



Australia Awards

Australia Awards in Cambodia Internship Program for People with Disabilities Information Sheet for Host Organisations 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.

THE HOST EMPLOYER ORGANISATION

Eligibility Criteria for host/employer:

Organisations must meet following eligibility criteria:

- Able to offer 24 month internship for a person with a disability in meaningful skilled work role/s that matches the intern's and the Organisational needs
- Able to make a financial (preferably) and/or 'in-kind' contribution to the internship in addition to Australia Awards contribution
- Provide a workplace where the dominant language of work is/can become English over the period of the internship (or if not then can demonstrate how English language acquisition will be able to be supported in the workplace).

Selection Criteria for host/employer Organisations:

Selection of host/employer Organisations will be a 'best fit' basis against the selection criteria:

- Experienced in providing a supportive workplace environment with positive social attitudes and behaviors toward people with disability



- Experience and confidence with workplace adjustments, recruitment of staff and provision of services to customers/clients with a disability
- Best match to the recruited intern in terms of the role/proposed study envisaged by the intern
- Work standards meet an accepted international standard (e.g. INGO, ISO Accredited etc.)
- Able to provide the intern with access to leadership opportunities, knowledge and experience relevant to development in the sector of the intern's proposed field of study.

What Australia Awards will provide for the host/employer organisation:

Once a match of intern to host Organisation has been determined Australia Awards will provide:

- An opportunity to interview the intern if required
- Disability assessment (to be undertaken in consultation with the intern and the host) to determine any required workplace adjustments that may be required
- As far as is reasonable and possible funding of reasonable adjustments to ensure interns can participate on an equal basis at work.

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)¹
- Facilitation of 24 months full-time work experience as an intern in a skilled work position
- Access to leadership opportunities through the internship as well as knowledge and experience in development in a field relevant to proposed study
- Stipend of \$200 per month for Phnom Penh based interns and \$240 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 your 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.

¹ 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 host/employer Organisation must achieve during the internship:

The following conditions will apply to the intern:

- Confirmation of attendance at work (with all absences being approved by the host/employer)
- Monitoring of satisfactory performance and progress at work (measured through six-monthly development plans and performance review by the host/employer)
- Willingness to ensure interns satisfactory attendance at English Language Training (at least 80% attendance) at ACE (this may include intern missions being timed accordingly and/or ensuring timely completion of work in order to attend English classes and/or releasing them from work for the class)
- Participation in an internship induction program
- Participation in six monthly meetings involving Australia Awards Cambodia, the intern and host/ employer line supervisor to monitor English language progress and work placement and to provide an opportunity for the intern to raise any concerns or seek support
- Participation in occasional meetings/ workshops with other host/employers (line manager, HR and/or country manager level) and Australia Awards Cambodia to share experiences, identify any lessons learned, and improvements and opportunities.
- Participation in monitoring and evaluation processes by Australia Awards.

Host/employer Organisations should consider the following 'financial/in kind' contributions:

- Access to a workplace mentor/coach (potentially an expat English speaker with technical or cross cutting expertise)
- Access to English language support at work

- Access to training and development opportunities relevant to the role and development impact and leadership
- Financial stipend for the intern (as a guide up to \$100 per month).

Employer Organisations Application, Assessment and Selection Process and Timelines:

Step One

Potential Organisations will be required to express an interest in being considered to host an Internship.

Step Two

Organisations who express an Interest will be provided with:

- Application Form

Step Three

All host/employer Organisations must attend an Information Session (to be held in October 2017 date yet to be advised/negotiated)

Step Four

Written applications will be assessed:

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

A shortlist of suitable Organisations will be identified, and if needs be discussions will occur between the Organisation and AAS to clarify and identify if a mutually beneficial and suitable opportunity exists.

Step Five

Once the interns have been selected AAS will liaise with shortlisted host/ employer Organisations to:

- Determine if a match between an intern and relevant host/employer Organisation is possible (this can include an interview of the intern, review of CV and application)
- Develop and agree a role description for the intern
- Commencement of internship aimed to be within 3 months of selection of the intern. The intern will commence English language training at ACE as soon as possible.

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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