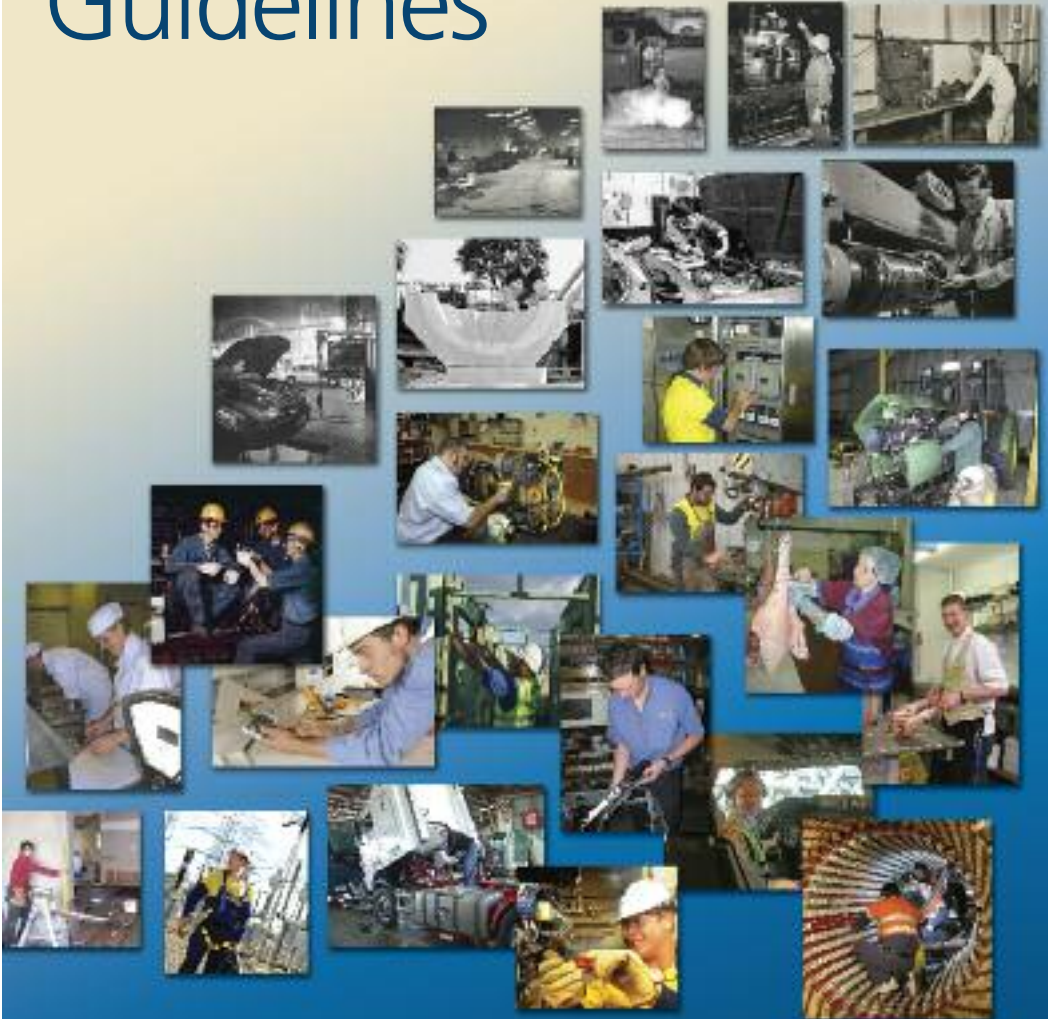


# Ben Chifley Scholarship Guidelines



*"We have a great objective - the light on the hill which we aim to reach by working for the betterment of mankind not only here but anywhere we may give a helping hand."*

*Ben Chifley*

# 1 Introduction

These guidelines provide a framework for the nomination, assessment and funding of nominees for the *Ben Chifley Scholarship*.

## 2 Aim and Objectives

### 2.1 Aim

The aim of the *Ben Chifley Scholarship* is to assist apprentices from country NSW who have demonstrated hardship in their personal circumstances and aptitude in vocational education and training, to achieve their potential by successfully completing their trade training.

### 2.2 Objectives

The objectives of this program are to:

- promote quality outcomes in the NSW vocational education and training system in country NSW, and
- increase the awareness of employers and the community of the benefits of participating in apprenticeships.

## 3 The Scholarships

Scholarships will be provided to successful nominees for the duration of their apprenticeship up to a maximum of 3 years. Scholarships will only be paid whilst the holder is participating in an approved apprenticeship. Scholarships will be valued at \$5,000 per annum payable in two instalments subject to an annual review to ensure the Scholarship holder is making good progress in their training.

Scholarships may be suspended or cancelled by the Premier on the advice of the Board of Vocational Education and Training if in the opinion of the Board:

- the apprenticeship is cancelled; or
- the Scholarship holder fails to meet their obligations under the *Apprenticeship and Traineeship Act 2001*; or
- the Scholarship holder fails to meet their obligations under the terms of their Training Contract.

Apprentices who leave their apprenticeship will lose the Scholarship but will not be required to refund previous payments.

If a Scholarship-holder loses his/her apprenticeship as a result of the employer experiencing financial difficulties or the business closing, the apprentice will be given all possible assistance to find a new employer and the Scholarship will be suspended, if necessary.

If a Scholarship is suspended or cancelled the Board may recommend to the Premier a replacement to hold the Scholarship for the balance of the term.

Applicants must be in an approved apprenticeship at the time of being awarded the Scholarship. There will be a maximum of 30 Scholarships available in any one year to be distributed evenly between 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year apprentices. At least two Scholarships per year will be awarded to people of Aboriginal or Torres Strait Islander background.

Scholarships will initially be awarded commencing at the beginning of 2009.

## 4 Eligibility Requirements

Nominees for the *Ben Chifley Scholarship* must meet the following requirements:

- be an Australian citizen and in the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> year of an approved apprenticeship at the time the Scholarship is awarded; and
- be resident in NSW for the term of their apprenticeship; and
- live and work in country NSW as defined in Section 13 of these Guidelines.

## 5 Available Funding

Funding for the Scholarships will be provided by the Board of Vocational Education and Training through the Department of Education and Training. A sum of \$5,000 per annum up to a maximum of \$15,000 over three years will be paid to each Scholarship holder.

Continuing funding is subject to the Scholarship holder maintaining their eligibility for the Scholarship during the life of the Scholarship as outlined in Section 4. Continuing funding is subject to the Scholarship holder maintaining satisfactory progress in their trade training and meeting the conditions as outlined in Section 3.

Consistent with the aim of the Scholarship, recipients are encouraged to use funds to assist them in successfully completing their apprenticeship.

## 6 Application Process

A nomination for the Scholarship must be submitted on the *Ben Chifley Scholarship Nomination Form*, which may be obtained by contacting the local DET State Training Services office (see Section 12 for contact details). The form is also accessible on the State Training Services website <http://apprenticeship.det.nsw.edu.au>

The nomination form must be endorsed by the nominee, employer and training organisation. The nomination should include all factual details relating to the nominee as required on the nomination form. The onus is on the nominators and nominee to provide sufficient detail to enable the Board to form an accurate opinion of the nominee's suitability for the Scholarship.

All details provided on the nomination form and in support of the nomination must be accurate. Inclusion of incorrect information will result in the automatic rejection of the nomination without further consideration.

Nominations will be called for from time to time by advertisement in the local press and on the State Training Services website <http://apprenticeship.det.nsw.edu.au>

Nominations must be submitted to the Manager of a State Training Services office outlined in Section 12 by the specified closing date. Ordinarily, nominations will be called for by March each year and there will only be one call for nominations each year.

## 7 Assessment Criteria and Approval Process

The onus is on the nominators and nominee to provide sufficient detail to enable the Board to form an accurate opinion of the nominee's suitability for the Scholarship in terms of the selection criteria. There is no restriction on the amount or nature of evidence presented to support a nomination.

Scholarships will be awarded on the basis of:

- hardship,
- aptitude for vocational education and training, and
- the nominee's trade in terms of identified skill shortages in NSW and/or the nominee's local area.

By way of guidance only and without restricting the generality of the assessment criteria:

- 'hardship' could take into account issues such as financial circumstances, family situation (eg carer status) and/or generational unemployment. Equity criteria could also be used to demonstrate hardship eg Aboriginal and Torres Strait Islander background, people with a disability, mature-aged people;
- 'aptitude' for vocational education and training could be demonstrated by past performance in the apprenticeship, participation in trade skills competitions, references from employers attesting to the nominee's skills, results of school or other assessments in trades subjects, examples of the nominee's work, level of experience;

- Skills shortage areas are those trade occupations identified in the National Skills Needs List available at [www.australianapprenticeships.gov.au/whatsnew/NSNL\\_announced.asp](http://www.australianapprenticeships.gov.au/whatsnew/NSNL_announced.asp)

The List is periodically revised by the Commonwealth and is used to determine eligibility for special Commonwealth apprenticeship funding. Specific local skills shortages may also be taken into account, even where these do not appear on the National Skills Needs List.

Once nominations have been received, there will be a culling process. Those nominations that do not meet the eligibility criteria outlined in Section 4 will be rejected. Remaining nominations will then be assessed in relation to the accuracy of claims made in the nomination. This may involve contact with the employer, RTO or nominee. Nominations containing inaccurate information will be rejected at this stage.

Each remaining nomination will then be assessed against the assessment criteria outlined in this Section and the Board will make a recommendation to the Premier as to who the successful Scholarship winners should be.

The Premier will make an announcement annually of the names of the Scholarship winners. Winners will be notified directly by the Department of Education and Training. It is a condition of accepting a nomination that the recommendations of the Board to the Premier will be at the Board's sole discretion and the decision of the Premier will be final.

## 8 Role And Responsibilities

### 8.1 Nominee, Employer and Training Organisation

The Nominee, Employer and Training Organisation are responsible for preparing and lodging the nomination with the appropriate office within the publicised timeframe. They are responsible for the accuracy of the nomination. They are responsible for ensuring that the nominator meets the eligibility criteria and the nomination addresses the assessment criteria.

They are responsible to ensure that the nomination includes sufficient detail and supporting documentation to enable the Board to form an accurate opinion of the nominee's suitability for the Scholarship in terms of the selection criteria.

### 8.2 Department of Education and Training

State Training Services will regularly make publicly available information material relating to the Scholarship. Information will be available through local press outlets, training organisations, Australian Apprenticeship Centres and other relevant vocational education and training participants.

State Training Services will provide assistance and advice to potential nominees, their

employers and training organisations in preparing and submitting nominations. State Training Services will assess each nomination in terms of these Guidelines and provide advice to the Board and any assistance the Board may request to enable a proper consideration by the Board of all nominations.

State Training Services will monitor the progress of each *Ben Chifley Scholarship* holder to ensure that each Scholarship holder has all available assistance to enable them to complete their apprenticeship. State Training Services will provide an annual report to the Board on its monitoring activity and the progress of each Scholarship holder.

### 8.3 Board of Vocational Education and Training

The Board will assess each of the applications and consider advice from the Department before making a judgement and providing advice to the Premier on the basis of the published assessment criteria as to those nominees who should be awarded a *Ben Chifley Scholarship*.

### 8.4 Premier of NSW

The Premier will be the final arbiter in awarding a *Ben Chifley Scholarship* after considering the advice of the Board of Vocational Education and Training.

## 9 Presentations and Payments

Presentations will be arranged in local areas to announce the winners of the *Ben Chifley Scholarships* and make payments. Scholarship winners will be invited to participate but will have the option of not participating in these presentations.

Apart from any payment made during the course of a presentation, payments will normally be made to Scholarship holders by electronic funds transfer to a nominated account bi-annually. Scholarship holders are encouraged to use the funds to assist in completing their training.

## 10 Promoting The Ben Chifley Scholarship

The Department will fund, prepare and distribute to potential and existing apprentices and other vocational education and training participants a range of promotional materials to promote the Scholarship and trade training generally.

## 11 Support, Advice and Assistance

The Department through the state-wide network of State Training Services Centres will provide support and advice in the preparation of nominations and monitoring to Scholarship holders to ensure they have the best possible opportunity to complete their trade training. Contact details for these Centres are provided in Section 12.

## 12 Contact Details

The following State Training Services Centres may be contacted for further information or clarification in relation to these guidelines:

### HUNTER & CENTRAL COAST

Level 1, State Office Block  
117 Bull Street  
NEWCASTLE WEST NSW 2302

Locked Bag 17  
HAMILTON DC NSW 2303

Ph: (02) 4974 8570  
Fax: (02) 4925 2139

### RIVERINA

87 Forsyth Street  
WAGGA WAGGA NSW 2650

PO Box 2304  
WAGGA WAGGA NSW 2650

Ph: (02) 6937 7600  
Fax: (02) 6921 0724

### ILLAWARRA & SOUTH COAST

Level 1, Block E, State Office Block  
84 Crown Street  
WOLLONGONG NSW 2500

PO Box 469  
WOLLONGONG EAST NSW 2520

Ph: (02) 4224 9300  
Fax: (02) 4224 9334

## **SOUTHERN & SOUTH WESTERN SYDNEY**

(including South Western Sydney &  
Inner Western Suburbs)

Level 2, 41 – 45 Rickard Road  
BANKSTOWN NSW 2200

PO Box 1214  
BANKSTOWN NSW 1885

Ph: (02) 8707 9600  
Fax: (02) 9709 5356

## **NEW ENGLAND**

Level 2  
Noel Park House  
155-157 Marius Street  
TAMWORTH NSW 2340

PO Box 399  
TAMWORTH NSW 2340

Ph: (02) 6755 5099  
Fax: (02) 6766 4120

## **WESTERN NSW**

Level 1  
State Office Block  
Cnr Kite & Anson Streets  
ORANGE NSW 2800

PO Box 53  
ORANGE NSW 2800

Ph: (02) 6392 8500  
Fax: (02) 6392 8539

## **NORTH COAST & MID NORTH COAST**

Suite 3, Level 4  
29 Molesworth Street  
LISMORE NSW 2480

PO Box 575  
LISMORE NSW 2480

Ph: (02) 6627 8400  
Fax: (02) 6621 9994

## **WESTERN SYDNEY & BLUE MOUNTAINS**

Ground Floor, Station House  
16-18 Wentworth Street  
PARRAMATTA NSW 2150

PO Box 1007  
PARRAMATTA NSW 2124

Ph: (02) 9204 7400  
Fax: (02) 9635 9775

## **CENTRAL & NORTHERN SYDNEY**

Level 13  
12 Help Street  
CHATSWOOD NSW 2067

Postal address as above

Ph: (02) 9242 1700  
Fax: (02) 9415 3979

**Call 13 28 11 to be connected to your nearest  
State Training Services regional office.**

## 13 Local Government Boundaries

For the purposes of the *Ben Chifley Scholarship* a country area (see Section 4) includes the following regions:

- Central West
- North Western
- Richmond Tweed
- Mid North Coast
- Far West
- Murrumbidgee
- Murray
- Northern
- South Eastern
- Central West

Sydney Surrounds excluding Blue Mountains, Gosford, Hawkesbury, Wyong and Wollondilly. Illawarra excluding Wollongong and Shellharbour. Hunter excluding Lake Macquarie and Newcastle.



<b>Regional Name</b>	<b>Description</b>
<b>Central West (CW)</b>	In the centre of the region is the Bathurst-Orange area and to the east the Blue Mountains. The western area extends to the Lachlan river and the town of Condobolin. The region also contains the urban areas of Parkes, Forbes and Cowra and includes the local government areas of Lachlan, Bland, Parkes, Forbes, Weddin, Carbonne, Cowra, Orange, Blayney, Bathurst, Oberon, Mid-Western and Lithgow.
<b>Far West (FW)</b>	This vast region containing the unincorporated area of NSW is bounded by the Queensland and South Australian borders, and includes the City of Broken Hill and Central Darling. The Darling River passes through the region from the north-east to the south.
<b>Hunter (HT)</b>	The Hunter Region contains the Hunter River and its tributaries with highland areas to the north and south. The Hunter Valley is one of the largest river valleys on the NSW coast. It includes the local government areas of Upper Hunter, Gloucester, Muswellbrook, Singleton, Cessnock, Lake Macquarie, Newcastle, Port Stephens, Maitland, Dungog, Great Lakes and Gloucester.
<b>Illawarra (IL)</b>	The Illawarra Region contains the urban areas of Wollongong and Nowra, and the Minnamurra and Shoalhaven river valleys. To the west of the coastal plain is a long escarpment that leads to very rugged terrain in the Shoalhaven area. It includes the local government areas of Wollongong, Shellharbour, Kiama, Shoalhaven and Wingecarribee.
<b>Murrumbidgee (MG)</b>	The region is traversed by the Murrumbidgee River and contains the Murrumbidgee and other irrigation areas. Wagga Wagga is the major urban centre in the region. It includes the local government areas of Carrathool, Griffith, Murrumbidgee, Leeton, Narrandera, Lockhart, Wagga Wagga, Coolamon, Temora, Junee, Cootamundra and Gundagai.
<b>Murray (MR)</b>	The Murray River on the NSW border forms the southern boundary of the region. The terrain varies from flat in the western and central areas to very rugged on the eastern border. The main urban centre in the region is Albury. It includes the local government areas of Wentworth, Balranald, Wakool, Conargo, Deniliquin, Murray, Berrigan, Jerilderie, Urana, Corowa, Greater Hume, Albury and Tumbarumba.

- Mid - North Coast (NC)** The Mid-North Coast Region covers a coastal strip of NSW and includes the Manning, Hastings, Clarence and Macleay river valleys. It includes the local government areas of Clarence valley, Coffs Harbour, Bellingen, Nambucca, Kempsey, Hastings and Taree.
- Northern (NR)** The region contains the Northern Tablelands, the northern slopes to the west of the tablelands, and the north central plains. It includes the local government areas of Tenterfield, Glen Innes Severn, Guyra, Armidale Dumaresq, Walcha, Tamworth, Uralla, Inverell, Gwydir, Liverpool Plains, Gunnedah, Narrabri and Moree Plains.
- North Western (NW)** This large region contains diverse topography, with flat plains to the west, undulating slopes in the centre and elevated areas extending from the Central Tablelands in the east. The region includes the Bogan, Macquarie and Castlereagh river basins. It includes the local government areas of Bourke, Cobar, Brewarrina, Bogan, Walgett, Coonamble, Warren, Narromine, Dubbo, Wellington, Gilgandra and Warrumbungle.
- Richmond - Tweed (RT)** The Richmond and Tweed coastal river basins and the Upper Clarence River valley dominate this region. To the west is the New England Plateau and to the north the McPherson Range. It includes the local government areas of Tweed, Kyogle, Lismore, Byron, Ballina and Richmond Valley.
- South Eastern (SE)** Comprises the far south coast of NSW, the southern tablelands and the Snowy Mountains. The region contains the Clyde, Moruya, Tuross and Bega river valleys. It includes the local government areas of Greater Argyle, Eastern, Eurobodalla, Bega Valley, Bombala, Cooma Monaro, Snowy River, Queanbeyan, Tumut, Yass Valley, Harden, Young, Boorowa and Upper Lachlan.
- Sydney Inner (SI)** Inner Suburbs of Sydney
- Sydney Outer (SO)** Outer Suburbs of Sydney
- Sydney Surrounds (SS)** Areas around Sydney Metropolitan including Blue Mountains, Gosford, Hawkesbury, Wollondilly and Wyong.



