Australia Awards

Australia Awards Papua New Guinea
Short Course Awards

Graduate Certificate in Science, Technology, Engineering and Mathematics (STEM) Education

2022 Application Form for *Government of Papua New Guinea Applicants*

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			
Have you been vaccinated for COVID-19?	☐ Yes ☐ No			
If you haven't been vaccinated for COVID-19, are you willing to be vaccinated if travel to Australia is possible?	☐ Yes ☐ No			

2. 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			

3. 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 – Got to Section 4
Scholarship Name	
Name of Qualification	
Start Date (mm/yyyy)	/ / **End Date (mm/yyyy)** / /

4. 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

5. ENGLISH LANGUAGE PROFICIENCY

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	

5. ENGLISH LANGUAGE PROFICIENCY

Overall Score	

Reading Score	Writing Score	Listening Score	Speaking Score

Australia Awards – PNG welcomes applications from people of all cultures and religions. It is important to note that to be considered for this scholarship you will need to complete an IELTS test. These tests are scheduled on Saturdays by the provider IDP. Please advise Australia Awards – PNG if you would require an alternative test day and time.	☐ Yes, due to cultural or religious reasons, I would not be able to undertake a test on a Saturday and would require a test date on another day.

6. CURRENT EMPLOYMENT

Position title	
Briefly describe your role in relation to STEM Education	
If you are a teacher indicate: *The subjects you are trained to teach in?* *Grades and subjects you are currently teaching?*	
Are you a permanent employee of the GoPNG?	☐ Yes ☐ No
If yes, what date did your permanent employment commence?	
How many years have you been employed as a permanent employee of the GoPNG? Please note, to be eligible for this short course, you must have been employed in a permanent capacity for more than two years.	
Employment identification number	

7. CURRENT MANAGER/SUPERVISOR'S DETAILS

Name	
Position title	
Email	
Phone Number/s	

8. 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.

9. EMERGENCY CONTACT DETAILS

Full Name	
Relationship to you	
Mobile Phone Number/s	
Work Phone Number/s	
Email	

10. MEDICAL / DISABILITY DETAILS

Australia Awards – PNG supports people with disability, people living with, or have history of a medical condition to submit an application 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

11. 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 Graduate Certificate in STEM Education has a focus on increasing the standard of STEM Education in PNG's education system, 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)?	

12. 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.
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 in the public sector?	
What are important considerations in relation to Gender, Equity and Social Inclusion and Child Protection when working in your role in the STEM Education sector?	

13. 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 or latest Inspection Report attached	☐ Yes ☐ No
Certified copy of highest qualification	☐ Yes ☐ No

14. CURRENT SUPERVISOR/MANAGER STATEMENT

This section **MUST** be completed by the applicant's current supervisor/principal.

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?	
Name	
Signature	

15. CURRENT EMPLOYER'S NOMINATION AND SIGNATURE

For the NDoE applicants this section must be signed by a Provincial Education Advisor or Secondary School Inspector (if you are based in the Provinces) or for National Institutions – Assistant Secretary for Division. For other public servants your Departmental or Agency Head will be required to sign this section.	**Official Stamp:**
Signed by employer	
Name	
Position	
Phone number	
Date signed	

NOTE TO ALL APPLICANTS:

Australia Awards PNG (AAPNG) will facilitate the review of the nomination by Department of Personnel Management (DPM). All training bid forms and this application form including all supporting documents must be submitted to AAPNG before the closing date on email stemeducation@australiaawardspng.org.

To obtain a DPM training bid form, please email the DPM team on email dpmcbd2021@gmail.com.

All documents, including information and endorsements provided in the application form will be verified with the Government of PNG.

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.

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, 22 April 2022. 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 work-based project plan

☐ Application endorsed by your employer (signed and stamped)

☐ 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 academic transcript from highest qualification attained

☐ 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/latest inspection report is attached (if you do not have one, a reference from your current employer will suffice)

☐ You meet the following Eligibility Criteria:

i. *be a minimum of 18 years of age at the time of commencing the Short Course Award*

ii. *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*

iii. *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*

iv. *not be a citizen of Australia, hold permanent residency in Australia or be applying for a visa to live in Australia permanently*

v. *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)*

vi. *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)*

vii. *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*

viii. *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.*