



Australia Awards

Australia Awards Papua New Guinea - Short Course Awards

2022 Application Form for Government of Papua New Guinea Applicants

Course Name: Graduate Certificate in Governance and Public Policy (Social Research Methods)

Please provide accurate information. Providing false information on this form will be regarded as fraud and 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.

ELIGIBILITY CHECK LIST: PUBLIC SECTOR EMPLOYEES ONLY	
Are you permanently employed by a PNG Statutory Authority or a PNG Public Service Agency/Department (not temporary or casual).	Yes <input type="checkbox"/> No <input type="checkbox"/> You are NOT eligible to apply. Do not proceed
Is your current substantive Public Service graded between Grade 10 and Grade 16?	Yes <input type="checkbox"/> No <input type="checkbox"/> You are NOT eligible to apply. Do not proceed
Have you been a permanent Public Service employee for at least two years?	Yes <input type="checkbox"/> No <input type="checkbox"/> You are NOT eligible to apply. Do not proceed.
Have you completed a training program of 9 months or more in the last two years?	No <input type="checkbox"/> Yes <input type="checkbox"/> You are NOT eligible to apply. Do not proceed.
Have you achieved a Bachelor award or a Diploma with five years of work experience?	Yes <input type="checkbox"/> No <input type="checkbox"/> You are NOT eligible to apply. Do not proceed.
Are you currently a dual Australian citizen or have you applied for Australian citizenship or permanent residency?	No <input type="checkbox"/> Yes <input type="checkbox"/> You are NOT eligible to apply. Do not proceed
Have you previously received an Australia Awards scholarship and had the scholarship terminated?	No <input type="checkbox"/> Yes <input type="checkbox"/>
This does not necessarily exclude you from consideration. AAPNG will seek further information from you if required.	
Have you been convicted of a criminal offence, been found guilty or liable in civil proceedings or are you currently involved in a legal action or police charge?	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, please provide brief details below. AAPNG will seek further information from you if required.	

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)					
Gender					
Province of Origin					
Province of Residence					
District of Residence					
District of Employment					
Do you have a passport?	Yes	<input type="checkbox"/>	No		
If yes, provide passport number				Issue date	
				Expiry date	
Do you have a current National Identification (NID) card?	Yes		No		
Do you have a NID Office issued birth certificate?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Have you been vaccinated for COVID-19?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
If you have not been vaccinated for COVID-19, are you willing to be vaccinated if travel to Australia is possible?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

COVID-19 vaccination in PNG is voluntary. At present proof of COVID-19 vaccination is not required to enter Australia. However, this may change. If you are not vaccinated and Australian entry requirements do change, then you may not be permitted to enter Australia. Instead, Australia Awards PNG will support you to undertake all study in PNG via on-line learning.

2. CONTACT DETAILS

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

Mobile Phone Number/s	
Work Phone Number/s	
Primary (dependable) Email	
Alternative Email	

3. EMERGENCY CONTACT DETAILS

Full Name	
Relationship to you	
Mobile Phone Number/s	
Primary (dependable) Email	
Alternative Email	

4. PREVIOUS SCHOLARSHIPS AND EDUCATION

What is your highest level of qualification received?
e.g. Grade 12, bachelor's degree etc.

Name of Qualification
e.g. Bachelor of Arts

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 5

Scholarship Name

Name of Qualification

Start Date (mm/yyyy)

End Date (mm/yyyy)

5. ENGLISH LANGUAGE PROFICIENCY

Is English your first language

- Yes No

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

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 may 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. 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

7. MEDICAL / DISABILITY DETAILS

Australia Awards – PNG supports people with disability as well as people living with, or who have a history of a medical condition to apply for this short course. If selected, AAPNG and our partner Australian University will make reasonable adjustment to address barriers to education.

To meet the Australian visa requirements, the following questions and responses will assist us prepare successful applicants to go on the course subject to travel restrictions between the Papua New Guinea and Australian Governments.

Do you have a serious medical condition currently or historically?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe the medical condition.
Have you ever had, or currently have, tuberculosis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been in close contact with a family member that has active tuberculosis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a chest x-ray which showed an abnormality?	Yes <input type="checkbox"/> No

Applications are strongly encouraged from people with disability

Do you have a disability?	<input type="checkbox"/> Yes – see below <input type="checkbox"/> No – go to Section 11
Visual impairment Hearing impairment Other please specify	Learning / Intellectual impairment Physical or mobility impairment

Are there any special requirements which you may need to complete your Short Course Award program in Australia or in PNG? (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

8. CURRENT EMPLOYMENT

Position title	
Are you a permanent employee of the Government of PNG?	Yes <input type="checkbox"/> (course) No <input type="checkbox"/> (you are not eligible to apply for this short course)
If yes, what date did your permanent employment commence? (this is your permanency date and not your commencement date)	
How many years have you been employed in your <u>current</u> role?	
Employment identification number	

8. CURRENT EMPLOYMENT

Briefly describe the types of research activities you undertake in your current role.

(no more than 150 words)

Your response will form part of the eligibility *and* selection assessment

9. CURRENT MANAGER/SUPERVISOR'S DETAILS

Name	
Position title	
Email	
Phone Number/s	

** Direct Managers/Supervisors will need to complete section 13 of this application form.*

10. EMPLOYER CONTACT DETAILS

Name of Employer Organisation			
Address of Organisation			
Town / City		Postal Code	
Province			
Phone Number/s			

HR Department details (for DPM Bid Submission)

HR Department Contact Name	
Email	
Phone number/s	

11. PROJECT

All Short Course Award participants are required to develop and implement a small project which is related to their current roles, the course topic, and the course learning objectives, and utilise 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. The project can be developed based on identified gap/s in the organisation, or new development of systems, processes, and policies which are in the organizational plan and are yet to be implemented. The project must be **realistic and achievable** in a six-month period and not require additional funding or resources from the employer/organisation.

Your response will form part of the selection assessment

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?

(no more than 14 words)

What will the project achieve?

(No more than 150 words)

How do you plan to implement your project?

(No more than 150 words)

What organisational need, issue or opportunity is the project responding to? (If available, please attach any report, research or organisational document that identifies the need)

(No more than 150 words)

What broader organisational objective does the project align with? (Corporate or Strategic Plans)
Be specific; include relevant section from organisational plan if possible.

(No more than 150 words)

What are the main barriers you will face to make your project work and what strategies might you use to overcome this barrier?

(No more than 200 words)

12. GENDER, EQUITY, DISABILITY, SOCIAL INCLUSION and CHILD PROTECTION

Australia Awards is committed to supporting the Gender Equity and Social Inclusion policy of the Government of Papua New Guinea and the Australian Department of Foreign Affairs and Trade.

Australia Awards is a child-safe program. Applicants may 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 Gender Equity and Social Inclusion and Child Protection when providing services in your area of work?

This question does not form part of selection assessment. But you MUST provide a considered response

13. CURRENT SUPERVISOR/MANAGER STATEMENT

The applicant's current supervisor/manager MUST complete this section.

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

14. CURRENT EMPLOYER'S NOMINATION AND SIGNATURE

This section must be signed by a Departmental, Provincial or Agency Head (i.e. The Secretary, Provincial Administrator, CEO etc.).

Official Stamp:

Signed by employer

Name

Position

Phone number

Date signed

15. 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.

Updated CV attached

Yes No

Job Description attached

Yes No

Most Recent Performance Appraisal attached

Yes No

Certified copies of highest qualification and transcripts

Yes No

NOTE TO ALL APPLICANTS:

- This completed application form and supporting documents must be submitted to researchmethods@australiaawardspng.org
- For Public Servants, a training bid form must be completed and submitted to the Department of Personnel Management (DPM).
- For your public service training bid, you must ensure all internal screening processes have been completed before your HR department submits your bid form to DPM. Incomplete bid forms submitted to DPM will be regarded as non-compliant.
- All documents, including information and endorsements provided in the application form will be verified with the Government of PNG.

AAPNG has a zero tolerance of fraud. Discovery of fraudulent documents or misleading information 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.

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.

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	

Applications close at 5:00pm, Friday 21 October 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 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 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)

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.*