



Victoria Tourism Industry Council

Application for:

Lynette Bergin Tourism Fellowship

An award to support business and personal growth

ROUND SEVEN
Closing Date – Monday 11th July 2011

GUIDELINES & SELECTION CRITERIA

All Applicants are required 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 and who are:

- Current members or employees of members of Tourism Alliance Victoria (TAV), Victoria Tourism Industry Council (VTIC), Victoria Events Industry Council (VEIC), Hotel, Motel Accommodation Association of Victoria (HMAA) and Backpacker Operators Alliance of Victoria (BOAV); or
- A person who has some direct membership affiliation to the above mentioned associations.

Applicants must be an Australian resident.

Written applications will be called each year and the winner will be selected by a panel appointed by Victoria Tourism Industry Council. 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 Victoria Tourism Industry Council.

The winner will be announced in September 2011 at the Tourism & Events Excellence Conference.

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 selection panel;
- Participate in a seminar/conference event held by Victoria Tourism Industry Council;
- Undertake public speaking engagements at up to two Victoria Tourism Industry Council Network functions; and
- Produce an article for publication by Victoria Tourism Industry Council.

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 selection panel;
- Undertake travel; and
- Attend the various reporting functions.

Employers may wish to use the \$1000 awarded to them through the Fellowship to put towards the applicant's project expenses, or they may opt keep the funds to cover the costs associated with the applicants time away from the business.

Victoria Tourism Industry Council

Victoria Tourism Industry Council will administer the scholarship effectively including:

- Promotion of the Award;
- Facilitation of the judging process;
- Introducing the winner to relevant parties to work and develop the proposed activity; and
- Promoting and publicising the winner and their employer in Victoria Tourism Industry Council publications.

Entrance requirements

Written applications will be sought and will **close by Monday 11th July 2011**. 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 Victoria Tourism Industry Council members, including one Board Member, and where possible, at least one Tourism Alliance Victoria Life Member, 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 Victoria Tourism Industry Council.

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; and
- 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:

Please circle which association you or the organisation you work for are a Member of
VTIC / TAV / VEIC / HMAA / BOAV

How did you find out about this Fellowship?

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Employment Information

Present Occupation:

Date began current position:

Employers Name and nature of Business:

..... Phone:

Previous 2 positions (if applicable):

1)

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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:
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Identify the benefits to the Victorian tourism industry:

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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
Victoria Tourism Industry Council
486 Albert Street
EAST MELBOURNE VIC 3002

Any queries regarding the application process contact Victoria Tourism Industry Council on 03 8662 5170.

Applicant Checklist

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