



## Australia Awards

# Australia Awards in Cambodia Internship Program for People with Disabilities Information Sheet for Applicants 2017 to 2018



**Australia Awards Scholarships recognise the importance of the contribution made by Cambodians with a disability in the community, civil society, non-government and government. The Australian Government is committed to ensuring people with disability have the same opportunities to benefit equally from Australia's development Program.**

Australia Awards Scholarships are fully funded scholarship opportunities for Cambodians to study at Australian Universities. Most awards are provided for study at Masters level and in exceptional cases, PhDs.

The pool of potential applicants for Australia Awards with a disability who meet eligibility requirements is very low, compared to able-applicants. Our goal is to increase the number of people with disabilities who are eligible to apply for and who are ultimately offered an Australia Award scholarship.

The Equity Pathway Program ensures people with a disability can compete for an Award on an equal basis.

The purpose of the Australia Awards Cambodia Internship Program for People with a Disability is to:

- Provide an opportunity for potential Australia Awards applicants with a disability to obtain 24 months' skilled work experience relevant to development in the sector of their (potential) proposed field of study (in Australia).
- Expand interns' access to leadership opportunities, knowledge and experience relevant to development in the sector of their (potential) proposed field of study.
- Strengthen the intern's ability to reintegrate into the workforce upon their return to Cambodia (if successful in being selected for an Award).

The Internship Program forms an important part of the Equity Pathway Program.

Australia Awards Cambodia will simultaneously:

- Recruit and select up to 4 potential interns with disability; and
- Recruit potential host/employer organisations.

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### Eligibility Criteria for Interns:

Eligibility criteria includes:

- Meets most eligibility requirements for an Award (except English language and the 24 months' work experience requirements) e.g.
  - Is a citizen of Cambodia (only)
  - Currently living in Cambodia and intending to do so until they apply for an Australia Awards scholarship
  - Proposing to apply for an Australia Awards scholarship within 3 years
  - Has completed a Bachelor Degree
- Has minimum intermediate level English language (the Program will organize testing)
- Must identify as having a disability and be prepared to be involved in a disability assessment and medical confirmation in order to identify any required workplace and educational reasonable adjustments that may be required.



**Selection Criteria for Interns:**

Selection of interns (preferably two women and two men) will be a merit-based selection. Successful applicants will:

- Demonstrate high levels of personal motivation/drive, self-confidence and intellectual capability
- Identify their (potential) preferred course of study in Australia and be able to articulate the rationale and their plans for contributing to Cambodia’s development
- Identify a preferred intern role/s that matches their potential future studies, career goals and their plans for contributing to Cambodia’s development after studying in Australia
- Demonstrate they have a realistic study plan and motivation to improve their English

The Program will also assess if the intern can be placed in their preferred course of study in Australia (or with some guidance or support this is able to be achieved).

**What Australia Awards will provide for the intern:**

Australia Awards will offer those selected for the internship program:

- Up to 30 months part-time English language training (including testing)<sup>1</sup>
- Facilitation of 24 months full-time work experience as an intern in a skilled work position, in a role relevant to their proposed field of study
- Access to leadership opportunities through the internship as well as knowledge and experience in development in a field relevant to proposed study
- A stipend of \$200 per month for Phnom Penh based interns and \$240.00 per month for those usually based outside of Phnom Penh
- Contribution toward transport costs for attending work and English language training (including testing) and equity related activities (if required)
- Participation in workshops to keep interns on track with their studies, scholarship application plans, work progress and for mutual support and learning opportunities (including soft skills training)

- Access to a network of informal mentors and encouragers who can share their experiences with Equity Pathway participants (successes and challenges)
- Assistance and advice in determining if a placement in an Australian University is possible
- Reasonable adjustments during the process of shortlisting and selection for the internship and to ensure interns can participate on an equal basis at work and English Language training
- As far as is reasonable and possible we will ensure that your needs as a person with a disability are met during English language training (and testing) and in the workplace (dependent upon the nature of disability this may include materials in special format, software or hardware, note taking support, additional tutors, carer support, additional financial support for suitable accommodation and/or transport etc.) This support may be subject to some limitations.

<sup>1</sup> People with a severe disability may be entitled to get 36 months English language training (e.g. blind/deaf or with multiple disabilities)

## What the intern must achieve during the internship:

The following conditions will apply to the intern:

- Satisfactory attendance at work (with all absences being approved by the host/employer)
- Satisfactory performance and progress at work (measured through a six-monthly development plan and performance review by the host/employer)
- Satisfactory attendance at English Language Training (at least 80% attendance) at ACE (with all absences required to be approved by Australia Awards Office)
- Satisfactory progress in English language acquisition (term examination result of 55% or higher)
- Participation in an internship induction program
- Participation in regular meetings with host/employer and Australia Awards Cambodia to monitor both English language progress and work placement and to provide an opportunity for the intern to raise any concerns or seek additional support
- Participation in monitoring and evaluation processes by Australia Awards.

## Intern Application, Assessment and Selection Process, and Timelines:

### Step One

Potential candidates will be required to Express an Interest in being considered for the internship by 5pm Friday 13 October 2017.

### Step Two

Those who Express an Interest will be provided with:

- Application Form
- AAS CV Template

### Step Three

All applicants must attend a General Information Session (date to be advised) and if they decide to complete an application they must attend an Application Preparation Information Session (date to be advised). This can also occur by phone, Skype or Facebook for provincial applicants.

### Step Four

Applicant completes the Applicant Form and AAS CV Template. Applicants will not be required to provide any further supporting documentation unless they have been shortlisted for an interview. Applications will close on Friday 17 November 2017.

### Step Five

Written applications (including CV) will be assessed:

- For eligibility; and if eligible
- Against the selection criteria.

### Step Six

Applicants meeting all or most of the selection criteria will need to meet the following requirements:

- Undertake an ACE placement test to confirm their English being at a minimum intermediate level, and if confirmed
- Provide copies of their Supporting Documents (photo identification, Degree Certifications and Academic Transcripts)
- Have their placement likelihood/risk at an Australian University assessed

Those who meet all the requirements will be considered for an interview and be required to provide original documents for verification.

### Step Seven

The interview panel will score and rank the applicants and recommend up to 4 applicants to be offered an internship. The Interview Panel may choose to undertake referee checks if this is determined necessary. Interviews will be held during December 2017 and January 2018.

### Step Eight

Internships will likely be provisionally offered in February 2018 pending:

- A match to a relevant host/employer organisation and the role description for the internship being agreed (Australia Awards Cambodia will undertake this process in consultation with the intern and host/employer organisation). Commencement of employment aimed to be within 3 months of selection of the intern
- Disability Assessment and medical confirmation of the disability

The intern will commence English language training at ACE as soon as possible. The host organisation may wish to interview the intern to determine their suitability.

## Contact us

People with disability and referral partners are encouraged to contact the Australia Awards Office in Cambodia to discuss the Equity Pathway Program or scholarship applications.

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