Application Package

2016 TAFE NSW Bicentenary
Oliver Shaul Scholarship

https://www.facebook.com/OliverShaulScholarship
Application Package Contents

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Information Hotline

For further information or queries, please contact:

TAFE NSW Service Industry Liaison Unit
ServiceILU@tafensw.edu.au
Phone: 9942 0587
2016 TAFE NSW Bicentenary Oliver Shaul Scholarship

About Oliver C Shaul

Starting as an apprentice pastry cook in Switzerland in 1936, Oliver Shaul had a long and distinguished career in the hospitality industry. His achievements included designing the first food court in Australia; growing the Federal Hotel in Melbourne to be the first publicly listed hospitality organisation in Australia; establishing the Travelodge hotel chain; opening the Summit Restaurant in the Sydney CBD; and establishing and running the catering in the Sydney Opera House. Oliver Shaul was actively involved in many tourism, hospitality and management committees and boards and in 1990 was awarded the Medal of the Order of Australia for services to the hospitality industry.

Oliver Shaul had a long association with TAFE NSW and a deep commitment to training. In 1988, he established the TAFE NSW Bicentenary Oliver Shaul Scholarship Fund, to provide an annual scholarship to the most meritorious student in their final year of a TAFE NSW Commercial Cookery trade course. The prestigious scholarship provides the winner with the opportunity to broaden their education and strive for excellence in their profession by training overseas for a period of at least three months in a restaurant or hotel kitchen of first class international reputation.

Section 1: Selection Criteria


2. Achieved high standards throughout Apprenticeship

3. Demonstrated commitment to achieving excellence in the field of commercial cookery in Australia;

4. Demonstrated capacity to be an Australian ambassador
Section 2: Application Information

The applicant is required to submit:

1. Completed Form A - Student Application Form

2. Completed Form B -
   - Part A - Faculty Endorsement
   - Part B - Teacher Report

3. Completed Form C – Portfolio
   a. TAFE NSW transcript showing course results to date
   b. Applicant Statement on:
      I. Academic achievements in course competencies
      II. Demonstrated commitment on achieving excellence in the field of commercial cookery in Australia
      III. Outline of any culinary achievements and/or participation in any competitions or special events
      IV. Demonstrated capability on how the applicant would be an Australian Ambassador (domestically and internationally)
   c. A letter of reference from the applicant’s employer which endorses their application for the scholarship
   d. Proposed study/ Training or work placement
      I. Destination – country, region/ province, city/town/village;
      II. Name of restaurant or hotel kitchen (venue)
      III. Reasons for choice and expected outcomes and enhancement to career success;
      IV. Attach documented evidence of communication with venue and conformation of their offer
      V. Outline of the activities that will be undertaken
      VI. Proposed itinerary, including travel dates, carrier/s, other transport, accommodation etc.;
      VII. Budget outline including – Estimation of costs, based on itinerary items, transport, accommodation, emails, living expenses, training programs tools and equipment, uniforms and any other associated costs.
Submission Instructions

1. Applications close on Tuesday 31st May 2016

2. Applications must be submitted in hard copy

3. Applications must include an original application and an additional two (2) photocopies of all application documents

4. Applications should be posted or delivered, or may be hand delivered, to:

TAFE NSW Service Industry Liaison Unit
St Leonards Campus, Building EG14
213 Pacific Highway, St Leonards NSW 2065
ATT: Alyse Baume

Selection Process

- **Step 1**
  • Applications will be reviewed against the Checklist of Requirements (Form D) to determine eligibility

- **Step 2**
  • Eligible applications will be reviewed by the Selection Committee against the selection criteria and other requested information

- **Step 3**
  • Short listed applicants will be invited to attend an interview with the Selection Committee

- **Step 4**
  • The Selection Committee will award the prize based on:
    • academic achievement in SIT30813 Certificate III in Commercial Cookery
    • commitment to the goal of achieving excellence in the field of commercial cookery in Australia
    • capacity to be an Australian goodwill ambassador overseas
    • the merit of the proposed study/training or work placement to be undertaken
    • the ability of short listed applicants to confirm the study/training or work placement.

- **Step 5**
  • Applicants will be notified in writing of the outcome of the selection process.
Section 3: Frequently Asked Questions

Can I apply if I finish my course in June 2016?
Yes. Applicants must be in their final year of study and this will include mid-year and end of year completions for 2016.

What type of study/training or work placement can I undertake?
The legislation states that the study/training or work placement should be in a restaurant or hotel kitchen of international reputation in an overseas location (outside of Australia).

What is an appropriate length of time to plan for the study/training or work placement?
The legislation specifies a period of not less than three months and there is no maximum period. The study/training or work placement must commence within six months of being awarded the scholarship, which will be officially awarded in September 2016.

Who will be on the selection committee?
The legislation states that the selection committee will be a minimum of three people and will include:

I. A representative of Oliver Shaul as Chairperson, and
II. an industry representative, and
III. a TAFE NSW representative

Are there any reporting requirements during and after the trip?
Yes. The Service Industry Liaison Unit will provide instructions and templates for reporting on the progression and outcomes of the study/training or work placement, including:

I. A Scholarship Status Report, which must be completed prior to embarking on the trip;
II. Travel blog entries on the Oliver Shaul Scholarship facebook site, or by email to the Service Industry Liaison Unit to be posted on your behalf:
   https://www.facebook.com/OliverShaulScholarship
III. A Recipient Report, which is to be submitted on completion of the study/training or work placement.

What if I can’t attend the interview in person?
Interviews will be held in Sydney NSW. If you are invited to interview and cannot attend in person, video conference and telephone conference facilities are available. It is your responsibility to make the arrangements with your local TAFE campus to access these facilities if required.

How do I make arrangements for my proposed study/training or work placement if I don’t know if I will win?

I. Make initial contact with your proposed study/training or work placement provider/s to establish the proposed start and completion dates. The study/training or work placement must commence within six months of the winner being announced in September 2016;
II. Estimate the costs, such as airfares, other transport, accommodation, living expenses, required tools and equipment and other related costs;
III. Document these proposed dates and costs in your application;
IV. If confirmation of the study/training or work placement is available and you are invited to interview, bring the confirmation with you;
V. If you are shortlisted by the selection committee, confirmation of your accepted proposal for study/training or work placement must be provided to be awarded the scholarship.
Section 4: Forms

Form A: Student Application Form

I. This form must be completed by the applicant (student).
II. This form may be printed and hand written or details can be typed directly into the PDF fields and then printed. The student statement must be within the space provided.
III. The form must be returned to the teacher or head teacher as a hard (paper) copy.

Form B: Part A - Faculty Endorsement

I. This form must be completed by the institute faculty manager.
II. The teacher or head teacher will arrange for this form to be completed.
III. This form may be printed and hand written or details can be typed directly into the PDF fields and then printed.

Form B: Part B - Teacher Report

I. This form must be completed by the applicant’s teacher.
II. The teacher must use this form to provide comment, specific examples and a ranking against each selection criteria. The Ranking Scale is at the beginning of the form.
III. This form may be printed and hand written or details can be typed directly into the PDF fields and then printed. The statements must be within the space provided.

Form C: Part A - Portfolio Template

Form C: Part B - Scholarship Proposal

- The applicant may use these forms to compile their portfolio and the details of their proposed study/training or work placement (‘scholarship proposal’).
- The applicant may choose to revise or reformat these templates to suit their preferred layout and design for their portfolio and scholarship proposal.
- If these forms are used, they may be printed and hand written or details can be typed directly into the fields on the templates and printed. There is no limitation to the word count or space that can be used.
- The applicant may choose not to use these templates and present their portfolio and the scholarship proposal in a format of their own choosing.
- The completed portfolio and scholarship proposal must be returned to the teacher or head teacher as a hard (paper) copy.

Form D: Checklist of Requirements (Office Use Only)

I. This form must be completed by the teacher or head teacher to confirm all required information is provided prior to submission.
II. This form may be printed and hand written or details can be typed directly into the PDF fields and then printed.
# 2016 TAFE NSW Bicentenary Oliver Shaul Scholarship

**Student Application Form**

Please complete this form and return to your teacher with the application requirements detailed in Section 2, allowing sufficient time for completion and submission of your application by **31st May 2016**.

## PERSONAL DETAILS

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<tr>
<th>Name:</th>
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<tr>
<td>Address:</td>
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<tr>
<td>Suburb:</td>
<td>State:</td>
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<tr>
<td>Phone:</td>
<td>Mobile:</td>
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<tr>
<td>Email:</td>
<td>D.O.B:</td>
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</tbody>
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Australian Citizen or Permanent Resident: Yes ☐ No ☐

## EMPLOYER DETAILS

<table>
<thead>
<tr>
<th>Business Name:</th>
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<tbody>
<tr>
<td>Employer/Supervisor Name:</td>
<td></td>
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<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>Suburb:</td>
<td>State:</td>
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<td>Phone:</td>
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<td>Email:</td>
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## STUDENT STATEMENT:

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Student Signature: __________ Date: __________
Part A: Faculty Endorsement

- Part A is to be used by institute faculty manager to endorse students for the Oliver Shaul Scholarship. As a sponsored prize, the nominated student must meet the selection criteria specified by the sponsor in the TAFE NSW State-wide Student Prize Booklet 2016.
- Only students with 2016 course completion dates are eligible for nomination.

Nominated by (Faculty Manager):

Institute and Faculty:

Nominator’s Contact Phone No.: Date:

Sponsored Prize Nomination

TAFE NSW Campus: Award Ref No. OCSS_TF1

Qualification Name: National Qualification Code:

Student Surname: Student First Name:

Student ID: Is learner an APPRENTICE YES NO

Employer’s Name:

Employer’s Address:

Employer’s Contact: Phone: Email:
Part B: Teacher Report

Please use this form to provide specific examples of demonstrated skills, knowledge and behaviours that indicate the nominee’s achievement against the selection criteria. Use the Ranking Scale to indicate the student’s level of performance against selection criteria 1,2,3,4, and 5 in the box provided.

Ranking Scale:
0 = Not Yet Competent
1 = Satisfactory
2 = Recommended
3 = Highly Recommended

PERSONAL DETAILS

Student’s Name:

Teacher’s Name:

Institute & Campus:

Phone: Email:

Teacher’s Signature:

SELECTION CRITERIA

1. Is the above named student progressing towards successful completion of SIT30813 Certificate III in Commercial Cookery in 2016 as a TAFE NSW trade student (apprenticeship)?

   YES ☐ NO ☐

Comment if required:
2. Comment on the applicant’s achievement of excellence in the majority of competencies and across all aspects of the course.

Comment and provide a minimum of two examples in the space provided:

Ranking:

3. Comment on the applicant’s commitment to the goal of achieving excellence in the field of commercial cookery in Australia.

Comment and provide a minimum of two examples in the space provided:

Ranking:
4. Comment on the applicant’s capacity to be an Australian goodwill ambassador overseas.

Comment and provide a minimum of two examples in the space provided:

5. Comment on the merit of the proposed study/training or work placement to be undertaken.

Comment in the space provided:
Form C

Portfolio Template

Part A: Portfolio

Instructions: This attachment is a template that will guide applicants through the process of developing their portfolio.

The template may be revised or reformatted to suit the applicants preferred layout and design. There is no limitation to the word count or space that can be used. Use the enter key to add space.

The completed Portfolio should be inserted into the application after Form A Student Application Form

Name of Applicant:

1. Provide a current academic transcript showing course results to date. You may wish to ask your campus student services team or your teacher or head teacher for assistance in obtaining this document.

   Insert the printed transcript after this page

2. Comment on your achievements in commercial cookery course competencies

Response:

3. Express your commitment to achieving excellence in the field of commercial cookery in Australia by providing statements, examples, testimonials (references) or other evidence. This may include:
   - an explanation of your reasons for undertaking studies in commercial cookery
   - details of any culinary achievements
   - details of participation in any special events
   - details of participation in any competitions and resulting awards, prizes or certificates
   - any other relevant information

   Insert any evidence after this page
4. An ‘Australian goodwill ambassador overseas’ is someone who makes a positive impression on people as a representative of Australia and Australian people when overseas. This usually occurs when you make a difference to others, through friendly communication, acts of kindness, helpfulness, encouraging inclusiveness, embracing diversity and being willing to try to make a difference. This may occur in the workplace or in any public or social situations.

Describe the attributes you possess that would make you an Australian goodwill ambassador overseas. You may also include examples, testimonials (references) or other evidence to support your statement.

Insert any evidence after this page

Response:
Part B: Scholarship Proposal

This attachment is a template that will guide applicants through the process of documenting the details of their proposed study/training or work placement.

The use of this template is optional. It may also be revised or reformatted to suit the applicants preferred layout and design. There is no limitation to the word count or space that can be used. Use the enter key to add space.

All evidence being submitted should be inserted into the final hard copy, directly after the page where you have referred to the evidence.

The completed Scholarship Proposal should be inserted into the application after Attachment B Portfolio.

Name of Applicant:

1. State your destination country, region/province, city/town/village

Response:

2. State the name of the restaurant, hotel kitchen or other suitable venue where you will undertake your proposed study/training or work placement and your reasons for choosing this particular venue. This should include the career outcomes or enhancement to career success you are hoping to achieve through placement at this venue.

   Provide visual evidence of the venue such as a menu, printed website/other promotional material.

   If you are intending to undertake more than one placement within the minimum three month duration, provide details for all venues.

   *Insert any evidence after this page*

Response:
3. Outline the communication you have had with the venue/s. This should include:
   • the name of the contact person
   • how initial introductions were made
   • confirmation that they are willing to offer you the proposed study/training or work placement
   • an outline of the tasks you would be likely to perform
   • proposed dates for undertaking the study/training or work placement
   • Evidence to support this information.

   Insert any evidence after this page

Response:

4. Provide a proposed itinerary, including travel dates, potential carrier/s (airlines, ships), other transport, accommodation, etc.

   Insert any evidence after this page

Response:
5. Provide an estimation of the costs, based on the itinerary items, including transport, accommodation, meals, living expenses, training programs, tools and equipment, uniforms and any other associated costs. Provide estimates to support this information.

*Insert any evidence after this page*

*Response:*
### 2016 TAFE NSW Bicentenary Oliver Shaul Scholarship Checklist of Requirements (Office Use Only)

<table>
<thead>
<tr>
<th>Application includes:</th>
<th>YES</th>
<th>Comment</th>
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<tr>
<td>1. A completed Student Application Form</td>
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<td>2. A current Portfolio which includes:</td>
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<td>• An academic transcript showing course competencies to date in the final year of Commercial Cookery as a TAFE NSW trade student (apprenticeship)</td>
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<td>• An expression of the applicant’s commitment to the goal of achieving excellence in the field of commercial cookery in Australia. This may include:</td>
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<td>o An explanation of the reasons for undertaking studies in commercial cookery;</td>
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<td>o Any other relevant information.</td>
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<td>• A statement as to how the applicant would be an Australian goodwill ambassador overseas</td>
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<td>3. Details of proposed study/training or work placement, including:</td>
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<td>5. A completed Checklist of Requirements</td>
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