



2019 NEVILLE SAWYER SCHOLARSHIP

APPLICATION FORM

Scholarship value: \$5,000

CLOSING DATE: 5PM FRIDAY, 30 AUGUST 2019

Tenable for up to two [2] years

The Neville Sawyer Scholarship has been established to encourage TAFE NSW students of Engineering, Information Technology/Computer and Science fields to undertake further studies to develop their skills and qualifications to advance to leadership roles in business and industry across the Hunter and Central Coast local government areas.

ELIGIBILITY CRITERIA

Either a TAFE NSW final year student, graduate or postgraduate student of:

Indicate your area of study;

Engineering

Information Technology / Computers

Science

Applicant must seek the support of their Employer before applying for the scholarship

Employer or teacher must supply a supporting statement for the applicant

A resident of the Hunter or Central Coast local government area

An Australian citizen or permanent resident

Does not hold another scholarship for the same course of study

IMPORTANT INFORMATION

Application form to be completed by the 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 full photocopy of your application and attachments for your reference

Sign and date the form yourself

SUBMIT YOUR APPLICATION BY 5PM FRIDAY, 30 AUGUST 2019

Email: hunter.foundation@tafensw.edu.au

Postal address: Hunter TAFE Foundation
Locked Bag 45 HRMC 2310





PART A - NOMINEE DETAILS

Family name:

First/other names:

Date of birth (dd/mm/yy):

Age:

Sex:

Male

Female

Postal address:

Suburb:

State:

Postcode:

Mobile:

Student number:

Email:

Current or Previously Completed Course:

Campus:

Completion date:

Intended Course of Study:

(Refer to 4.2 Terms and Conditions for Potential Courses)

Citizenship/residency status. I have attached a copy of my

Drivers Licence

Birth Certificate

Other (please specify):

as verification of my status

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 Neville Sawyer Scholarship awarded by the Hunter TAFE Foundation; a copy of which is attached to the Neville Sawyer Scholarship Application Form.

Applicant name (printed)

Witness name (printed)

Applicant signature

Witness 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 Neville Sawyer Scholarships. 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 - 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 D - APPLICANT STATEMENT

Please prepare a response for each of the questions listed below (minimum of 150 - 200 words each response)

1. Outline your career goals and aspirations.

2. Outline the course that you plan to undertake with the scholarship and how this course would further your professional career.



3. Describe your commitment and aptitude to the industry.

4. Explain how receiving the Neville Sawyer Scholarship would impact on your personal life and development.



If there is insufficient space to provide your responses, please feel free to attach a separate sheet with your responses to your application form.



PART E - SUPPORT STATEMENT FROM EMPLOYER, WORK PLACEMENT ORGANISATION OR TEACHER

Please note that this person may be contacted by the interview panel.

Name:

Company:

Location:

Position:

Contact number:

Email:

Please provide comment on the following:

1. Applicant's commitment to study and/or work.

2. Participation and progress during course/work.

3. Potential to succeed and progress within the industry.



If there is insufficient space to provide your responses, please feel free to attach a separate sheet with your responses to your application form.



PART F - HOW DID YOU HEAR ABOUT THIS SCHOLARSHIP?

Received an email from TAFE NSW

Searching TAFE NSW website

Social media post - please indicate which social media channel:

Teacher informed me

Other - please provide details:

Or email completed form to hunter.foundation@tafensw.edu.au

FOR OFFICE USE ONLY

Date received:

Interview:



TERMS AND CONDITIONS

NEVILLE SAWYER SCHOLARSHIP AWARDED BY THE HUNTER TAFE FOUNDATION

1.0 ESTABLISHMENT AND PURPOSE

- 1.1 Neville Sawyer Scholarship was established in 2007 to encourage final year students, graduates or potential graduates of TAFE NSW in the field of Engineering, Information Technology/Computer fields or Science to undertake further business studies.
- 1.2 Neville Sawyer Scholarship is funded by Neville Sawyer and managed by the Hunter TAFE Foundation.
- 1.3 A selection panel will be established comprising representatives from TAFE NSW and Hunter TAFE Foundation to evaluate applications.
- 1.4 There will be one (1) Neville Sawyer Scholarship issued at a value of up to \$5,000 and will be determined by the Selection Panel in its sole discretion.

2.0 DEFINITIONS

- 2.1 "Applicant" means a student who applies for the Scholarship by completing and submitting an application Form in accordance with the application Process.
- 2.2 "Application" means an application for the scholarship made by an applicant in accordance with these terms and conditions.
- 2.3 "Application Form" means the form which must be completed by an applicant and which is available from tafensw.edu.au/scholarships.
- 2.4 "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.
- 2.5 "Eligible Applicant" means an Applicant who meets the criteria for eligibility for the award of a Scholarship as set out in clause 4.0 of the Terms and Conditions.
- 2.6 "Neville Sawyer Scholarship" means a financial scholarship valued at \$5,000 awarded by the Hunter TAFE Foundation in accordance with these Terms and Conditions.
- 2.7 "Neville Sawyer Scholarship Application" means an application for a Neville Sawyer Scholarship made by an Applicant in accordance with these Terms and Conditions.
- 2.8 "Neville Sawyer Scholarship Application Form" means the form which must be completed by an Applicant and which is available from tafensw.edu.au/enrol/scholarships

- 2.9 "Neville Sawyer 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.
- 2.10 "Neville Sawyer Scholarship Recipient" means Successful Applicant who accepts the Neville Sawyer Scholarship by completing and returning a Neville Sawyer Scholarship Offer and Acceptance Form in accordance with the process set out in clause 6.0 of these Terms and Conditions.
- 2.11 "Potential Business Courses" means a list of courses that have been identified as applicable to study and relevant to the Neville Sawyer Scholarship. 2.6
- 2.12 "Panel" means a panel assembled by representatives from TAFE NSW and Hunter TAFE Foundation to assess applications and determine the recipient.
- 2.13 "Student" means a currently enrolled student at TAFE NSW.
- 2.14 "Successful Applicant" means an Eligible Person who is offered a Neville Sawyer 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 an Application Form and submit it to the Hunter TAFE Foundation by the required closing date.
- 3.2 The Applicant must acknowledge and accept the Neville Sawyer Scholarship Terms and Conditions by signing and dating their Application Form.
- 3.3 Upon receipt of an application Form, the Hunter TAFE Foundation will complete an initial review of the scholarship application form to ensure that all required information has been provided by the applicant.
- 3.4 All Applicants invited to attend an interview will receive formal notification from the Hunter TAFE Foundation as to their respective time and date of interview.
- 3.5 All Applicants who were not successful in obtaining an interview will be notified by mail accordingly.
- 3.6 The Panel, at its sole discretion, will confer with the Hunter TAFE Foundation and/or TAFE NSW to confirm the suitability on an Applicant.



4.0 ELIGIBILITY

- 4.1 The scholarship may be awarded to an eligible applicant who has completed and lodged an application form, and who, as determined by the panel as eligible (in its sole discretion), satisfies all of the following criteria:
- 4.1.1 Is either a TAFE NSW final year student, graduate or post graduate student of Engineering, Information Technology/Computers or Science and has completed or is completing one of the courses as listed below:

Engineering Related Courses:

- Advanced Diploma of Electrical (Engineering)
- Advanced Diploma Engineering (Mechanical)
- Associate Degree Applied Engineering (Renewable Energy Technologies)
- Certificate III Automotive Manufacturing Technical Operations - Bus, Truck and Trailer
- Certificate III Engineering Fabrication Trade
- Certificate III Engineering Fabrication Trade (Heavy Fabrication)
- Certificate III Engineering Fabrication Trade (Light Fabrication)
- Certificate III Engineering Mechanical Trade
- Certificate III Engineering Technical
- Certificate IV Engineering
- Certificate IV Engineering (CNC Programming)
- Certificate IV Engineering (Fluid Power)
- Certificate IV Engineering Drafting
- Diploma Electrical Engineering
- Diploma Engineering Advanced Trade
- Diploma Engineering Technical (Mechanical)

Information Technology/Computer Related Courses:

- Certificate III Information, Digital Media and Technology
- Certificate IV Digital and Interactive Games
- Certificate IV Information Technology
- Certificate IV Information Technology Networking
- Certificate IV Programming
- Certificate IV Web Based Technologies
- Diploma Information Technology
- Diploma Information Technology Networking

Science Related Courses:

- Certificate III in Laboratory Skills
- Certificate III in Water Industry Treatment (Drinking Water)
- Certificate IV in Laboratory Techniques
- Diploma of Environmental Monitoring and Technology

If an applicant has previously completed a course other than those listed, approval will need to be sought from the donor for their endorsement of the course that has been studied.

- 4.1.2 Applicant has the support of their Employer in applying for this scholarship.
- 4.1.3 Is a resident of the Hunter or Central Coast local government area.
- 4.1.4 Is an Australian citizen or permanent resident.
- 4.1.5 Not in receipt of another scholarship for the same course of study.
- 4.2 Potential business courses that have been identified as being suitable may include, but not be limited to:
- 4.2.1 **Certificate IV:** Accounting and Bookkeeping, Business, Business Administration, Customer Engagement, Human Resources, Leadership and Management, Marketing and Communication, Project Management Practice, Work Health and Safety
- 4.2.2 **Diploma:** Accounting, Business, Business Administration, Human Resources Management, Leadership and Management, Marketing, Marketing and Communication, Project Management, Quality Auditing, Work Health and Safety
- 4.2.3 **Advanced Diploma:** Business, Leadership and Management, Management (Human Resources), Marketing and Communication, Marketing Business
- 4.3 Incomplete application forms will not be considered by the panel.
- 4.4 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, at his or her discretion, 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, in an application form. Should all required information not be provided, the application form will be withdrawn by the panel and notice sent to the applicant.



5.0 OFFER AND ACCEPTANCE

- 5.1 The panel will determine the successful applicant in its sole discretion.
- 5.2 The successful applicant will be notified by telephone and email and will be sent the Offer and acceptance Form.
- 5.3 Unsuccessful applicants will be notified by email.
- 5.4 A successful applicant must complete and return the Neville Sawyer Scholarship Offer and acceptance form as soon as possible and as a pre-condition to payment of the Neville Sawyer Scholarship.
- 5.2 For the avoidance of doubt, a successful applicant acknowledges and agrees that the award of a Neville Sawyer Scholarship is conditional upon a successful applicant signing and returning to the Hunter TAFE Foundation the Neville Sawyer Scholarship Offer and Acceptance Form.

6.0 AWARD AND PAYMENT

- 7.1 Following the Successful Applicant's completion and return of the Neville Sawyer Scholarship Offer and Acceptance Form, the Neville Sawyer Scholarship will be presented to the Successful Applicant at the Hunter TAFE Foundation Scholarship Presentation Ceremony.
- 7.2 Once the success applicant has confirmed their intended course of study, the Hunter TAFE Foundation will organise payment of the course directly to TAFE NSW.
- 7.3 The Neville Sawyer Scholarship provides up to \$5,000 and is tenable for a two (2) year period.
- 7.4 The Hunter TAFE Foundation is under no obligation to pay or make available any part of the Neville Sawyer Scholarship until it has received a signed and completed Neville Sawyer Scholarship Offer and Acceptance Form.

7.0 CONDITIONS OF THE SCHOLARSHIP

- 7.1 The recipient acknowledges and agrees that the following conditions apply to the award of the Scholarship:
 - 7.1.1 The Hunter TAFE Foundation reserve the right to withdraw any unpaid monies or request repayment of monies awarded should the successful recipient withdraw from studies or not successfully complete or fail to meet any of the requirements as outlined in these Terms and Conditions (as determined by the Hunter TAFE Foundation).
 - 7.1.2 On request by the Hunter TAFE Foundation the Recipient must provide an update on how the Scholarship has assisted them in their career journey.
 - 7.1.3 The Recipient must agree to be available for promotional and marketing photography in line with TAFE NSW's Authority to Publish.
 - 7.1.4 Any decision by the Panel regarding a Scholarship Application is final and no correspondence will be entered into.
 - 7.1.5 The 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.
 - 7.1.6 The Hunter TAFE Foundation reserve the right to withdraw any unpaid monies or request repayment of monies awarded as a Neville Sawyer Scholarship should a Neville Sawyer Scholarship Recipient fail to meet any of the requirements as outlined in these Terms and Conditions (as determined by the Hunter TAFE Foundation).

8.0 VARIATION

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