Australia Awards Papua New Guinea- Short Course Awards

**2019 Application Form for Private Sector and Civil Society Applicants**

**Course Name: Certificate IV in Entrepreneurship and New Venture Creation**

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| 1. **PERSONAL INFORMATION** | | | |
| **Title** |  Mr.  Mrs.  Ms.  Dr.  Other | | |
| **First Name / Given Name** |  | | |
| **Surname / Family Name** |  | | |
| **Date of Birth (dd/mm/yyyy)** |  | | |
| **Place of Birth (Town/Province)** |  | | |
| **Age** |  | | |
| **Gender** |  | | |
| **Province of Origin** |  | | |
| **Province of Residence** |  | | |
| **District of Employment** |  | | |
| **Do you have a passport?** |  Yes  No | | |
| **If yes, provide passport number** |  | **Issue date** | / / |
| **Expiry date** | / / |
| **Do you have a current National Identification (NID) card?** |  | | |
| **Do you have a NID Office issued birth certificate?** |  Yes  No | | |

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| 1. **CONTACT DETAILS** | | | | | | |
| *If you are not contactable, your application may not be considered* | | | | | | |
| **Postal Address** |  | | | | | | |
| **Town / City** |  | | | **Postal Code** | |  | |
| **Province** |  | | | | | |
| **Mobile Phone Number/s** |  | | | | | |
| **Work Phone Number/s** |  | | | | | |
| **Email** |  | | | | | |
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| 1. **PREVIOUS SCHOLARSHIPS AND EDUCATION** | | | | | | | |  |
| **What is your highest level of qualification received?** *e.g. Grade 12, bachelor’s degree etc.* | |  | | | | | |
| **Name of Qualification** | |  | | | | | |
| **Institution this qualification was received from** | |  | | | | | |
| **Have you previously received, or currently hold a scholarship funded by PNG, Australia or another foreign country?** | |  Yes – Please provide details below   No - Go to section 4 | | | | | |
| **Scholarship Name** | |  | | | | | |
| **Name of Qualification** | |  | | | | | |
| **Start Date (mm/yyyy)** | | / / | **End Date (mm/yyyy)** | | / / | | |

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| 1. **COMPUTER LITERACY** |
| **How would you rate your computing skills?** |
|  Excellent  Satisfactory  Poor |
| **Do you require additional training in any of the following computer software?**  **If so, please place a tick in the box** |
|  Word  Excel  PowerPoint  No |

| 1. **ENGLISH LANGUAGE PROFICIENCY** | | | |
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| **Is English your first language** | |  Yes  No | |
| ***If ‘Yes’ go the next section. If ‘No’ answer the following questions:*** | | | |
| **Was English the language of your highest level of study?** | |  Yes  No | |
| **Have you taken an IELTS or TOEFL test within the last two (2) years?** | |  Yes - Please provide details below   No – Go to Section 6 | |
| **Test Name** | |  | |
| **Test Date** | |  |  |
| **Overall Score** | |  | |
| **Reading Score** | **Writing Score** | **Listening Score** | **Speaking Score** |
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| 1. **CURRENT EMPLOYMENT** | |
| **Position title** |  |
| **Briefly describe your role in relation to Entrepreneurship and New Venture Creation** |  |
| ***How many years have you been working in your current profession, and with this organisation? (include some detail of current and previous roles) Please note, to be eligible for this short course, you must have been employed in a permanent capacity for more than two years.*** |  |  |

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| 1. **CURRENT MANAGER/SUPERVISOR’S DETAILS** | |
| **Name** |  |
| **Position title** |  |
| **Email** |  |
| **Phone Number/s** |  |

| 1. **EMPLOYER CONTACT DETAILS** | | | |
| --- | --- | --- | --- |
| **Name of Employer Organisation** |  | | |
| **Address of Organisation** |  | | |
| **Town / City** |  | **Postal Code** |  |
| **Province** |  | | |
| **Phone Number/s** |  | | |

***\* Direct Managers/Supervisors will need to complete section 14 of this application form.***

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| 1. **EMERGENCY CONTACT DETAILS** | |
| **Full Name** |  |
| **Relationship to you** |  |
| **Mobile Phone Number/s** |  |
| **Work Phone Number/s** |  |
| **Email** |  |

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| 1. **MEDICAL / DISABILITY DETAILS** | | | |
| ***Australia Awards – PNG supports people with disability, people living with, or have history of a medical condition to apply for this short course. All our short courses are delivered in Australia. To meet the Australian visa requirements, the following questions and responses will assist us prepare successful applicants to go on the course.*** | | | |
| **Do you have a serious medical condition currently or historically?** | |  Yes  No  If yes, please describe the medical condition.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Have you ever had, or currently have, tuberculosis?** | |  Yes  No | | |
| **Have you been in close contact with a family member that has active tuberculosis?** | |  Yes  No |
| **Have you ever had a chest x-ray which showed an abnormality?** | |  Yes  No |
| ***Applications are strongly encouraged from people with disability*** | | | |
| **Do you have a disability?** |  Yes – see below  No – go to Section 11 | | |
|  Visual impairment  Learning / Intellectual impairment   Hearing impairment  Physical or mobility impairment   Other please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Are there any special requirements which you may need to complete your Short Course Award program in Australia? (E.g. wheelchair access, learning aids etc.)** | | | |
|  Yes  No  If yes, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **If you have indicated a medical condition or a form of disability, would you require a carer as well on a daily basis?** | | | |
|  Yes  No | | | |

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| 1. **PROJECT** | |
| *All Short Course Award participants are required to develop and implement a small project which is related to the course topic and learning objectives and utilises the knowledge and skills gained from the course to contribute to their organisation and its priorities. The proposed project should describe the change in policy, systems, processes or delivery of services within an organisational context.* ***Since the Certificate IV in Entrepreneurship and New Venture Creation has a focus on Small and Medium Enterprises (SME), it is expected, where possible, that proposed projects are focused on this specific area****. Projects must be achievable in a three to six-month period and not require additional funding or resources from the employer/organisation. Please answer each question in no more than 150 words.* | |
| **Outline your proposed project** (The change in process, policy, services. The project you aim to complete using the Short Course Award) | |
| **What is the title of your project?** |  |
| **What will the project achieve?** |  |
| **What organisational need, issue or opportunity is the project responding to? (Please attach any report, research or organisational document that identifies the need)** |  |
| **What broader organisational objective does the project align with? (Corporate or Strategic Plans) Be specific; include relevant section from organisational plan if possible.** |  |
| **What PNG development priority does the project align with? (From Vision 2050 or other overarching policy document)?** |  |

| 1. **ETHICS and VALUES BASED LEADERSHIP, GENDER, EQUITY, DISABILITY, SOCIAL INCLUSION and CHILD PROTECTION** | |
| --- | --- |
| Australia Awards is committed to the Ethics and Values Based Leadership and Management and Gender Equity and Social Inclusion policies of the Government of Papua New Guinea and the Australian Department of Foreign Affairs and Trade.  Australia Awards is a child-safe program. Applicants will be required to complete a police check and professional and character references.  Please respond to the below questions in no more than 150 words (bullet points may be used) | |
| **What are important considerations in relation to Ethics and Values Based Leadership and Management when working in your role?** |  |
| **What are important considerations in relation to Gender, Equity and Social Inclusion and Child Protection when working in your role in the SME sector?** |  |

| 1. **SUPPORTING DOCUMENTS** | |
| --- | --- |
| ***All candidates are required to submit their detailed Curriculum Vitae (CV), Job Description, current Performance Appraisal and certified copy of Highest Qualification with this application.*** | |
| **CV attached** |  Yes  No | |
| **Job Description attached** |  Yes  No | |
| **Performance Appraisal attached** |  Yes  No | |
| **Certified copy of highest qualification** |  Yes  No | |

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| 1. **CURRENT EMPLOYER STATEMENT** | |
| This section **MUST** be completed by the applicant’s current supervisor/ manager. | |
| **Please explain your working relationship with the nominated applicant (i.e. you are their immediate supervisor or manager)?** |  |
| **Do you support the nominated applicant for the Short Course Award training program?** |  Yes  No |
| **What skills and knowledge do you hope the applicant will gain during the short course award that will be beneficial to your organisation?** |  |
| **Briefly explain how the applicant’s proposed ‘project’ will make positive changes to your organisation?** |  |

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| 1. **CURRENT EMPLOYER’S NOMINATION AND SIGNATURE** | | |
| ***This section must be signed by a Senior Representative from your organization (i.e. The Country Director, CEO, Managing Director etc.)*** | | **Official Stamp:** |
| **Signed by employer** |  |
| **Name** |  |
| **Position** |  |
| **Phone number** |  |
| **Date signed** |  |

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| **16. APPLICANT DECLARATION, ACKNOWLEDGEMENT AND SIGNATURE** | |
| **I declare in submitting this application form, that the information contained in it and provided in connection with it is true and correct. This completed application form and supporting documents must be submitted to entrepreneurship@australiaawardspng.org**  **Discovery of fraudulent documents will exclude you from consideration for this scholarship and any future Australian Government Scholarships. If fraud is discovered after Scholarship is awarded, then the Scholarship will be immediately terminated.**  **I acknowledge that giving false or misleading information is a serious offence under the Criminal Code Act 1995 of the Commonwealth of Australia and Papua New Guinea.** | |
| **Full Name** |  |
| **Signature** |  |
| **Date** |  |



***Application closes at 5pm, Friday 11 October 2019. Late applications will not be considered.***

Annex 1. Application Checklist   
Short Course Awards

Before submitting your application please check and ensure you have provided all information and supporting documents listed in this checklist.

Place a tick ( ✓ ) in the box where you have provided information and support documentations:

* Completed application form with your signature and a clearly written project plan
* Application endorsed by your employer (signed and stamped by head of department/organisation)
* Copy of passport biodata page is attached (if you have one)
* Copy of your PNG National Identification (NID) Card is attached (if you have one)
* Copy of your NID issued Birth Certificate is attached (if you have one). Note that the old blue birth certificate will no longer be accepted.
* Copy of your Driver’s Licence is attached (if you have one)
* Certified copy of your highest qualification as mentioned in your application is attached
* Copy of your updated Curriculum Vitae (CV) is attached
* Copy of your Job Description (JD) is attached
* Copy of your recent Performance Appraisal is attached (if you do not have one, a reference from your current employer will suffice)
* Business profile and copy of business IPA registration certificate attached (if you have been asked to provide in the application)
* You meet the following Eligibility Criteria

1. *be a minimum of 18 years of age at the time of commencing the Short Course Award*
2. *be a citizen of a participating country (as listed on the Australia Awards website) and be residing in and applying for the Short Course Award from their country of citizenship*
3. *not be married, engaged to, or a de facto of a person who holds, or is eligible to hold, Australian or New Zealand citizenship or permanent residency, at any time during the application, selection or mobilisation phases (note: residents of Cook Islands, Niue and Tokelau with New Zealand citizenship are eligible but must apply for a Student visa (subclass 500) and not be current serving military personnel*
4. *not be a citizen of Australia, hold permanent residency in Australia or be applying for a visa to live in Australia permanently*
5. *have satisfied any specific criteria established by the Program Area or the government of the applicant’s country of citizenship (e.g. having worked a certain number of years in an appropriate sector)*
6. *be able to satisfy the admission requirements of the institution at which the award is to be undertaken (this may mean that Program Areas will need to withdraw an award offer if the recipient cannot satisfy the institution’s admission requirements. This may not be known until Program Areas request a placement at selected institutions)*
7. *be able to satisfy all requirements of the Department of Home Affairs to hold a Student Visa. This may mean that the Program Area will need to withdraw an award offer if the recipient cannot satisfy the visa requirements*
8. *Applicants must inform the Program Area of any connection or relationship to staff employed at Program Areas or with managing contractors so that the application may be properly and transparently managed.*