



2020 MINING ELECTRICAL AND MINING MECHANICAL ENGINEERING SOCIETY (MEMMES) SCHOLARSHIP APPLICATION FORM

Four Scholarships valued at \$2,000 each.
Tenable for up to four years

Closing date: Wednesday, 25 March 2020

The MEMMES Scholarship has been established by the Mining Electrical and Mining Mechanical Engineering Society to award one (1) Electrical and one (1) Mechanical scholarship annually to recipients in the Hunter/Central Coast region and one (1) Electrical and one (1) Mechanical scholarship annually to recipients across NSW (4 scholarships in total). The Scholarships program supports students who are enrolled or have successfully completed their trade apprenticeship, are employed in the mining sector in New South Wales and are wanting to pursue a post trade qualification.

ELIGIBILITY CRITERIA

Applicant must be either enrolled in, or have completed, an eligible electrical or mechanical engineering trade qualification with TAFE NSW:

- Certificate III in Electrotechnology Electrician
- Certificate III in Engineering – Mechanical Trade
- Certificate III in Mobile Plant Technology

Must not have completed a qualification higher than a Certificate III with TAFE NSW or any other education provider.

Must be employed within the mining sector in New South Wales or seeking employment within the mining sector.

Must want to partake in post trade qualifications to further themselves within the mining sector.

Does not hold another scholarship for the same course of equivalent or more substantial benefit.

IMPORTANT INFORMATION

Application form to be completed by student (applicant) and include one supporting statement from either the applicant's employer or teacher.

All applicants must agree to abide by the decision of the judging panel and no appeals will be entered into.

APPLICANTS CHECKLIST

Complete all parts of this form - Incomplete Application Forms will not be accepted.

Attach supporting documentation wherever you see the paperclip symbol  and label them with your name.

Do NOT send any original documentation with your application - COPIES ONLY.

Keep one copy of your application and attachments for your reference.

Sign and date the form yourself.

SUBMIT YOUR APPLICATION BY 25 MARCH 2020

Email: hunter.foundation@tafensw.edu.au

Postal address: Hunter TAFE Foundation
Locked Bag 45 HRMC 2310





PART A - APPLICANT DETAILS

Family name: First/other names:

Date of birth (dd/mm/yy): Age:

Postal address:

Suburb: State: Postcode:

Mobile: Student number:

Email:

Trade apprenticeship course currently enrolled in:

Location: Completion date:

Trade apprenticeship course completed:

Training organisation: Year completed:

Have you received an award or scholarship from the Hunter TAFE Foundation in the past 12 months? Yes No

If yes, please disclose the following:

Name of the award or scholarship received:

Value: Date received:

If you have answered Yes to the above questions please refer to Terms and Conditions before continuing to determine if you are eligible to apply for this scholarship.

PART B - APPLICANT DECLARATION

- I declare that the information supplied on this form and attached documents are true and correct.
- I authorise the Hunter TAFE Foundation to access details on my enrolment for the purpose of assessing my application.
- I authorise the release of this Application and supporting documents to the Panel convened to review all Applications for this Scholarship.
- I accept the Panel's decision cannot be appealed and no correspondence concerning the decisions will be entered into.
- In signing this declaration I acknowledge I have received, understand and accept the Terms and Conditions for the MEMMES Scholarship awarded by the Hunter TAFE Foundation; a copy of which is attached to the MEMMES Scholarship Application Form.

Applicant name (printed) Referee name (printed)

Applicant signature Referee signature

Date Date

Privacy

The information provided by you on this Application Form and attachments will be used by the Hunter TAFE Foundation for the purpose of administration and determining the award of the MEMMES Scholarship. Provision of this information is essential to determine your eligibility for consideration for a Scholarship. Information will be stored securely. If you do not provide all information, then your Application may not be eligible for entry.



PART C - APPLICANT STATEMENT

The applicant statement must include a minimum of 250 words response to all questions as listed below:

1. Outline your career goals, future training and professional development plan.

2. Describe your commitment to your education and a career in the industry.

3. Outline what course you would use the Scholarship monies to enrol in and describe how that would advance your career within the industry.



If insufficient space to provide a response to each question please attach your responses to the application form.



PART D - REFEREE STATEMENT (EMPLOYER OR TEACHER)

Company:

Location:

Name:

Position:

Contact number:

Email:

To confirm the applicant's suitability for the scholarship please provide a comment on each of the following:

1. Applicant's attitude and initiative

2. Learning and initiative in the classroom or workplace

3. Teamwork and communication skills

4. Potential to advance and progress within the industry



If insufficient space to provide a response to each question please attach your responses to the application form.



PART E - EDUCATION DETAILS

What is the highest level of education you have successfully completed?

- University TAFE
- Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent
- Year 9 or equivalent Year 8 or equivalent Never attended school

Note: Attach evidence of education, i.e. transcripts, certificates, etc.

In the table below list any course you have completed.

Course name	Level	Institution	State/country	Year completed

Note: Attach evidence of courses listed above, i.e. transcripts, certificates, etc.

PART F - EMPLOYMENT STATUS

Are you currently employed: Yes No

Company name:

Contact person:

Contact number:

Email:

PART G - ADDITIONAL INFORMATION

In support of your application you may also provide any additional information that you believe may be of assistance, i.e. academic awards, achievements such as work experience, references, extra-curricular activities, community involvement, etc.

Please be reminded that the Selection Panel can only judge your application on the information that you provide with your application.

PART H - HOW DID YOU HEAR ABOUT THIS SCHOLARSHIP?

- Received an email from Hunter TAFE Foundation or TAFE NSW.
- Searching TAFE NSW website
- Social media post - please indicate which social media channel:
- Teacher informed me
- Other - please provide details:

FOR OFFICE USE ONLY

Date received:

Interview:



TERMS AND CONDITIONS FOR MINING ELECTRICAL AND MINING MECHANICAL ENGINEERING SOCIETY (MEMMES) SCHOLARSHIP AWARDED BY THE HUNTER TAFE FOUNDATION

1.0 ESTABLISHMENT AND PURPOSE

- 1.1 The Mining Electrical and Mining Mechanical Engineering Society (MEMMES) Scholarships were established by the Hunter TAFE Foundation in partnership with MEMMES as a means of providing support and encouragement via the provision of financial assistance to pursue further study.
- 1.2 MEMMES Scholarships are funded by MEMMES and managed and administered by the Hunter TAFE Foundation.
- 1.3 A panel will be established comprising a representative from MEMMES, TAFE NSW and Hunter TAFE Foundation to determine successful scholarship applicants.
- 1.4 The scholarships deliver two (2) scholarships each valued at \$2, 000 in the Electrical trade area and two (2) scholarships each valued at \$2, 000 in the Mechanical engineering trade area each year to help the successful applicants meet costs associated with their studies.

2.0 DEFINITIONS

- 2.1 "Applicant" means an individual who applies for a MEMMES Scholarship by completing and submitting a MEMMES Scholarship Application Form in accordance with the Application Process.
- 2.2 "Application Process" means the process set out in clause 3.0 of these Terms and Conditions as amended or varied by the Hunter TAFE Foundation from time to time in its sole discretion.
- 2.3 "Eligible Applicant" means an Applicant who meets the criteria for eligibility for the award of a MEMMES Scholarship as set out in clause 4.0 of the Terms and Conditions.
- 2.4 "MEMMES Scholarship" means a financial grant up to a maximum value of \$2,000 awarded by the Hunter TAFE Foundation in accordance with these Terms and Conditions.
- 2.5 "MEMMES Scholarship Application" means an application for a MEMMES Scholarship made by an Applicant in accordance with these Terms and Conditions.
- 2.6 "MEMMES Scholarship Application Form" means the form which must be completed by an Applicant and which is available from tafensw.edu.au/scholarships
- 2.7 "MEMMES Scholarship Offer and Acceptance Form" means the form which must be completed by the Successful Applicant and is to be issued by the Hunter TAFE Foundation.
- 2.8 "MEMMES Scholarship Recipient" means Successful Applicant who accepts the MEMMES Scholarship by completing and returning a MEMMES Scholarships Offer and Acceptance Form in accordance with the process set out in clause 6.0 of these Terms and Conditions.
- 2.9 "Panel" means a panel comprised of a representative from the MEMMES, TAFE NSW and Hunter TAFE Foundation to assess Applicants on their Application Form.

- 2.10 "Successful Applicant" means an Eligible Applicant who is offered a MEMMES Scholarship by the Hunter TAFE Foundation in accordance with the process set out in clause 5.0 of these Terms and Conditions.

3.0 APPLICATION PROCESS

- 3.1 An Applicant must complete a MEMMES Scholarship Application Form and submit the MEMMES Scholarship Application Form to the Hunter TAFE Foundation, either by post, email or in person as detailed on the MEMMES Scholarship Application Form.
- 3.2 The Applicant must acknowledge and accept the MEMMES Scholarship Terms and Conditions by signing and dating the declaration on the MEMMES Scholarship Application Form prior to submitting the MEMMES Scholarship Application Form in the manner set out in clause 3.1.
- 3.3 Upon receipt of a MEMMES Scholarship Application Form, the Hunter TAFE Foundation will complete an initial review of the MEMMES Scholarship Application Form to ensure that all required information has been provided by the Applicant.
- 3.4 Following the completion of an initial review of a MEMMES Scholarship Application the Hunter TAFE Foundation will notify an Applicant in writing of receipt of the MEMMES Scholarship Application and provide an outline of the next steps for that Applicant in relation to their MEMMES Scholarship Application.
- 3.5 Provided all aspects of a MEMMES Scholarship Application are correctly completed by the Applicant, the MEMMES Scholarship Application will be referred to the MEMMES Scholarship Panel for its assessment and determination.
- 3.6 The MEMMES Scholarship Panel may consist of at least two representatives from either MEMMES, TAFE NSW and/or a representative from the Hunter TAFE Foundation.
- 3.7 The MEMMES Scholarship Panel may, at its sole discretion, confer with the Hunter TAFE Foundation and/or TAFE NSW to confirm the suitability of an Applicant.
- 3.8 A summary of all applicants and comments from the above panelists will be collated by the Hunter TAFE Foundation and provided to MEMMES for endorsement. MEMMES to make the final decision of who will be awarded the Scholarship.

4.0 APPLICANT ELIGIBILITY FOR AWARD OF MEMMES SCHOLARSHIP

- 4.1 A MEMMES Scholarship may be awarded to an Eligible Applicant who has completed and lodged a MEMMES Scholarship Application Form and who, as determined by the Panel (in its sole discretion), satisfies all of the following criteria:
 - 4.1.1 Applicant must be either enrolled in, or have completed, either an electrical or mechanical engineering trade qualification with TAFE NSW.



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- 4.1.2 Must not have completed a qualification higher than a Certificate III with TAFE NSW or any other education provider.
- 4.1.3 Must be employed within the mining sector in New South Wales or seeking employment within the mining sector.
- 4.1.4 Must not have been dismissed by their employer due to issues relating to professional performance or behaviour.
- 4.1.5. Does not hold another scholarship for the same course of equivalent or more substantial benefit.
- 4.2 Incomplete MEMMES Scholarship Application Forms will not be considered by the Panel.
- 4.3 The Hunter TAFE Foundation is under no obligation to attempt to contact any Applicant who incorrectly completes and/or submits an Application Form and will contact an Applicant on not more than two (2) occasions in an effort to obtain information which is missing, or has not been completed correctly. Should all required information not be provided, the MEMMES Scholarship Application will be withdrawn by the Hunter TAFE Foundation and notice sent to the Applicant.

5.0 OFFER OF MEMMES SCHOLARSHIP

- 5.1 The Panel will determine the MEMMES Scholarship recipients in its sole discretion.
- 5.2 The successful applicants will be notified by telephone and mail and will be sent a MEMMES Scholarship Offer and Acceptance Form to complete.
- 5.3 If unsuccessful, an Applicant will be notified in writing of that outcome.

6.0 ACCEPTANCE OF MEMMES SCHOLARSHIP

- 6.1 A Successful Applicant must complete and return the MEMMES Scholarship Offer and Acceptance Form as soon as possible and as a pre-condition to payment of the MEMMES Scholarship.
- 6.2 For the avoidance of doubt, a Successful Applicant acknowledges and agrees that the award of a MEMMES Scholarship is conditional upon a Successful Applicant signing and returning to the Hunter TAFE Foundation the MEMMES Scholarship Offer and Acceptance Form.

7.0 AWARD AND PAYMENT OF THE MEMMES SCHOLARSHIP

- 7.1 Following the Successful Applicant's completion and return of the MEMMES Scholarship Offer and Acceptance Form, the MEMMES Scholarship will be presented to the Successful Applicant at a suitable TAFE NSW presentation in mid 2020.

- 7.2 Scholarship funds are tenable up to four (4) years after announcement of the recipient of the Scholarship.
- 7.3 Scholarship funds of \$2,000 to be held by Hunter TAFE Foundation and applied to enrolment fee when the Successful Applicant enrolls in a post graduate qualification; the donor may decide to award an amount of money as a cash cheque to the recipient at the time of announcement.
- 7.4 The Hunter TAFE Foundation is under no obligation to pay or make available any part of the MEMMES Scholarship until it has received a signed and completed MEMMES Scholarship Offer and Acceptance Form.

8.0 CONDITIONS OF MEMMES SCHOLARSHIP

- 8.1 A MEMMES Scholarship Recipient acknowledges and agrees that the following conditions apply to the award of a MEMMES Scholarship:
 - 8.1.1 On request by the Hunter TAFE Foundation or the Panel, a MEMMES Scholarship Recipient must provide the Hunter TAFE Foundation with an update on how the MEMMES Scholarship assisted them in their education at TAFE NSW.
 - 8.1.2 All MEMMES Scholarship Recipients must agree to be available for promotional and marketing photography in line with TAFE NSW's Authority to Publish
 - 8.1.3 Any decision of the Panel regarding a MEMMES Scholarship Application is final and no correspondence will be entered into.
 - 8.1.4 The Successful Recipient is expected to be an ambassador for the Hunter TAFE Foundation and uphold the values of the organisation and to behave at all times in accordance with the TAFE NSW Student Code of Conduct.
 - 8.1.5 The Recipient must attend a MEMMES Convention or one day Seminar as a guest and give a presentation to the members on their work experience, progress with studies and their future plans.
 - 8.1.6 The Hunter TAFE Foundation reserve the right to withdraw any unpaid monies or request repayment of monies awarded as for the MEMMES Scholarship should a Recipient fail to meet any of the requirements as outlined in these Terms and Conditions (as determined by the Hunter TAFE Foundation).

9.0 VARIATION

- 9.1 The Hunter TAFE Foundation may vary these Terms and Conditions or any form or process referred to herein at any time and without notice.