



## 2020 NEVILLE SAWYER SCHOLARSHIP

### APPLICATION FORM

#### Scholarship value: \$5,000

Tenable for up to two [2] years

#### CLOSING DATE: 5PM WEDNESDAY, 26 AUGUST 2020

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

Intending to undertake further studies in a business related course at TAFE NSW

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 selection 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 copy of your application and attachments for your reference

Sign and date the form yourself

#### SUBMIT YOUR APPLICATION BY 5PM WEDNESDAY, 26 AUGUST 2020

**Email:** [hunter.foundation@tafensw.edu.au](mailto: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, is 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 for 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 will 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 selection panel.

Name:

Company:

Location:

Position:

Contact number:

Email:

### **Please provide comment on the following:**

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

2. 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](mailto:hunter.foundation@tafensw.edu.au)



## TERMS AND CONDITIONS

### NEVILLE SAWYER SCHOLARSHIP AWARDED BY THE HUNTER TAFE FOUNDATION

#### 1.0 ESTABLISHMENT AND PURPOSE

- 1.1 The Neville Sawyer Scholarship was established in 2007 to encourage final year students, graduates, or potential graduates from TAFE NSW, in the fields of engineering, information technology/computer studies, or science, to undertake further business studies.
- 1.2 The 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 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 an individual 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 Neville Sawyer Scholarship made by an applicant in accordance with these terms and conditions.
- 2.3 **"Application form"** means the form which must be completed by the applicant, and is available at [tafensw.edu.au/scholarships](http://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 awarding of a Neville Sawyer Scholarship, as set out in clause 4.0 of these terms and conditions.
- 2.6 **"Neville Sawyer Scholarship"** means the financial scholarship valued at \$5,000 awarded by the Hunter TAFE Foundation, in accordance with these terms and conditions.
- 2.7 **"Scholarship offer and acceptance form"** means the form that must be completed by the successful applicant, and is to be issued by the Hunter TAFE Foundation.
- 2.8 **"Scholarship recipient"** means the successful applicant who accepts the Neville Sawyer Scholarship, by completing and returning a scholarship offer and acceptance form in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.9 **"Intended course of study"** means a list of courses that have been identified as applicable to study and relevant to the Neville Sawyer Scholarship.
- 2.10 **"Selection panel"** means a panel comprised of TAFE NSW representatives to assess applications, and to determine a successful applicant.

- 2.11 **"Student"** means a currently enrolled student at TAFE NSW.
- 2.12 **"Successful applicant"** means an eligible applicant who is offered the Neville Sawyer Scholarship by the Hunter TAFE Foundation, in accordance with the processes 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 application form to ensure that all required information has been provided by the applicant.
- 3.4 All applicants who are 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 email accordingly.
- 3.6 The selection panel, at its sole discretion, will confer with the Hunter TAFE Foundation and/or TAFE NSW, to confirm the suitability of 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 Hunter TAFE Foundation for their endorsement of the course that has been studied.

- 4.1.2 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 areas.
- 4.1.4 Is an Australian citizen, or permanent resident.
- 4.1.5 Is not in receipt of another scholarship for the same course of study
- 4.2 An intended course of study 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 selection 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 no more than two (2) occasions in an effort to obtain the missing information. Should all required information not be provided, the application form will be withdrawn by the selection panel and notice sent to the applicant.

### 5.0 OFFER AND ACCEPTANCE

- 5.1 The selection 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 scholarship offer and acceptance form.
- 5.3 Unsuccessful applicants will be notified by email.
- 5.4 A successful applicant must complete and return the scholarship offer and acceptance form as soon as possible, and as a pre-condition to payment of the Neville Sawyer Scholarship.
- 5.5 For the avoidance of doubt, the successful applicant acknowledges and agrees that the awarding of the Neville Sawyer Scholarship is conditional upon the signing of the scholarship offer and acceptance form, and it being returned to the Hunter TAFE Foundation.

### 6.0 AWARD AND PAYMENT

- 6.1 Following the successful applicant's completion and return of the scholarship offer and acceptance form, the Neville Sawyer Scholarship will be presented to the successful applicant.
- 6.2 Once the successful applicant has confirmed their intended course of study, the Hunter TAFE Foundation will organise payment of the course directly to TAFE NSW.
- 6.3 The Neville Sawyer Scholarship provides up to \$5,000 and is tenable for a two (2) year period.
- 6.4 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 scholarship Offer and Acceptance Form.



## **7.0 CONDITIONS OF THE SCHOLARSHIP**

- 7.1 The scholarship recipient acknowledges and agrees that the following conditions apply to the award of the scholarship:
  - 7.1.1 The Hunter TAFE Foundation reserves 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 scholarship recipient must provide an update on how the Neville Sawyer Scholarship has assisted them on their career journey.
  - 7.1.3 The scholarship 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 selection panel regarding an application is final, and no correspondence will be entered into.
  - 7.1.5 The scholarship recipient is expected to be an ambassador for the Hunter TAFE Foundation, upholding the values of the organisation, and behaving in accordance with the TAFE NSW Student Code of Conduct at all times.

## **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.