



**Tourism Alliance Victoria**

**Application for:**

**Lynette Bergin Tourism Fellowship**

**An award to support business and personal growth**

**ROUND SIX**  
**Closing Date – Monday 9<sup>th</sup> August 2010**

Tourism Alliance Victoria Ltd  
ABN 74 109 290 520  
Founded by Country Victoria Tourism Council  
And Victorian Tourism Operators Association

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## **GUIDELINES & SELECTION CRITERIA**

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All Applicants are requested to read the guidelines and criteria before submitting an application.

### **Purpose**

The purpose of the Fellowship is to:

- Promote skills and excellence among young people and new entrants into the tourism industry;
- Contribute to the continued development and growth of tourism; and
- Perpetuate the skills and contribution of Lynette Bergin. Lynette had a long association with members of the Victorian tourism industry and supported their business and personal development through her generous support and commitment to others. Lynette offered a guiding hand to many of the industry's newest recruits.

### **Criteria**

The Fellowship is available to individuals who have joined the tourism industry in the last 10 years who are:

- Members of Tourism Alliance Victoria;
- Employees of Tourism Alliance Victoria Members; or
- A person who has some direct membership affiliation to Tourism Alliance Victoria.

Applicants must be an Australian resident.

Written applications will be called each year and the winner will be selected by a panel appointed by Tourism Alliance Victoria. The winner is able to apply the Fellowship funds to support an activity which provides both personal and business development benefits during the following year. The Fellowship seeks to:

- Provide an opportunity for young achievers and new entrants to grow professionally;
- Provide an opportunity for young achievers and new entrants to share their experience with their peers and the industry on completion; and
- Support Fellowship recipients to be ambassadors for the Victorian tourism industry and Tourism Alliance Victoria.

The winner will be announced in October 2010.

### **Obligations**

Obligations apply to three major parties involved in the Award as follows:

#### The Winner

On completion of their project the winner is obligated to:

- Present a written report to the judging panel;
- Participate in a seminar/conference event held by Tourism Alliance Victoria;
- Undertake public speaking engagements at up to two Tourism Alliance Network functions; and
- Produce an article for publication by Tourism Alliance Victoria.

#### Candidate Employers

Employers of finalists are obligated to provide their candidate(s) with support which may include time off work to:

- Attend the interviews with the judging panel;
- Undertake travel; and
- Attend the various reporting functions.

#### Tourism Alliance Victoria

Tourism Alliance Victoria will administer the scholarship effectively including:

- Promotion of the Award;
- Facilitate the judging process;
- Introduce the winner to relevant parties to work and develop the proposed activity; and
- Promote and publicise the winner and their employer in Tourism Alliance Victoria publications.

### **Entrance requirements**

Written applications will be sought and will **close by Monday 9<sup>th</sup> August 2010**. Requirements will include the completion of an application form covering: personal profile, employment history, project description, project budget, 3 independent references and a statement of support from the employer/business partner.

The application form will ask the candidate to detail how they would spend the money. Providing information on activities, costings and supporting research which identifies in detail the benefits to their own professional & personal development.

### **Selection Panel**

A selection panel of 5 Tourism Alliance members, including one Board Member, and where possible, at least one Life Member appointed by Tourism Alliance Victoria will short list candidates. All short listed candidates will be interviewed by the Selection Panel. The decision of the Selection Panel will be final. The Panel may award the Fellowship to more than one applicant.

Short listing will require the panel to evaluate each candidate on their suitability taking into account: achievements, profile, references, academic results, potential impact to the industry and their interview.

Fellowship recipients will be provided with the opportunity to meet and interact through activities supported and facilitated by Tourism Alliance Victoria.

### **Selection Criteria**

The selection criteria will be weighted to include:

#### **1. Relevance of proposed activities**

The successful applicant's proposal of activities to be undertaken as part of the fellowship award will be relevant to the current Victorian tourism industry and chosen topics/activities will be aligned to member business and/or current industry need.

#### **2. Qualifications and Background**

The successful applicant will have: a relevant industry qualification or substantial progress towards achieving one; a personal plan which includes further skill development education and training.

#### **3. Industry Involvement**

The successful applicant will demonstrate: a sound knowledge of all sectors within the industry; an above average knowledge of the industry sector in which they currently work; and an interest and an ability to communicate with those in the industry and general community.

#### **4. The Applicants Interview**

### **The Fellowship Award**

- Up to \$8,000 will be provided to the successful applicant,
- Up to \$1,000 will be provided to the applicant's employer to assist in their support of the applicant.

**Applicant Information**

Title: ..... Given Names: .....

Surname: .....

Address: ..... Postcode: .....

Daytime Phone: ..... Mobile: .....

Fax: ..... Email: .....

Date of Birth: ..... Citizenship: .....

Are you or the organisation you work for a Member of Tourism Alliance? Yes / No

How did you find out about this Fellowship? .....

.....

.....

**Employment Information**

Present Occupation: .....

Date began current position: .....

Employers Name and nature of Business: .....

..... Phone: .....

Previous 2 positions (if applicable):

1) .....

.....

2) .....

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Voluntary Industry / Community Activities: .....

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**Referees**

Applicants are required to submit three references, one project, one character, one professional. Each reference of no more than one A4 page is to be attached to the application. Applications without supporting references cannot be considered.

Reference 1 - Project

Name: .....

Occupation: .....

Phone: .....

Reference 2 - Character

Name: .....

Occupation: .....

Phone: .....

Reference 3 - Professional

Name: .....

Occupation: .....

Phone: .....

**Project Information**

Provide a brief description of your project:

Please attach on a separate A4 page. Applicants are requested to keep their project description to 3 A4 pages

Provide a detailed project budget:

Please attach on a separate A4 page.

**Project Benefits**

Benefits to your own personal and professional development: .....

.....  
.....  
.....  
.....

Identify the benefits to the Victorian tourism industry: .....

.....  
.....  
.....  
.....

I have read the Guidelines and Selection Criteria and understand that I may be required to attend an interview and my obligations should I be successful in this application.  
(tick box)

Signed: .....

Date: .....

### Statement of Employer Support

Applications are required to provide a statement of support from their employer.

Return to:

Lynette Bergin Tourism Fellowship  
Tourism Alliance Victoria  
PO Box 18136, Collins Street East  
MELBOURNE VIC 8003

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### Applicant Checklist

- Applicant Information
- Employment Information
- Three References
  - Project
  - Character
  - Professional
- Project Description
- Signed Application
- Statement of employer support