFRICA

Courier Address:

Australia Awards for Africa
Applications Coordinator
GRM International
1140 Prospect Street
Level 3, Building 3
Hatfield Square, Hatfield
Pretoria, 0028
SOUTH AFRICA

If you have completed this hardcopy application, you **do not need to submit an electronic copy** of this form. Once you have submitted your application, you must send us an email with the details as proof of submission (please see information on **Submission Notifications** given below). If you do not, your application will not be traceable if it goes missing.

The SUBMISSION DEADLINE for this form and all supporting documents is:

16 December 2011

Please note that we **do not take into account the date of posting** or submission to the courier company. You must therefore post or courier your documents in sufficient time to arrive at their destination by the submission date. **Applications received after this date will not be considered.**

Submission Notification: Please email the following details to application@adsafrica.org as **proof of submission of your application:** full name; country of residence; contact phone number; email address; date of submission of application; agency to whom application was submitted. Courier Service Name and Tracking Number. Please include your country in the email subject line.



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How to Complete This Form

Each year, over half of applications received by the AAA are automatically rejected because they are received late, incomplete or are from applicants that do not meet the Desired Applicant Profile. Don't let this happen to your application! Read these instructions carefully, read the DAP and ensure you submit a full and complete application.

Please use BLOCK LETTERS. Please complete this form in ENGLISH. Please ensure you have closely and completely read and understood your course's DESIRED APPLICANT PROFILE (DAP) which is available from the SCA webpage on www.adsafrica.com.au.

You must complete all applicable sections of this form and provide all supporting documents.

Applications that are incomplete or from applicants that do not meet the criteria will be automatically disqualified. Please ensure you complete the checklist of documentation required, which appears at the end of the Application Form.

Other Information on Your Application and Processes

People with disability are encouraged to apply. In line with the Australian Government's strategy "Development for All: Towards a disability-inclusive Australian aid program 2009-2014", AusAID is committed to offering educational opportunities to people with disability eligible to apply for an award. Under Australian law, "disability" includes physical, intellectual, psychiatric, sensory, neurological, learning disabilities, physical disfigurement, and the presence in the body of disease-causing organisms (http://www.hreoc.gov.au/disability_rights/dda_guide/who/who.html). **Having a disability will not disadvantage you in the application or selection process.** Your application will be considered along with those from people without disabilities, and any condition or disability will not be used to disadvantage you in this competitive process.

SCA WorkPlan on Return (SCA-WPR)

This document is required to be completed to demonstrate how the skills you hope to gain from the Short Course Award will be put to use once you return to your workplace. This document is compulsory.

Should you be successfully awarded a Short Course, you will be asked to review the SCA-WPR at the commencement and conclusion of your programme of study. A Workplan on Return Report will be required to be submitted to AAA every 6 months for the first 18 months after your award has been completed. You could also be asked to participate in pre- and post-course visits between participants and the short course providers.

Checklist

Please complete the checklist and submit this with your application. Note, where required documents are not submitted your application will be treated as non-compliant.

Statutory Declaration (Attachment 1)

This document is a sworn declaration by you, stating that you have not been convicted of a criminal offence and are not subject to pending criminal or civil charges. Please read page 23 of the application for a list of persons that are allowed to witness the signing of the Statutory Declaration. You may still be required to submit a police clearance certificate. Details will be sent to you if required.



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Important Information about Eligibility

To be eligible to apply for an Australian government-sponsored short course, you **MUST**:

- > be a citizen of a participating African country
- > meet the minimum age limit for the award – see the information package for details.

You are **NOT** eligible to apply for an Australian Short Course Award if you:

- > currently hold an Australian Government scholarship, or have held a scholarship of more than 12 months in the last two years
- > hold citizenship or permanent resident status in Australia or New Zealand
- > are married, or engaged to be married to someone who holds or is entitled to hold citizenship or permanent residency in Australia or New Zealand
- > do not hold a bachelor's Degree
- > will not return to your current employer and current role
- > have ever been convicted of a serious crime, or are currently facing legal action or police charges in any country.
- > committed, or been involved in the commission of war crimes or crimes against humanity or human rights

If any of the above are the case for you, please do not apply. Shortlisted applicants will be required to provide a statutory declaration attesting to their police record and awardees will be subject to screening processes. Names of nominated awardees may be published widely in the media.

If you think you are eligible to apply, satisfy the course specific criteria as specified in the DAP, please fill out this application form and submit it to the AAA by the due date.

16 December 2011

For further information:

Australian Development Scholarships and Australian Leadership Awards:

www.ausaid.gov.au/scholar

Australian Awards for Africa:

www.adsafrica.com.au

Or contact us by email:

enquiry@adsafrica.org



Short Course Awards (SCA) – Application Form 2012 Intake

From which country are you applying?

1. Personal Information¹

Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> other	
First Name / Given Name:		
Middle Name (if applicable):		
Surname / Family Name:		
Date of Birth:	Current Age:	
Gender:	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Country of Citizenship:		
Second citizenship (if more than one)		
Marital Status:	<input type="checkbox"/> Married <input type="checkbox"/> De Facto <input type="checkbox"/> Engaged <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Never married	
No. of Dependants (spouse, children)	<input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> More than 6	

Personal Contact Details

This is for your personal contact details. You will have an opportunity to provide your work address and contact details later on in this form. The selection process will take several weeks. You must provide a current postal address, email address and phone number where you can be contacted while the selection process proceeds.

If you are not contactable, your application may not be considered.

Physical Address:		
Town / City:		
Province:		
Country:		
Landline Phone Number:	Main	+Country code - Area code - Number
	Other	+Country code - Area code - Number
Mobile Phone Number:	Main	+Country code - Area code - Number
	Other	+Country code - Area code - Number
Email:	Main	
	Other	

¹ Please note that people with disability are encouraged to apply, as are women and people from rural areas. Disability, gender or other discriminatory factors are not used to disadvantage applicants in the selection or application process.
 Australian Awards for Africa Preliminary Application Form



2. Eligibility Questions	
Are you a citizen of an eligible African country? Refer to list at www.adsafrica.com.au/2013/SCA/EligibleCountries/	<input type="checkbox"/> Yes – if yes, specify <input type="checkbox"/> No – not eligible. Do not proceed.
Do you currently live in your country of citizenship?	<input type="checkbox"/> Yes <input type="checkbox"/> No – you may not be eligible, depending on your circumstances. Please provide additional details:
Do you currently reside outside Africa?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
Do you have Australian or New Zealand citizenship or Permanent Residency?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
Have you applied for citizenship or permanent residency of Australia or New Zealand?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
Are you engaged or married to someone who has, or is eligible for, Australian or New Zealand citizenship or permanent residency?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
In the last two years, have you held an Australian Government scholarship lasting 12 months or more?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
Do you have a Bachelors degree (or equivalent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No – not eligible. Do not proceed.
Are you currently employed, and will you return to your current employer role?	<input type="checkbox"/> Yes <input type="checkbox"/> No – not eligible. Do not proceed.
Have you ever been subject to any criminal or civil proceedings, or are you currently facing legal action or police charges in any country?	<input type="checkbox"/> Yes – this will not necessarily disqualify you. <input type="checkbox"/> No
Provide details of criminal or civil proceedings:	
Have you ever committed, or been involved in the commission of war crimes or crimes against humanity or human rights?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
Please note - your application will need to substantiate your answers to these questions.	



3. Proposed Studies

Which SCA do you wish to undertake?

Preference 1:

Preference 2:

What is your preferred start date:

Can you undertake an SCA for up to three months in Australia?

Yes

No

4. Study History

Please provide details of your Bachelors (or equivalent) and any post-Bachelors studies of three months' duration or more, listing the most recent qualification first.

Full name of Qualification:

Level of Study:

Secondary school

Undergraduate

Diploma/ Technical/
Vocational

Postgraduate

Name of Institution:

Institution Location (country):

Start Date:

End Date:

Did you complete this qualification and graduate?

Yes

No

Full name of Qualification:

Level of Study:

Secondary school

Undergraduate

Diploma/ Technical/
Vocational

Postgraduate

Name of Institution:

Institution Location (country):

Start Date:

End Date:

Did you complete this qualification and graduate?

Yes

No



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Full name of Qualification:		
Level of Study:	<input type="checkbox"/> Secondary school <input type="checkbox"/> Diploma / Technical/ Vocational	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate
Name of Institution:		
Institution Location (country):		
Start Date:		
End Date:		
Did you complete this qualification and graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If you have more qualifications, please provide the same details on a separate piece of paper. You must attach a certified copy of the certificate and official transcript (the record of your results) for your Bachelors degree (or equivalent) and the most recent qualification you have listed here.</p>		
Have you previously received, or do you currently hold, a scholarship funded by Australia or another country?	<input type="checkbox"/> Yes – Please provide details below	<input type="checkbox"/> No – Please go to next question
Scholarship Name:		
Start and End Dates:		
Study Location (Country):		
Qualification Received:		
Are you currently applying or considering applying for another scholarship funded by another country?	<input type="checkbox"/> Yes – Please provide details below	<input type="checkbox"/> No – Please go to next question
Scholarship Name:		
Likely Start and End Dates:		
Study Location (Country):		
Likely Qualification:		
Scholarship Name:		
Likely Start and End Dates:		
Study Location (Country):		
Likely Qualification:		
If you have received any academic awards or prizes, please provide details:		



5. English Language Competency

This information is required for planning purposes. Please note that it will not disadvantage your application.

Please indicate your **English language competency**:

- Native speaker
 Very Good
 Good
 Fair
 Weak

If you were awarded an SCA, **what level of support** (such as from a translator) do you believe you would need to benefit fully from the course?

- None
 Occasional help to understand
 Regular translation

Please indicate **what other English language-related support** you feel you might need:

6. Computer Skills

Please be aware that your answers to these questions will not disadvantage you. They are not used to judge the suitability of your application, but rather to allow AusAID and / or the Australian providers to plan for additional support that may be required.

Please rate how regularly you use a computer: <small>(Tick One)</small>	<input type="checkbox"/> Every day <input type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Please rate your overall computer literacy: <small>(Tick One)</small>	<input type="checkbox"/> Very good <input type="checkbox"/> Moderate <input type="checkbox"/> Weak <input type="checkbox"/> None

Please indicate the software packages that you are familiar with:

- | | |
|--|---|
| <input type="checkbox"/> Word Processing | <input type="checkbox"/> Spreadsheets (e.g. Excel) |
| <input type="checkbox"/> Databases and reference management (e.g. Access, EndNote) | <input type="checkbox"/> Internet browsing and literature researching |
| <input type="checkbox"/> Presentations (e.g. PowerPoint) | <input type="checkbox"/> Emailing |
| <input type="checkbox"/> Statistical software packages (e.g. SPFF or Minitab) | <input type="checkbox"/> Other, please indicate below |

Other packages:



7. Disability, Inclusion and Support

People with disability are encouraged to apply. In line with the Australian Government's strategy "Development for All: Towards a disability-inclusive Australian aid program 2009-2014", AusAID is committed to offering educational opportunities to people with disability eligible to apply for an award. Under Australian law, "disability" includes physical, intellectual, psychiatric, sensory, neurological, learning disabilities, physical disfigurement, and the presence in the body of disease-causing organisms (http://www.hreoc.gov.au/disability_rights/dda_guide/who/who.html)

Do you have a disability or special needs?

- Yes
- No

A "yes" answer to this question WILL NOT DISADVANTAGE you in the selection process. It is very important for AAA to know if additional support is needed should you be successful, so that this support can be planned for and the appropriate assistance effectively provided. We would urge you to disclose such information as soon as possible, so that appropriate support plans can be put in place.

If you have answered yes, please give us an indication of the type of disability or condition: Select all that apply to you in this list

(Tick any that apply)

- Visual impairment
- Hearing impairment
- Physical or mobility impairment
- Learning / intellectual disability
- Psychiatric condition / impairment
- Neurological impairment
- Physical disfigurement
- Medical condition or disease
- Other, please specify below

If you answered **Other** above, please indicate the nature of your condition. Please also indicate what support you may need to attend an interview or to complete your study program in Australia (e.g. wheelchair access, assistance with visual impairment, note takers etc).



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8. Current Employment

Please provide details of your **current job**:

Position Title:	
Name of Employment Organisation:	(If you work for government, please give your Department and Ministry)
Start Date in Current Job:	
End Date:	(leave blank if still employed):
What type of organisation do you work for?	<input type="checkbox"/> Public Sector (i.e. government at any level or a recognised parastatal) <input type="checkbox"/> Private Sector (if you are self-employed in your own business, <input type="checkbox"/> Civil Society (i.e. community, development or non-government organisation, faith-based organization, multi lateral organisation) <input type="checkbox"/> Unemployed (you are not eligible to apply. Do not proceed)
Please describe your current Employment: (Tick One)	<input type="checkbox"/> Executive/ Senior Management / Senior Professional / Senior Academic <input type="checkbox"/> Middle Management/ Professional / Mid-level Academic <input type="checkbox"/> Senior Clerical or Administrative/ Technician/ Supervisory / Junior Academic <input type="checkbox"/> Clerical or Administrative/ Tradesperson <input type="checkbox"/> Other, please indicate below
Other:	
Please give the number of years and months of professional experience you have gained since graduating with your first tertiary level qualification (e.g. your Bachelors degree)	
Current Employer Details	
Physical Address (your actual work unit and location):	
Town / City:	
Province:	
Country:	
Landline Phone Number Main:	+Country code - Area code - Number
Other:	+Country code - Area code - Number
Mobile Phone Number Main:	+Country code - Area code - Number
Other:	+Country code - Area code - Number
Email Main:	
Other:	



What sector do you work in? Please see the Instructions for guidance, then tick the one that is most relevant. If you are not sure, please select **Other** and provide details. Please note – this question refers to **the sector in which your employing organisation operates**, not the sector of your profession. So, for example, if you are an IT professional working in an educational institution, you would select “education” as your sector of employment.

<p>Agriculture</p> <p><input type="checkbox"/> Animal – related <input type="checkbox"/> Plant – related</p> <p><input type="checkbox"/> Irrigation – related <input type="checkbox"/> Other, please specify below</p>	<p>Health</p> <p><input type="checkbox"/> Public Health <input type="checkbox"/> Maternal / Child Health</p> <p><input type="checkbox"/> HIV / AIDS <input type="checkbox"/> Other, please specify below</p> <p><input type="checkbox"/> Infrastructure</p>
<p>Development Studies</p> <p><input type="checkbox"/> General Development – including Rural Development <input type="checkbox"/> Gender</p> <p><input type="checkbox"/> Peace and Conflict <input type="checkbox"/> Other, specify below</p>	<p>Infrastructure</p> <p><input type="checkbox"/> Communications <input type="checkbox"/> Energy</p> <p><input type="checkbox"/> Public / Private Partnerships <input type="checkbox"/> Transport</p> <p><input type="checkbox"/> Project Management <input type="checkbox"/> Other, below</p>
<p>Education</p> <p><input type="checkbox"/> Education Leadership and Management <input type="checkbox"/> Curriculum Design</p> <p><input type="checkbox"/> Tertiary <input type="checkbox"/> Technical/ Vocational Education and Training</p> <p><input type="checkbox"/> Infrastructure <input type="checkbox"/> Other, specify below</p>	<p>Natural Resources Management</p> <p><input type="checkbox"/> Environmental management including climate change <input type="checkbox"/> Mining</p> <p><input type="checkbox"/> Other productive sector, specify below</p>
<p>Governance</p> <p><input type="checkbox"/> Public Policy (including Public Sector Reform) <input type="checkbox"/> Public Financial Management</p> <p><input type="checkbox"/> International Relations <input type="checkbox"/> Trade Policy</p> <p><input type="checkbox"/> Other, specify below</p>	<p>Water and Sanitation</p> <p><input type="checkbox"/> Water resources management <input type="checkbox"/> Water supply and service delivery</p> <p><input type="checkbox"/> Sanitation supply and service delivery <input type="checkbox"/> Regulation of water and sanitation services</p> <p><input type="checkbox"/> Infrastructure <input type="checkbox"/> Other, specify below</p>
<p><input type="checkbox"/> Other – a sector not mentioned here</p>	

If you answered **Other** above, please provide details here:



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For your current position, or a position you have held within the last two years, you may supply any Performance Appraisals or summaries from your performance review process to support your application. Please **do not submit more than three pages**. This is an optional supporting document; your application will not be rejected if you do not provide this document.

Employment History: please start with your most recent previous position and work backwards.

Position Title:	
Employing Organisation:	
Location:	
Start and End Date:	to
Brief description of duties:	
Position Title:	
Employing Organisation:	
Location:	
Start and End Date:	to
Brief description of duties:	



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Position Title:	
Employing Organisation:	
Location:	
Start and End Date:	Y Y Y Y / M M / D D to Y Y Y Y / M M / D D
Brief description of duties:	

Please summarise any earlier employment history here:

9. Short Course Award – Workplan on Return (SCA – WPR)

Please attach your **SCA-Workplan on Return (SCA-WPR)** using the template provided below. This document is compulsory, and we strongly urge you to discuss it in detail with your employer. SCA-WPRs that do not have employer support may be marked down compared to those that do have employer support.

Applicant Name:	
Position:	
Employer:	
Country:	
Short Course Pref 1:	
Short Course Pref 2:	



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SCA-WPR PART 1: APPLICANT'S GENERAL EXPECTATIONS AND PLAN (between 200 and 300 words – attach separate sheets if necessary)

1.1: Please explain what new skills and knowledge you expect to gain from this SCA. Please be as specific as possible:

1.2: Please explain how these new skills and knowledge will help you contribute to improving policies or practices in your current or future job. Please be as specific as possible, e.g. citing specific organisational plans, programmes or policies.



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1.3: Please explain how these new skills and knowledge will help you contribute to your country's development priorities. Please be as specific as possible, e.g. citing specific national plans, programmes or policies.

SCA-WPR PART 2: EMPLOYER'S GENERAL EXPECTATIONS AND PLAN (between 200 and 300 words; attach separate sheets if necessary)

2.1: Please explain what skills / knowledge you expect the Applicant to return with, and how your organisation will use them.



SCA-WPR PART 3. TASKS OR RESPONSIBILITIES

Applicants: Please consult with your employers and list up to **five** of the most important work related tasks or responsibilities you expect to contribute to once you complete your SCA.
A task includes any function or operational activity, including research. You can list those that you are currently responsible for, or new tasks which you expect to undertake on your return.

APPLICANT (Task/Responsibility)	Current? (tick)	New? (tick)
1		
2		
3		
4		
5		

10. Signatures and Commitments

Applicant - do you agree to the following commitments?

1. To review your SCA-WPR during your study to: (a) ensure it is lined up with your organisation's workplans and expectations. (b) ensure your course of study continues to support development of the appropriate skills.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Attend a debriefing session on return from your SCA.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Complete and forward an SCA-WPR Monitoring Report to AAA annually for an 18-month period after return. Note: a reporting template and guidelines will be provided by AAA	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Participate in case studies and other evaluations to inform AAA of the development effectiveness of the Australia Awards Programme.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. I certify that the information I have provided is true and accurate. I understand if I have provided false or misleading information my application will not be considered. I agree to abide by the conditions of the application.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name:		
Signature:		Date:

Please now complete the checklist of attachments overleaf to ensure that your application is complete. Incomplete applications will be rejected.



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Employer - do you agree to the following commitments?	
1. Support the candidate to implement the SCA-WPR as developed above	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Develop a plan on how the candidate will work with colleagues to transfer their knowledge.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Support the candidate's continuing involvement in AAA Alumni activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Participate in and support AAA monitoring and evaluation activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. I certify that the information I have provided is true and accurate. I understand if I have provided false or misleading information this application may not be considered. I understand that if the candidate is shortlisted for a scholarship, the employer will be required to sign additional specific undertakings that apply to the relevant scholarships scheme	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your work relationship with the candidate?	
How long have you known the candidate professionally?	
Do you support the candidate in their application for this award?	
Name:	
Position:	
Signature:	Date:



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11. Checklist for compliant application submission, including supporting documents to be submitted with this application

Please note that **any applications** that have missing “Required” or that do not meet all the submission requirements listed below **will be treated as non-compliant** and will be automatically disqualified.

Submission Requirements

- Applications **MUST BE received by the AAA Office** on or before the due date. The date of posting or submission to a courier company is **not** taken into account.
- The completed Application Form you have used **MUST BE the standard form** on the AAA website (www.adsafrica.com.au). Other versions will not be accepted and **will be rejected as non-compliant**.
- All relevant fields in the Application Form must be completed.
- Application Form must be signed by the Applicant and the Employer

Supporting Documents Required from All Applicants.

Please attach these documents when submitting your Application Form. If any of these documents are missing, the application will be rejected

- Copy of Bachelors certificate/s. You **must** provide at least your Bachelors certificate; you **may** provide certificates from any post-Bachelors studies that lasted 3 months or more.
- Copy of tertiary degree transcript/s. You must provide at least your Bachelors transcripts.
- Copy of an identity document such as a National ID card, a birth certificate, or another form of nationally recognised photo ID.
- Copy of your passport. These awards entail travel to Australia to study. If you do not have a passport or other recognised travel document, you may not be able to take up an award if you are successful.
- SCA-WPR, signed by the Applicant and Employer.
- Statutory Declaration with appropriate witness. The Statutory Declaration is an official statement by you that you do not have a criminal record, and that you do not have any outstanding criminal or civil charges or proceedings against you

Optional Documents

- Application submission email sent to the details shown above.
- Letter of support from your employer, indicating that you will be available and allowed to attend the SCA, and that your salary will continue to be paid while you are studying (if applicable)
- Evidence of English Language competence, such as an IELTS or TOEFL score, or a certification relating to your own personal studies and/or English language competence
- Performance Reports from your current employer (Optional).



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12. Feedback Information

How did you first find out about Australian Awards for Africa, Australian Development Scholarships or Australian Leadership Awards Scholarships? (Tick One)

- Friends or family
- My employer
- Other Scholarship recipient
- TV or Radio program or advertisement
- A poster or flyer
- Colleagues at work
- Newspaper advertisement
- Other publications (please specify) _____
- My professional association (please specify) _____
- Website (please specify) _____
- School or university (please specify) _____
- Other (please specify) _____

Please don't forget to sign this form, and also ensure your employer signs it.



Attachment 1 – Statutory Declaration

**Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959**

1 Insert the name, address and occupation of person making the declaration	I, ¹ make the following declaration under the Statutory Declarations Act 1959:
2 Set out matter declared to in numbered paragraphs	² 1. I have not been convicted of any criminal offense; and 2. I am not subject to any pending criminal charges. I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.
3 Signature of person making the declaration	³
4 Place 5 Day 6 Month and year	Declared at ⁴ _____ on ⁵ _____ of ⁶ _____ Before me,
7 Signature of person before whom the declaration is made (see over)	⁷
8 Full name, qualification and address of person before whom the declaration is made (in printed letters)	⁸
<p>Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.</p> <p>Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.</p>	



A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
Bailiff
Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court
Clerk of a court
Commissioner for Affidavits
Commissioner for Declarations
Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution