

Make a difference with  
an Australia Awards  
Scholarship  
Guide for the Targeted  
Category



Australia Awards





# Contents

|  |          |
|--|----------|
| <b>Overview of the Program</b>   | <b>1</b> |
| Australia Awards Scholarships  | 1        |
| Australia Awards Scholarships Targeted Category                        | 1        |
| Australia Awards and Alumni Engagement Program - Philippines (AAAEP-P) | 1        |
| <b>Benefits and Entitlements</b>                                       | <b>2</b> |
| <b>Eligibility Requirements</b>  | <b>2</b> |
| <b>Selection Process</b>   | <b>3</b> |
| Partner agency's internal process                                      | 3        |
| Nomination Process to AAAEP-P  | 4        |
| Selection Criteria   | 4        |
| Panel Interview  | 5        |
| <b>Provisional Priority Status</b>                                     | <b>5</b> |
| English Proficiency Review and Exam                                    | 5        |
| Course Counselling   | 5        |
| Placement at an Australian University                                  | 6        |
| Visa Application   | 6        |
| Health Examination   | 6        |
| Pre-departure Briefing and REAP Finalisation Workshop                  | 6        |
| Re-entry Action Plan (REAP)  | 7        |
| <b>Roles and Responsibilities of Mentors/Supervisors</b>               | <b>8</b> |



# Overview of the Program

## Australia Awards Scholarships

Australia Awards Scholarships are prestigious international awards offered by the Australian Government through its Department of Foreign Affairs and Trade. The program aims to contribute to the development needs of the Philippines in line with its bilateral agreements with Australia. It provides opportunities for Filipinos to undertake full-time postgraduate study at any of Australia's world-class universities. This will equip Filipino leaders with the knowledge and skills to contribute to change and development in the Philippines.

### Re-Entry Action Plan (REAP)

A unique component of Australia Awards Scholarships in the Philippines is the Re-Entry Action Plan (REAP), which

allows scholars to apply what they have learned in Australia to contribute to Philippine development.

## Australia Awards Scholarships Targeted Category

Under the program's targeted category, the award is given to partner organisations of the Australia Awards and Alumni Engagement Program – Philippines (AAAEP-P). The partner organisation, through the organisational training needs assessment conducted by AAAEP-P, determines the priority field of study area and REAP focus of its scholar, which is also based on the awardee's career development and the organisation's strategic direction. The partner agency also assigns a mentor who will assist the scholar in developing and implementing his or her REAP.

While a partner organisation is given a certain number of slots per scholarship intake, the agency may nominate more candidates than the allocated slots. Also, the agency is not required to rank the nominated candidates.

**Note: The agency is expected to designate the HR person and M&E person who will be the focal contact for the Australia Awards Scholarships.**

## Australia Awards and Alumni Engagement Program - Philippines (AAAEP-P)

The Australia Awards and Alumni Engagement Program-Philippines (AAAEP-P) is designed to provide a suite of learning opportunities to Filipinos, which includes the Australia Awards Scholarships and short courses, local scholarships, and non-formal learning opportunities. By offering flexible and strategic combinations of these educational tools, AAAEP-P supports and complements the capacity building initiatives of select Philippine organisations that directly contribute to the shared development goals of the Australian Government and Philippine Government.



# Benefits and Entitlements



Full tuition fees



Roundtrip  
airfare



One-off establishment  
allowance on arrival



Overseas  
student health  
coverage



Introductory  
academic  
program



Supplementary  
academic  
support



Visa expenses  
(includes medical  
expenses)



English proficiency  
review and exam



Contribution to  
living expenses



Disability Support



Pastoral Care

# Eligibility Requirements

Nominees will undergo eligibility assessment to determine who meets the Australia Awards Scholarships' guidelines for contributing to sustainable impact for change within the partner organisation.

Nominees should:

- be a citizen of the Philippines
- be holder of a bachelor's degree
- be residing in the Philippines for at least 12 months
- be a regular employee of a AAAEP-P partner organisation
- be in a leadership role where the enhanced technical or managerial skills to be gained via the recommended AAAEP-P study program can be used to effectively contribute to the agreed change agenda of the organisation
- preferably SG-18 and above
- preferably at least five (5) year work experience with public sector
- have passed the interview process of the agency's scholarship committee
- have passed the medical screening of partner organisation
- not have pending permanent residency application in Australia, New Zealand and other countries
- not be married, or engaged to, or a de facto of, an

Australian/New Zealand citizen

- not have pending obligations from Australia Awards or another scholarship program
- not currently holding another scholarship and that would result in overlapping contracts as well as benefits
- no pending application to other scholarship programs locally or internationally
- no pending administrative, criminal or civil case
- be able to take up the scholarship place in the academic year for which the award is offered
- should be willing to sign a scholarship contract with Australia Awards
- should be willing to sign a service contract with the nominating agency
- should be willing to sign an agreement to fully implement the REAP
- have achieved a satisfactory English Proficiency Result: 6.5 overall band in IELTS with no individual band scores lower than 6.0; or above 92 TOEFL IBT results; or 58 overall band in PTE with no individual band scores lower than 54.

\*This is required once nominee has been selected as a *Provisional Priority Candidate*.

# Selection Process

## Partner agency's internal process

- Agency will disseminate a call for nomination to qualified applicants from the agreed target work units;
- Agency will brief potential applicants on the eligibility requirement and the development of the REAP;
- Applicant will pass and be endorsed by the agency's scholarship committee through their own screening process which includes interviews and presentation of REAPs.

## Role of the Director of the Target Units

- Nominate potential applicants from their respective units

## Role of the Agency's Human Resource (HR)

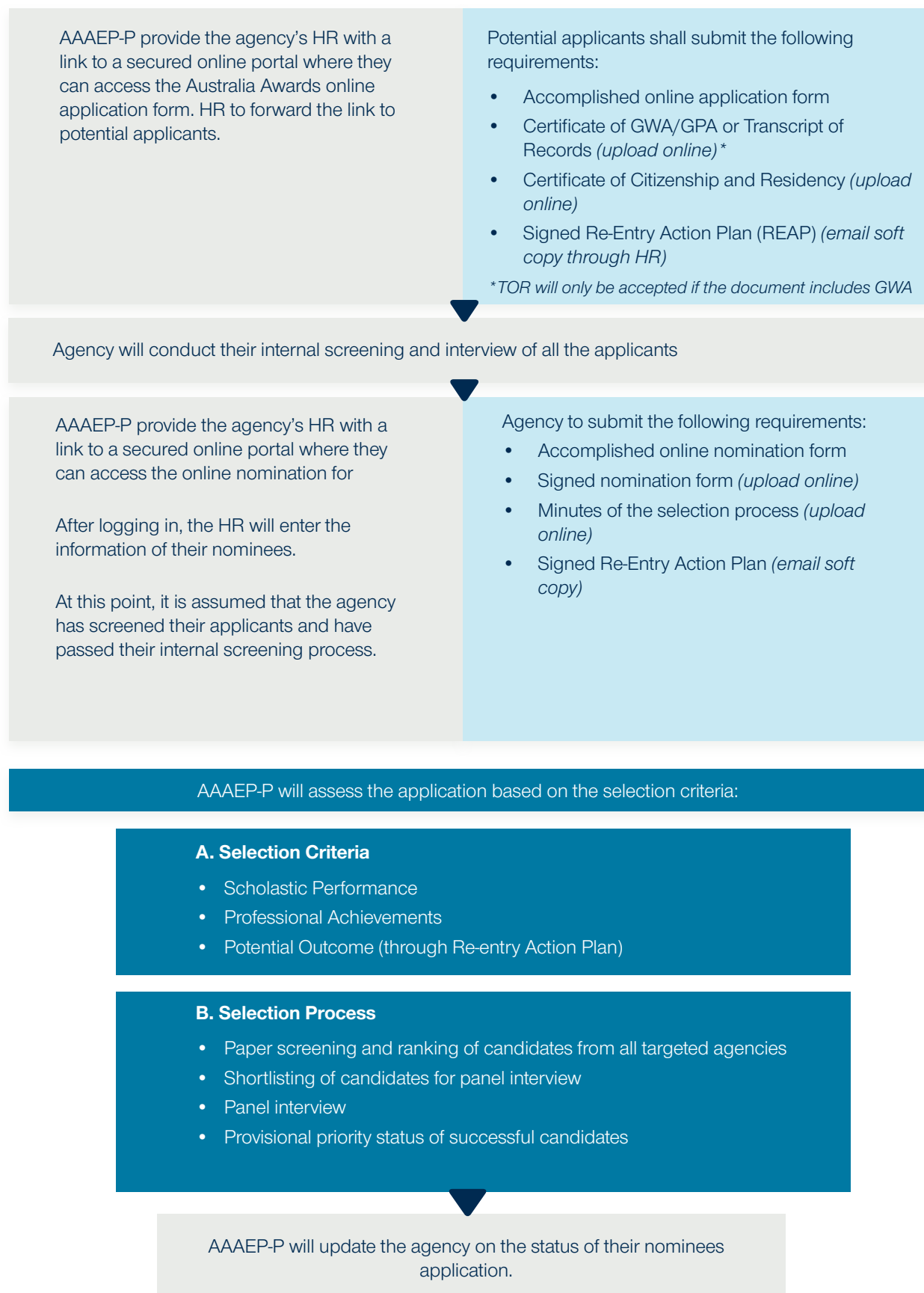
- Coordinate with AAAEP-P on selection (nomination & application), mobilisation and reintegration of the agency's scholars
- Coordinate with the scholars' mentors / supervisors on the development and implementation of the scholars' REAPs

## Role of the Agency's Scholarship Committee

- Screen potential applicants, including interview
- Select and endorse nominees to the Head of Agency and AAAEP



## Nomination Process to AAAEP-P







### Panel Interview

- Nominees will undergo a 30-minute panel interview. The panel is composed of representatives from the Embassy, Program Board and external panel representative.
- Once a nominee has passed the panel interview, s/he will be given a Provisional Priority Status/Candidate

## Provisional Priority Status

### English Proficiency Review and Exam

- Australian universities require a proof of English proficiency before they accept an awardee to their program. Universities recognise and accept International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) or PTE Academic results.
- An overall score of 6.5 with no individual band score lower than 6.0 will be an acceptable IELTS scores in most universities or a score of 92 and above in TOEFL internet-based test (IBT) or an overall band of 58 in PTE with no individual band lower than 54.
- Due to privacy issues, results of examination will be individually forwarded by AAAEP-P to the candidates. It is expected that candidates will inform their organisation of the results, whether they are successful or not. AAAEP-P on the other hand, will invite only those who are successful in their exams in succeeding activities.
- AAAEP-P will cover the cost of the review and examination.

### Course Counselling

AAAEP-P conducts a face-to-face or online Course Counselling session for all the candidates who successfully passed the initial screening process and English proficiency exam. Australian universities are invited to participate in this event to provide the candidates a wide range of choices with regard to the most appropriate program of studies that will contribute to the candidates' re-entry action plan. The decision in choosing programs and universities are based on the nominated programs as a result of the organisational assessment conducted.



Agency will ensure that mentors/supervisors will attend the Course Counselling with the candidates. Candidates will need to sit down with their mentors/supervisors during the Course Counselling to look into possible program and university options. A student waiver signed by the candidate and the mentor/supervisor will need to be submitted to the Program a week after the Course Counselling.

All these will ensure that programs are aligned to the Workplace Development Objectives of the organisation.

Candidates are to submit the following documents during the Course Counselling:

1. Accomplished OASIS online application form
2. Original or Certified True Copy (by the university) Transcript of Records
3. Original or Certified True Copy (by the university) of Undergraduate/Bachelor Diploma
4. Original or Certified True Copy (by the university) of Postgraduate Diploma (if applicable)
5. Original Certification from university (undergrad & postgrad) that English is the Medium of Instructions
6. Original Certificate of General Weighted Average (GWA) or Grade Point Average (GPA) (completed highest degree)
7. PSA Certified Birth Certificate
8. Certificate of No Administrative Case (from organisation)
9. Certificate of No Pending Scholarship Obligation (from organisation)
10. Certificate of Employment detailing the duration of employment and main duties relating to position held
11. Photocopy of Valid Passport
12. Original NBI Clearance for International Travel
13. Original Police Clearance
14. Ombudsman Clearance
15. CSC Clearance



## Placement at an Australian University

AAAEP-P will seek placement of the candidates at an Australian institution by entering their details into OASIS database. OASIS (Online Australian Scholarships Information System) is an online facility used in the management of Australia Awards Scholarships. The University is notified via email that an outstanding “Request for Placement” (RFP) is in OASIS awaiting processing.

Once the RFP has been generated, AAAEP-P will send the copy of application form together with the candidates’ documentation to the University. University requires a full 30 day to evaluate candidate’s application. Only one RFP per candidate is forwarded to a University at any one time.

Universities will release offer letters through OASIS after or within the 30 day evaluation period. The Embassy will sign the offer letters. AAAEP-P will forward copies of signed offer letters to candidates that they may use in securing documentations needed for their travel to Australia, ie travel authority, official passport etc. Original copies of signed offer letters will be given during the Pre-departure Briefing. It is expected that candidates will provide a copy of their offer letters to the respective HR offices of their organisations.

## Visa Application

Upon receipt of their offer letters, candidates may start submitting to AAAEP-P documents needed for visa application. Documents include accomplished student visa online application form, passport, signed offer letter and Form 956a. Student visa applications must be lodged online through the Immigration Account link: <https://online.immi.gov.au/lusc/login>

AAAEP-P will be responsible for monitoring visa approvals and will inform your candidates accordingly. Flight schedules to Australia will be finalized upon visa approval.

## Health Examination

Applicants for visas to Australia need to meet Australia’s health requirement in order to be granted a visa. Given this, all candidates are required to complete immigration health examinations with accredited panel doctors of the Embassy to show that they meet Australia’s health requirement.

Please note that AAAEP-P will reimburse the cost of their basic

health examination. If there will be additional tests required by the Panel doctor, they will need to provide supporting documents (i.e., referral letter) from the Panel doctor for reimburse.

Results of your health examinations will be directly forwarded to immigration and your candidates will be emailed directly should there be additional tests required.

## Pre-departure Briefing and REAP Finalisation Workshop

The objective of Pre-Departure Briefing (PDB) is to assist candidates in their preparation for their departure to Australia. PDB provides information that will be needed upon arrival in Australia, such as advice about living and studying in Australia. It is expected that PDB will help the candidates to quickly settle into Australia and the University, thereby enhancing their ability to complete their studies within the Australia Awards Scholarships duration.

The PDB sessions will be conducted. The program will include discussion on Managing Self in a New Environment, On-track for Australia (preparing, living and studying), On-Award Administration and Re-entry Action Plan.



**Costs for transportation and accommodation of regional candidates will be shouldered by AAAEP-P. Details will be provided once program is finalised.**



Mentors/Supervisors will also be invited in a Mentoring Session/Workshop.

### Re-entry Action Plan (REAP)

The AAAEP-P has established a mechanism, through the Re-entry Action Planning, to ensure that the learning gained from the postgraduate studies and other HR support activities of the candidates are significantly applied to their respective organisations. It is a proactive process that facilitates discussions and agreements between the candidates and mentors/supervisors on what needs to be learned and how they will be applied at work.

The **Re-Entry Action Planning** promotes commitment building from the candidates and the supervisors/ mentors to address the identified development concern of their organisations.

Signed Re-entry Action plan will be uploaded by candidate to the Australia Awards website before they leave for Australia. Approval shall come from the Organisation through their respective supervisors.

**REAPs must be within the function of the candidate.**



# Roles and Responsibilities of Mentors/Supervisors

1. Assist the awardee in the development and implementation of the REAP to address the needs of the organisation.
2. Make her/himself available for the mentoring activities for the duration of the studies of the awardee in Australia, providing pieces of advice on matters affecting the condition of the awardee in Australia.
3. Provide information to AAAEP-P with regard to the progress of the REAP implementation of the awardee;
4. Provide possible support in the implementation of the REAP through human resource, authority, time and budget.
5. Attend activities related to Australia Awards and REAP implementation, such as:
  - **Mentoring Workshops:** The workshop provides concepts and practices of AAAEP-P mentoring mechanisms which includes sessions on re-entry action planning, agreement on the objectives of the REAP with the awardees, and how the REAP implementation will be monitored.
  - **Re-integration and REAP Implementation Workshop:** This is conducted after the awardees have completed their programs and returned from Australia. The conference serves as a debriefing session for the awardees and at the same time the venue to finalise and sign off the REAP with their supervisors.
  - **Monitoring and Evaluation:** The Program conducts an M&E workshop for the partner organisations to guide them with knowledge and skills in gathering data relevant to reporting on the progress of the REAP implementation.
6. Approves and endorses the REAP completion to AAAEP.




## Contact Details

### Australia Awards and Alumni Engagement Program – Philippines

 3/F JMT Building, ADB Avenue, Oritgas Center, Pasig City 1605

 [secretariat@australiaawardsphilippines.org](mailto:secretariat@australiaawardsphilippines.org)

 [www.australiaawardsphilippines.org](http://www.australiaawardsphilippines.org)

 +632 8638 9686

 Australia Awards Philippines

Featured Australia Awards alumna in the cover is Cornelia “Nel” Rillera from the Civil Service Commission. She received her Master of Human Resource Management from the University of Newcastle.