



## Australia Awards for Africa (AAA) 2013 Intake Preliminary Application Form – Hardcopy / Print Version Award Level: Masters Degree

### Instructions for completing this form; please read carefully.

The form and all supporting documentation must be **sent to** either: (1) the Australia Awards for Africa Office; OR (2) the nominated Coordinating Authority (CA; the government body responsible for coordinating scholarships activities for your country). Please check your country's webpage ([www.adsafrica.com.au](http://www.adsafrica.com.au)) and Desired Applicant Profile (DAP) to see if your CA is a nominated receiving office for applications. If in doubt, please send your application to the AAA courier address given below. Do not submit your application to any other address, agency or organisation. **People with disability are encouraged to apply, as are women and people from rural areas.**

If you are sending your application by courier, you **must** use the courier address. Courier companies cannot deliver to a Private Bag or PO Box address and should not accept your order if you specify one.

*Postal Address:*

Australia Awards for  
Africa  
Applications Coordinator  
GRM International  
Bag X38, Hatfield  
Pretoria 0028  
SOUTH AFRICA

*Courier Address:*

Australia Awards for Africa  
Applications Coordinator  
GRM International  
1140 Prospect Street  
Level 3, Building 3  
Hatfield Square, Hatfield  
Pretoria, 0028  
SOUTH AFRICA

*Your Coordinating Authority:*

If applicable, please see your country's webpage for your CA's submission address details.

Got to [www.adsafrica.com.au](http://www.adsafrica.com.au) then navigate to your country's individual webpage.

Please note that Coordinating Authorities **are not responsible** for processing applications or enquiries from **private sector or civil society applicants**.

If you have completed this hardcopy application, you **do not need to submit an electronic copy** of this form. Once you have submitted your application, you must send us an email with the details as proof of submission (please see information on **Submission Notifications** given below). If you do not, your application will not be traceable if it goes missing. **Please make sure your hardcopy application is complete.** We cannot guarantee that we will take account of any documentation that is faxed or emailed to us at a later date.

### The SUBMISSION DEADLINE for this form and all supporting documents is:

## 28 February 2012

Please note that we do not take into account the date of posting or submission to the courier company. You must therefore post or courier your documents in sufficient time to arrive at their destination by the submission date. Applications received after this date will not be considered.

**Submission Notification:** If you submit your application by hardcopy, please email the following details to [application@adsafrica.org](mailto:application@adsafrica.org) as proof of submission of your preliminary application: full name; country of residence; contact phone number; email address; date of submission of application; agency to whom application was submitted, courier name and tracking number if applicable. Please include your country in the email subject line.



## How to Complete This Form

Each year, over half of applications received by the AAA are automatically rejected because they are received late, incomplete or are from applicants that do not meet the DAP for their country. Don't let this happen to your application! Read these instructions carefully, read the DAP and ensure you submit a full and complete application.

Please also note that you can apply only **once per intake round** for a long-term award. We will not accept two applications for an LTA from the same person in the same year.

Please use BLOCK LETTERS. Please complete this form in ENGLISH. Please ensure you have closely and completely read and understood your country's DESIRED APPLICANT PROFILE (DAP) which is available from your country's webpage on [www.adsafrica.com.au](http://www.adsafrica.com.au).

You must complete all applicable sections of this form and provide all supporting documents.

**Applications that are incomplete or from applicants that do not meet the criteria will be automatically disqualified. Please ensure you complete the checklist of documentation required, which appears at the end of the Preliminary Application Form.**

## Choosing Your Preferred Course of Study

**Australian Awards** are intended to support scholars from Africa to gain knowledge and skills that will contribute to their country's long-term development needs. It is important to choose a course that is a priority field of study for your country.

A list of the **priority sectors** (fields of study) for 2013 scholarships is included in your country's DAP available from the AAA website given above. The selection process will place a higher focus on applications from people who are choosing to study in high priority fields.

The form gives you the option of choosing two courses / universities. You can choose different courses at the same university, or different courses at different universities. The choices you make on this form are not binding at this stage – i.e. you will not necessarily be restricted to only these course choices if you are offered an award. However, please remember that your course choices need to be related to the priority sector you are under. If you apply under Agriculture / Food Security but indicate that you want to study a Masters of Public Health, this contradiction may have a negative impact on your application. It is also a good idea to be able to demonstrate that you have done some course and university research should you be invited to interview.

When making a choice of Priority Field for your course and your sector, please bear the following instructions in mind:

- > Studies in water systems for agricultural purposes such as improving irrigation should be classified under Agriculture – Irrigation-related.
- > Accountants and economists should use the classification “Governance – Public Financial Management”.
- > Infrastructure studies should be recorded against the specific priority sectors if they relate to Education, Health or Water & Sanitation. Infrastructure outside these sectors should be classified against Infrastructure.
- > For academic staff, please code yourself under the sector that you are active in, rather than under Education / Tertiary. So, for example, a lecturer in crop systems should code themselves under Agriculture – Plant-related, rather than Education – Tertiary.



## Australian Leadership Awards Scholarships (ALAS)

**Australian Leadership Awards Scholarships (ALAS)** are a kind of Long-Term Award (LTA), and are for study at Masters and Doctorate level by people who are leaders with potential future influence. Masters and Doctorate level applicants who wish to be considered for an ALAS as well as an ADS must provide an additional supporting statement (see Attachment 1 of the LTA Preliminary Application Form).

## Other Information on Your Application and Processes

**People with disability are encouraged to apply.** In line with the Australian Government's strategy "Development for All: Towards a disability-inclusive Australian aid program 2009-2014", AusAID is committed to offering educational opportunities to people with disability eligible to apply for an award. Under Australian law, "disability" includes physical, intellectual, psychiatric, sensory, neurological, learning disabilities, physical disfigurement, and the presence in the body of disease-causing organisms ([http://www.hreoc.gov.au/disability\\_rights/dda\\_guide/who/who.html](http://www.hreoc.gov.au/disability_rights/dda_guide/who/who.html)). **Having a disability will not disadvantage you in the application or selection process.** You will be invited to interview to compete with people without disabilities, and any condition or disability will not be used to disadvantage you in this competitive process. It is also important for AAA to know if additional support is needed should you be invited to interview or receive an award, so that this support can be planned for and the appropriate assistance provided.

**You will need a passport.** Interviews for an LTA take place in a limited number of "hub" countries. It is therefore unlikely that most applicants will be interviewed in their home country, unless it is one of the interview hubs. If you are invited to interview, **you must possess a full passport or other official travel document** that will allow you to board a plane. If you do not have a passport you should apply for one immediately if you wish to be considered for a scholarship. You should make sure you can provide a copy of your passport with your completed Preliminary Application Form. It is a compulsory supporting document, and your application will not be considered further if it is missing. It is your responsibility to ensure that you will be able to travel to the interview. If you cannot, AAA cannot guarantee that alternative measures will be put in place and your application may not be considered further. Travel to interviews is arranged and paid for by the AAA.

**Your application for an LTA is not the same as applying to an Australian university for admission.** The two processes are separate. If you are awarded a scholarship, you will be required to apply separately to the university of your choice, with guidance from the AAA team. Universities maintain their own standards and criteria for admission of students. These criteria are **not controlled or influenced by AusAID**. The award of a scholarship does not guarantee that a University will accept your application. Universities are not obliged to accept an applicant, even if they hold a scholarship award from AAA. **It is therefore in your interests to research your course and university choices carefully to ensure that you will meet the minimum entry standards required by the university of your choice.**

If you are offered an LTA, you will be required to sign a **contract**, and to be bound by the conditions of the relevant awards. Full details of these conditions are provided in the information package, and are available at [www.usaid.gov.au/scholar](http://www.usaid.gov.au/scholar)

Under the terms of their contract and visa, LTA recipients are required to **return to their country and work for at least two years** after completing their scholarship.

If you have any questions about the Australian scholarships, including the application process, deadlines, and the institutions where you may be entitled to study, further details are provided on the websites mentioned below.



## Important Information about Eligibility

### To be eligible to apply for an Australian government-sponsored scholarship, you **MUST**:

- > be a citizen of a participating African country
- > meet the minimum age limit for the award – see the information package for details.

### You are **NOT** eligible to apply for an Australian scholarship if you:

- > currently hold an Australian Government scholarship, or have held one in the last two years
- > hold citizenship or permanent resident status in Australia or New Zealand
- > are married, or engaged to be married to someone who holds or is entitled to hold citizenship or permanent residency in Australia or New Zealand
- > have ever been convicted of a serious crime, or are currently facing legal action or police charges in any country.

If any of the above are the case for you, please do not apply. Shortlisted applicants will be required to provide a statutory declaration attesting to their police record and awardees will be subject to screening processes. Names of nominated awardees may be published widely in the media.

**If you think you are eligible to apply, satisfy the country specific criteria as specified in your country's DAP, and meet any necessary pre-requisites for your particular field of study, please fill out this application form and submit it to the AAA by the due date.**

## 28 February 2012

**If you are shortlisted, you will be asked to provide further information and attend an interview.**

### For further information:

Australian Development Scholarships and Australian Leadership Awards:

**[www.aid.gov.au/scholar](http://www.aid.gov.au/scholar)**

Australian Awards for Africa:

**[www.adsafrica.com.au](http://www.adsafrica.com.au)**

Or contact us by email:

**[enquiry@adsafrica.org](mailto:enquiry@adsafrica.org)**



## Masters Degree - Preliminary Application Form 2013 Intake

What category of Award are you applying for? (Tick One)	<input type="checkbox"/> Open (Civil Society, Private or Public Sector)	<input type="checkbox"/> Public Sector
From which country are you applying?		
What type of organisation do you work for? (Tick One)	<input type="checkbox"/> Public Sector (i.e. government at any level or a recognised parastatal) <input type="checkbox"/> Private Sector (if you are self-employed in your own business, you are not eligible to apply) <input type="checkbox"/> Civil Society (i.e. community, development or non-government organisation, faith-based organization, multi lateral organisation) <input type="checkbox"/> Unemployed (you are not eligible to apply. Please do not proceed)	
<b>Australian Leadership Award Scholarship (ALAS)</b> If you are applying for an Australian Development Scholarship (ADS) at Masters or PhD level do you wish to also be considered for an Australian Leadership Award Scholarship (ALAS)? You can find further details on ALAS in the information pack and on the websites. You must complete additional supporting statement 2 (see Attachment 1).		<input type="checkbox"/> Yes <input type="checkbox"/> No

## 1. Personal Information<sup>1</sup>

Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> other	
First Name / Given Name:		
Middle Name (if applicable):		
Surname / Family Name:		
Date of Birth:	Y Y Y Y / M M / D D	Current Age:
Gender:	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Country of Citizenship:		
Additional citizenship (if more than one)		

<sup>1</sup> Please note that people with disability are encouraged to apply, as are women and people from rural areas. Disability, gender or other discriminatory factors are not used to disadvantage applicants in the selection or application process.



## Personal Contact Details

This is for your personal contact details. You will have an opportunity to provide your work address and contact details later on in this form. The application process takes several months. You must provide a current postal address, email address and phone number where you can be contacted while the selection process proceeds.

**If you are not contactable, your application may not be considered.**

Physical Address:	
Town / City:	
Province:	
Country:	
Landline Phone Number: Main	+Country code - Area code - Number
Other	+Country code - Area code - Number
Mobile Phone Number: Main	+Country code - Area code - Number
Other	+Country code - Area code - Number
Email: Main	
Other	

## 2. Eligibility Questions

Are you a citizen of an eligible African country? (Refer to list at: <a href="http://www.adsafrica.com.au/2013/LTA-Masters/EligibleCountries/">www.adsafrica.com.au/2013/LTA-Masters/EligibleCountries/</a> )	<input type="checkbox"/> Yes – if yes, specify <input type="checkbox"/> No – not eligible. Do not proceed.
Do you currently live in your country of citizenship?	<input type="checkbox"/> Yes <input type="checkbox"/> No – you may not be eligible, depending on your circumstances. Please provide additional details:
Do you currently reside outside Africa?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
Do you have Australian or New Zealand citizenship or Permanent Residency?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
Have you applied for citizenship or permanent residency of Australia or New Zealand?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No



Are you engaged or married to someone who has, or is eligible for, Australian or New Zealand citizenship or permanent residency?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
In the last two years, have you held an Australian Government scholarship lasting 12 months or more?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
Do you wish to apply for or study towards an MBA under the AAA?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
Do you have a Masters degree already, or are you currently actively studying towards one?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No
Have you ever been subject to any criminal or civil proceedings, or are you currently facing legal action or police charges in any country?	<input type="checkbox"/> Yes – this will not necessarily disqualify you. <input type="checkbox"/> No
Provide details of criminal or civil proceedings:	
Have you ever committed, or been involved in the commission of war crimes or crimes against humanity or human rights?	<input type="checkbox"/> Yes – not eligible. Do not proceed. <input type="checkbox"/> No

**Please note - your application will need to substantiate your answers to these questions.**



## 3. Proposed Studies

If you are successful in your scholarship application, the AAA will assist you to research the best course and most suitable institution for your needs and to make an application to your preferred institution.<sup>2</sup> However, our assessment of your application will include consideration of your proposed studies, so please tell us about your plans.

Taking into consideration your country's **Desired Applicant Profile** and the **Instructions**, what **Priority Sector** do you intend to apply under? Please tick the most relevant:

<b>Agriculture</b> <input type="checkbox"/> Animal-related <input type="checkbox"/> Plant-related <input type="checkbox"/> Irrigation-related <input type="checkbox"/> Other, please specify below		<b>Health</b> <input type="checkbox"/> Public Health <input type="checkbox"/> Maternal / Child Health <input type="checkbox"/> HIV / AIDS <input type="checkbox"/> Other, please specify below <input type="checkbox"/> Infrastructure	
<b>Development Studies</b> <input type="checkbox"/> General Development – including Rural Development <input type="checkbox"/> Gender <input type="checkbox"/> Peace and Conflict <input type="checkbox"/> Other, specify below		<b>Infrastructure</b> <input type="checkbox"/> Communications <input type="checkbox"/> Energy <input type="checkbox"/> Public / Private Partnerships <input type="checkbox"/> Transport <input type="checkbox"/> Project Management <input type="checkbox"/> Other, below	
<b>Education</b> <input type="checkbox"/> Education Leadership and Management <input type="checkbox"/> Curriculum Design <input type="checkbox"/> Tertiary <input type="checkbox"/> Technical/ Vocational Education and Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Other, specify below		<b>Natural Resources Management</b> <input type="checkbox"/> Environmental management including climate change <input type="checkbox"/> Mining <input type="checkbox"/> Other productive sector, specify below	
<b>Governance</b> <input type="checkbox"/> Public Policy (including Public Sector Reform) <input type="checkbox"/> Public Financial Management <input type="checkbox"/> International Relations <input type="checkbox"/> Trade Policy <input type="checkbox"/> Other, specify below		<b>Water and Sanitation</b> <input type="checkbox"/> Water resources management <input type="checkbox"/> Water supply and service delivery <input type="checkbox"/> Sanitation supply and service delivery <input type="checkbox"/> Regulation of water and sanitation services <input type="checkbox"/> Infrastructure <input type="checkbox"/> Other, specify below	

**Other** – a sector not mentioned here

If you answered **Other** above, please provide details here:

<sup>2</sup> Please be aware that the award of a scholarship does not guarantee a place at a University and that Universities are not obliged to accept an applicant even if they have a scholarship. You are therefore urged to research your course and University choices to make sure you meet the University's entrance requirements.



Have you made an application to an Australian University in the last two years?<sup>3</sup>

- Yes – please provide details, such as a copy of the acceptance letter or other correspondence from the University.
- No - This will not disqualify you.

**Course and University Choices.** Please indicate which potential course/s and University/ies you may want to study at. You will not be restricted to only these choices if you are chosen for an award. However, please note that your course choices should be linked to the Priority Sector you nominate above. Where course choices appear to contradict the nominated Priority Sector, the application may be marked down, or not considered further.

Preference 1      Course Title:

University:

Preference 2      Course Title:

University:

## 4. Research Program Applicants

You are allowed to apply for either a coursework- or research-based Masters degree. AusAID does not discriminate between such courses. However, if you intend to apply for a PhD at any time in the future, you are strongly urged to consider applying for a Masters degree that involves a significant research component. Universities may not accept candidates for PhDs that have not demonstrated research skills and experience, e.g. through their Masters.

If you intend to apply for a Masters program that will include at least 50 percent research, you must attach an outline of the proposed research project. In approximately 500 words, please describe:

- > Proposed research title or topic
- > Research question and/or objectives
- > Relationship of this research to previous work in this field by yourself or others
- > Proposed methodology and timeline for completion
- > Significance and possible application of your research to your country’s development
- > Details of any proposed field research in your country, or Australia, including the time required

Do you expect to undertake field research in your country or Australia?

- Yes
- No

If YES, please ensure you include details in the research outline attached to this application. If you are shortlisted, you will be asked to expand your research proposal to provide additional detail and to discuss your proposal in the interview.

<sup>3</sup> One of the criteria that is used to assess each application relates to the likelihood of the applicant being accepted by an Australian university. If you have already been accepted by one or offered a position, it will help your application.



## 5. Study History

Please provide details of your qualifications, including those you began but did not complete, listing the most recent qualification first.

Full name of Qualification:		
Level of Study:	<input type="checkbox"/> Secondary school <input type="checkbox"/> Diploma/ Technical/ Vocational	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate
Name of Institution:		
Institution Location (country):		
Start Date:	Y Y Y Y / M M / D D	
End Date:	Y Y Y Y / M M / D D	
Did you complete this qualification and graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Full name of Qualification:		
Level of Study:	<input type="checkbox"/> Secondary school <input type="checkbox"/> Diploma/ Technical/ Vocational	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate
Name of Institution:		
Institution Location (country):		
Start Date:	Y Y Y Y / M M / D D	
End Date:	Y Y Y Y / M M / D D	
Did you complete this qualification and graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Full name of Qualification:		
Level of Study:	<input type="checkbox"/> Secondary school <input type="checkbox"/> Diploma / Technical/ Vocational	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate
Name of Institution:		
Institution Location (country):		
Start Date:	Y Y Y Y / M M / D D	
End Date:	Y Y Y Y / M M / D D	
Did you complete this qualification and graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



If you have more qualifications, please provide the same details on a separate piece of paper. **You must attach a certified copy of the certificate and official transcript (the record of your results) for your Bachelors degree and the most recent qualification you have listed here.** If you are invited to interview you will be required to bring originals of all transcripts and certificates for verification.

<b>Have you previously received, or do you currently hold, a scholarship funded by Australia or another country?</b>	<input type="checkbox"/> Yes – Please provide details below	<input type="checkbox"/> No – Please go to next question
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Scholarship Name:	
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Start and End Dates:	Y Y Y Y / M M / D D to Y Y Y Y / M M / D D
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Study Location (Country):	
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Qualification Received:	
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<b>Are you currently applying or considering applying for another scholarship funded by another country?</b>	<input type="checkbox"/> Yes – Please provide details below	<input type="checkbox"/> No – Please go to next question
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Scholarship Name:	
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Likely Start and End Dates:	Y Y Y Y / M M / D D to Y Y Y Y / M M / D D
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Study Location (Country):	
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Likely Qualification:	
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Scholarship Name:	
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Likely Start and End Dates:	Y Y Y Y / M M / D D to Y Y Y Y / M M / D D
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Study Location (Country):	
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Likely Qualification:	
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<b>If you have received any academic awards or prizes, please provide details:</b>	
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## 6. English Language Competency

If you are awarded a scholarship, you will be expected to study in English at an Australian University. Universities maintain their own criteria for admission, which are not controlled or influenced by AusAID. These criteria include the need for applicants to prove English competency.

All applicants must therefore provide some evidence or certification of their English language competency. Applicants should provide **at least one (1)** of the documents listed below:

- > If you have completed an English test in the past 6 months, please attach a copy of the test results. While you should provide the results of any English test you have taken, please note that Australian Universities use IELTS or TOEFL tests as their entry standard. While some Universities may consider other tests, they may not meet the University's entry requirements.
- > A letter from your employer certifying that English is the working language of your work unit and that you regularly communicate in English.
- > A letter self-certifying any private studies or other learning that allows you to communicate in English at a good level.

An IELTS or TOEFL test is compulsory for applicants from some countries. Please see Attachment 3 below for a list of these countries. If you are from one of these countries and are invited to interview, you will be required to undertake an English test. This will be at no cost to you. The AAA Office will contact you to inform you and to make suitable arrangements

If you have completed an IELTS or TOEFL test in the past 6 months please record your results below, **You will need to substantiate these results if you are interviewed. Failure to do so will terminate your application.**

<b>IELTS:</b>	Date completed: Y Y Y Y / M M / D D  Reading: _____ Listening: _____ Speaking: _____ Writing: _____  Overall Band Score: _____
<b>TOEFL (paper based):</b>	Date completed: Y Y Y Y / M M / D D  Listening: _____ Structure\Written: _____ Reading: _____ TWE (Writing) _____  TOTAL: _____
<b>TOEFL (Internet based):</b>	Date completed: Y Y Y Y / M M / D D  Reading: _____ Listening: _____ Speaking: _____ Writing: _____  TOTAL: _____



## 7. Computer Skills

Please be aware that your answers to these questions will not disadvantage you. They are not used to judge the suitability of your application, but rather to allow AusAID and / or the Australian universities to plan for additional support that may be required.

Please rate how regularly you use a computer: (Tick One)	<input type="checkbox"/> Every day	<input type="checkbox"/> Often	<input type="checkbox"/> Occasionally
	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never	

Please rate your overall computer literacy: (Tick One)	<input type="checkbox"/> Very good	<input type="checkbox"/> Moderate	<input type="checkbox"/> Weak	<input type="checkbox"/> None
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Please indicate the software packages that you are familiar with:

- |  |   |
|--|---|
| <input type="checkbox"/> Word Processing   | <input type="checkbox"/> Spreadsheets (e.g. Excel)                    |
| <input type="checkbox"/> Databases and reference management (e.g. Access, EndNote) | <input type="checkbox"/> Internet browsing and literature researching |
| <input type="checkbox"/> Presentations (e.g. PowerPoint)                           | <input type="checkbox"/> Emailing                                     |
| <input type="checkbox"/> Statistical software packages (e.g. SPFF or Minitab)      | <input type="checkbox"/> Other, please indicate below                 |

Other packages:







**What sector do you work in?** Please see the Instructions for guidance, then tick the one that is most relevant. If you are not sure, please select **Other** and provide details. Please note – this question refers to **the sector in which your employing organisation operates**, not the sector of your profession. So, for example, if you are an IT professional working in an educational institution, you would select “education” as your sector of employment.

<p><b>Agriculture</b></p> <p><input type="checkbox"/> Animal – related      <input type="checkbox"/> Plant – related</p> <p><input type="checkbox"/> Irrigation – related      <input type="checkbox"/> Other, please specify below</p>	<p><b>Health</b></p> <p><input type="checkbox"/> Public Health      <input type="checkbox"/> Maternal / Child Health</p> <p><input type="checkbox"/> HIV / AIDS      <input type="checkbox"/> Other, please specify below</p> <p><input type="checkbox"/> Infrastructure</p>
<p><b>Development Studies</b></p> <p><input type="checkbox"/> General Development – including Rural Development      <input type="checkbox"/> Gender</p> <p><input type="checkbox"/> Peace and Conflict      <input type="checkbox"/> Other, specify below</p>	<p><b>Infrastructure</b></p> <p><input type="checkbox"/> Communications      <input type="checkbox"/> Energy</p> <p><input type="checkbox"/> Public / Private Partnerships      <input type="checkbox"/> Transport</p> <p><input type="checkbox"/> Project Management      <input type="checkbox"/> Other, below</p>
<p><b>Education</b></p> <p><input type="checkbox"/> Education Leadership and Management      <input type="checkbox"/> Curriculum Design</p> <p><input type="checkbox"/> Tertiary      <input type="checkbox"/> Technical/ Vocational Education and Training</p> <p><input type="checkbox"/> Infrastructure      <input type="checkbox"/> Other, specify below</p>	<p><b>Natural Resources Management</b></p> <p><input type="checkbox"/> Environmental management including climate change      <input type="checkbox"/> Mining</p> <p><input type="checkbox"/> Other productive sector, specify below</p>
<p><b>Governance</b></p> <p><input type="checkbox"/> Public Policy (including Public Sector Reform)      <input type="checkbox"/> Public Financial Management</p> <p><input type="checkbox"/> International Relations      <input type="checkbox"/> Trade Policy</p> <p><input type="checkbox"/> Other, specify below</p>	<p><b>Water and Sanitation</b></p> <p><input type="checkbox"/> Water resources management      <input type="checkbox"/> Water supply and service delivery</p> <p><input type="checkbox"/> Sanitation supply and service delivery      <input type="checkbox"/> Regulation of water and sanitation services</p> <p><input type="checkbox"/> Infrastructure      <input type="checkbox"/> Other, specify below</p>

**Other** – a sector not mentioned here

If you answered **Other** above, please provide details here:



Will you return to this employer when you complete your scholarship?

- Yes
- No
- Not Sure

If no, please describe the work you plan to seek when you return to your country, including the location and the sector and type of organisation (approximately 100 words).

Please attach your **LTA-Workplan on Return (LTA-WPR)** using the template provided below. This document is compulsory, and we strongly urge you to discuss it in detail with your employer. For private sector or civil society applicants, we understand that you may not be able to get your employer's input or signature.

**For your current position**, or a position you have held within the last two years, you may supply any Performance Appraisals or summaries from your performance review process to support your application. Please **do not submit more than three pages**. If you are invited to interview, you may bring your full performance review documentation with you if you wish. This is an optional supporting document; your application will not be rejected if you do not provide this document.

**Employment History:** please start with your most recent position and work backwards.

Position Title:	
Employing Organisation:	
Location:	
Start and End Date:	Y Y Y Y / M M / D D to Y Y Y Y / M M / D D
Brief description of duties:	



Position Title:	
Employing Organisation:	
Location:	
Start and End Date:	Y Y Y Y / M M / D D to Y Y Y Y / M M / D D
Brief description of duties:	

Position Title:	
Employing Organisation:	
Location:	
Start and End Date:	Y Y Y Y / M M / D D to Y Y Y Y / M M / D D
Brief description of duties:	

Please summarise any earlier employment history here:



## 10. Long-Term Award – Workplan on Return (LTA – WPR)

**All applicants (public, private and civil society) must complete Part 1 and Part 3**

**Applicant Name:**

Position:

**Employer:**

Country:

Priority Sector:

Course:

University:

**LTA-WPR PART 1: APPLICANT’S GENERAL EXPECTATIONS AND PLAN (between 200 and 300 words – attach separate sheets if necessary)**

1.1: Please explain what new skills and knowledge you expect to gain from this award. Please be as specific as possible:



1.2: Please explain how these new skills and knowledge will help you contribute to improving policies or practices in your current or future job. Please be as specific as possible, e.g. citing specific organisational plans, programmes or policies.

1.3: Please explain how these new skills and knowledge will help you contribute to your country's development priorities. Please be as specific as possible, e.g. citing specific national plans, programmes or policies.

Note: Part 2 is compulsory for Public Sector applicants. Private Sector and Civil Society applicants are encouraged to discuss their plans with their employers. If this is not possible, you are urged to provide details on what employment you expect to find on your return, but you may leave Part 2 blank if necessary.

**LTA-WPR PART 2: EMPLOYER'S GENERAL EXPECTATIONS AND PLAN (between 200 and 300 words; attach separate sheets if necessary)**

2.1: Please explain what skills / knowledge you expect the Applicant to return with, and / or comment on the Applicant's expectations.



2.2: Please explain how the Applicant's new skills and knowledge will contribute to improving policies or practices in your organisation, and / or comment on the Applicant's expectations. Please be as specific as possible, e.g. citing specific organisational plans, programmes or policies.

2.3: Please explain how these new skills and knowledge will help your organisation contribute to your country's development priorities. Please be as specific as possible, e.g. citing specific national plans, programmes or policies.



<b>LTA-WPR PART 3. TASKS OR RESPONSIBILITIES: APPLICANT &amp; EMPLOYER</b>			
Applicants:	<p>Please consult with your employers and list up to <b>ten</b> of the most important tasks or responsibilities you expect to contribute to once you complete your award. This is compulsory for Public Sector applicants. Private Sector and Civil Society applicants should use this section to indicate their plan or expectations once they return.</p> <p>A task includes any function or operational activity, including research. You can list those that you are currently responsible for, or new tasks which you expect to undertake on your return.</p>		
Employers:	Please indicate what support is to be provided to this employee for this task or responsibility, or give any other comments		
APPLICANT (Task/Responsibility)	Current? (tick)	New? (tick)	EMPLOYER (Support to be provided or other comments)
1			
2			
3			
4			



5			
6			
7			
8			
9			
10			



## 11. Signatures and Commitments

### Applicant - do you agree to the following commitments?

<p>1. To review your LTA-WPR during your study to:</p> <p>(a) ensure it is lined up with your organisation’s workplans and expectations.</p> <p>(b) ensure your course of study continues to support development of the appropriate skills.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>2. Attend a debriefing session on return from your scholarship.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>3. Complete and forward an LTA-WPR Monitoring Report to AAA annually for a three-year period after return.</p> <p>Note: a reporting template and guidelines will be provided by AAA</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>4. Participate in case studies and other evaluations to inform AAA of the development effectiveness of the Australia Awards Programme.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>5. I certify that the information I have provided is true and accurate. I understand if I have provided false or misleading information my application will not be considered. I agree to abide by the conditions of the application.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>6. I understand that information about myself and my dependants may be collected by and exchanged between AusAID and others, including Australian Ministers, the Parliament, government agencies, my Australian higher education institution, Australian immigration authorities, medical insurers, medical practitioners, my home government and employer, alumni organisations in Australia and my country of citizenship and other parties relevant for the purpose of the administration of ADS.</p> <p>I understand that the release of personal information is governed by the Privacy Act 1988 (Cth) of Australia <a href="http://www.privacy.gov.au/publications/ipps.html">http://www.privacy.gov.au/publications/ipps.html</a></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: Y Y Y Y / M M / D D

Candidates submitting this application in electronic form please note: You may be contacted to verify this information using the contact details provided in this application. Electronic applications **must** be submitted using the same email address that you have recorded as your Main Email Address on page 6 of this application. If you are selected for interview, you must print this page, sign it and bring the signed copy with you to the interview.

If you are shortlisted for a scholarship, you will be required to sign additional specific undertakings that apply to the relevant scholarships scheme. **Please now complete the checklist of attachments overleaf** to ensure that your application is complete. Incomplete applications will be rejected.



### Employer - do you agree to the following commitments?

Note: Private Sector and Civil Society applicants are encouraged to discuss their plans and get employer's agreements where possible. However, they may leave this section blank if necessary

1. Support the candidate to implement the LTA-WPR as developed above	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Develop a plan on how the candidate will work with colleagues to transfer their knowledge.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Support the candidate's continuing involvement in AAA Alumni activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Participate in and support AAA monitoring and evaluation activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. I certify that the information I have provided is true and accurate. I understand if I have provided false or misleading information this application may not be considered. I understand that if the candidate is shortlisted for a scholarship, the employer will be required to sign additional specific undertakings that apply to the relevant scholarships scheme	<input type="checkbox"/> Yes <input type="checkbox"/> No

What is your work relationship with the candidate?

How long have you known the candidate professionally?

Do you support the candidate in their application for this award?

Name:

Signature:

Date: Y Y Y Y / M M / D D

Candidates submitting this application in electronic form please note: Your employer may be contacted to verify this information using the contact details provided in this application (page 11). If you are selected for interview, you must print this page for your employer to sign and bring the signed copy with you to the interview.



## 12. Checklist for compliant application submission, including supporting documents to be submitted with this application

Please note that **any applications** that have missing “Required” or “Where Applicable” supporting documents, or that do not meet all the submission requirements listed below **will be treated as non-compliant** and will be automatically disqualified.

### Submission Requirements

- Applications **MUST BE received by the AAA Office or Coordinating Authority** on or before the due date. The date of posting or submission to a courier company is **not** taken into account.
- The completed Preliminary Application Form (PAF) you have used **MUST BE the standard form** on the AAA website ([www.adsafrica.com.au](http://www.adsafrica.com.au)). Other versions will not be accepted and **will be rejected as non-compliant**.
- All relevant fields in the Preliminary Application Form must be completed.
- Preliminary Application Form must be signed by the Applicant.

### Supporting Documents Required from All Applicants.

Please attach these documents when submitting your Preliminary Application Form. If you are selected for interview, you will be required to bring originals or certified copies.

- Copy of tertiary degree certificate/s. You must provide at least your Bachelors certificate; you may provide certificates from any post-Bachelors studies that lasted 3 months or more.
- Copy of tertiary degree transcript/s. You must provide at least your Bachelors transcripts.
- Copy of an identity document such as a National ID card, a birth certificate, or another form of nationally recognised photo ID.
- Copy of your passport. Most applicants that are selected for interview will need to travel to a “hub” country for their interview. If you do not have a document that will allow you to board a plane, your application may not be considered further.
- Statutory Declaration with appropriate witness. The Statutory Declaration is an official statement by you that you do not have a criminal record, and that you do not have any outstanding criminal or civil charges or proceedings against you.
- LTA-WPR, signed by the Applicant (and Employer if possible). If it is not possible for your LTA-WPR plan to be signed by your employer as part of the preliminary application, your employer must do so if you are offered an interview.
- At least one document relating to English language competency. See Section 6 above to remind yourself of the options open to you.

### Documents That May Be Applicable to Some Applicants

- Research proposal outline. (Applies To: applicants who wish to undertake study by Research)
- Australian Leadership Award Scholarship additional statement (see Attachment 1). (Applies to: those who wish to be considered for an ALAS Award.)

### Optional Documents

- Application submission email sent to the details shown above.
- Performance Reports from your current employer (Optional).
- Current Curriculum Vitae.
- Organisation Chart, showing your position in relation to the position of the signing employer.



## 13. Feedback Information

**How did you first find out about** Australian Awards for Africa, Australian Development Scholarships or Australian Leadership Awards Scholarships? (Tick One)

- Friends or family
- My employer
- Other Scholarship recipient
- TV or Radio program or advertisement
- A poster or flyer
- Colleagues at work
- Newspaper advertisement
- Other publications (please specify) \_\_\_\_\_
- My professional association (please specify) \_\_\_\_\_
- Website (please specify) \_\_\_\_\_
- School or university (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_



## Attachment 1

### Australian Leadership Awards Scholarship Applicants Additional Statement

**Applicants for an Australian Leadership Awards Scholarship (ALAS)** must attach an additional statement, answering the following questions. The statement should be up to 200 words each for questions 1 - 4

1. How have you contributed to solving a challenge? In your response, include which people or organisations you worked with to solve it and what creative methods were used.

2. After completing your scholarship in Australia, what specific development issues do you plan to work on in your country?

3. Describe how you have taken a leadership role in your workplace or the community



4. What would you expect to gain from the leadership award, both personally and for your workplace/community?

5. What professional associations do you belong to?



**Attachment 2 – Statutory Declaration**

**Commonwealth of Australia  
STATUTORY DECLARATION  
Statutory Declarations Act 1959**

<p>1 Insert the name, address and occupation of person making the declaration</p>	<p>I, <sup>1</sup></p> <p>make the following declaration under the Statutory Declarations Act 1959:</p>
<p>2 Set out matter declared to in numbered paragraphs</p>	<p><sup>2</sup></p> <p>1. I have not been convicted of any criminal offense; and</p> <p>2. I am not subject to any pending criminal charges.</p> <p>I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.</p>
<p>3 Signature of person making the declaration</p>	<p><sup>3</sup></p>
<p>4 Place</p> <p>5 Day</p> <p>6 Month and year</p>	<p>Declared at <sup>4</sup> _____ on <sup>5</sup> _____ of <sup>6</sup> _____</p> <p>Before me,</p>
<p>7 Signature of person before whom the declaration is made (see over)</p>	<p><sup>7</sup></p>
<p>8 Full name, qualification and address of person before whom the declaration is made (in printed letters)</p>	<p><sup>8</sup></p>

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.



A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor                      Dentist                                      Legal practitioner  
Medical practitioner    Nurse                                      Optometrist  
Patent attorney                      Pharmacist                              Physiotherapist  
Psychologist                              Trade marks attorney    Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)  
Bailliff  
Bank officer with 5 or more continuous years of service  
Building society officer with 5 or more years of continuous service  
Chief executive officer of a Commonwealth court  
Clerk of a court  
Commissioner for Affidavits  
Commissioner for Declarations  
Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and  
(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and  
(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and  
(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and  
(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or  
(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or  
(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or  
(b) the Parliament of a State; or  
(c) a Territory legislature; or  
(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or  
(b) a State or Territory or a State or Territory authority; or  
(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or  
(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution



## Attachment 3

### Countries that require English test results for LTAs

Please note that this list is NOT the same as a list of countries participating in the 2013 round. Some of the countries listed here may not currently be eligible for an Australian Award. This list simply indicates that citizens of these countries will require English test results if they are to successfully take up a Long-Term Award, should their country be eligible.

> Algeria	> Djibouti	> Mauritius
> Angola	> Egypt	> Morocco
> Benin	> Equatorial Guinea	> Mozambique
> Burkina Faso	> Eritrea	> Niger
> Burundi	> Ethiopia	> Rwanda
> Cameroon	> Gabon	> Sao Tome & Principe
> Cape Verde	> Gambia	> Senegal
> Central African Republic	> Guinea	> Seychelles
> Chad	> Guinea-Bassau	> Sierra Leone
> Comoros	> Liberia	> Somalia
> Congo, DRO	> Libya	> Sudan
> Congo, Republic of	> Madagascar	> Togo
> Cote D'Ivoire	> Mali	> Tunisia
	> Mauritania	