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Australia Awards Short Course

Inclusive Leadership

Application form and instructions

Dear Prospective Course Candidate,

You are invited to participate in the **Australia Awards Short Course Inclusive Leadership** – delivered in blended mode, including both face to face and online modules, from 11 January to 24 March 2023.

Funded by the Australian Government, this course aims to support inclusive economic empowerment as it relates to *ASEAN’s Regional Comprehensive Economic Partnership and Lao PDR’s covid recovery*. Australia is committed to support people in Laos to ensure viable pathways for diverse groups to participate in economic recovery and partnership. Please find more information about the course in the attached brochure.

For more information about the course, please see the Course Brochure: <https://drive.google.com/drive/folders/1EcHIbSqS2xekW9W4XPYV3CoMxHMxXNfq>

**We are seeking applications from Lao PDR Officials and Private Sector Leaders who are:**

1. Working in targeted public sector agencies and organs at Director level or above, OR working in the private sector at Director level or equivalent - this includes owners and leaders of small or medium sized enterprises; AND
2. Resident in Laos; AND
3. Able in English to IELTS 5.5 level or equivalent; AND
4. Committed to
   * increase inclusive participation in the Regional Comprehensive Economic Partnership;
   * develop sustainable leadership and management practices
   * develop an Award Project as part of the course
   * contribute to communities of practice of Inclusive Leadership in their local sphere of influence

**Women, men and gender-diverse Lao PDR Officials and Private Sector Leaders are encouraged to apply.**

**As part of the application process, participants must provide information about their:**

* current employment
* highest level of education
* engagement in actively fostering networks with multiple stakeholders
* their commitment to developing sustainable and inclusive leadership and management practices, including contributing to Inclusive Leadership communities of practice in their local sphere of influence
* their idea for a possible award project
* manager’s commitment to release them from duties to fully engage and participate in this course.

**Participant selection**

Applicants submit their applications **by 5:00pm on Friday 11 November 2022.**

All applications must be completed in English.

The selection committee will review the applications and select successful participants.

The selected participants will be provided further details of the course, and must accept in writing the offer of a place on the course.

We seek a maximum of 25 participants, and strongly encourage persons living with disability, persons from remote or regional areas, LGBTIQ+ persons, ethnic minorities and people from other marginalised groups to apply.

**Applications**

**Applicants must complete all details requested on the form below to be considered candidates for this course.**

Please email your complete application to [infohrd@laosaustraliainstitute.org](mailto:infohrd@laosaustraliainstitute.org) by **5.00pm on Friday 11 November 2022**. If your files are too large to send in an email, please save them to a file sharing service, such as Dropbox or Google Drive and send us a link to the files.

Incomplete applications may be deemed ineligible for assessment. Applications received after the deadline will not be considered.

APPLICATION FORM

Please ensure all sections are complete before submitting your application. Incomplete applications will not be considered.

Please email your complete application to [infohrd@laosaustraliainstitute.org](mailto:infohrd@laosaustraliainstitute.org) by 5:00pm on **Friday 11 November 2022**. If your files are too large to send in an email, please save them to a file sharing service, such as Dropbox or google Drive and send us a link to the files.

Please complete all sections in English

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| --- | --- | --- | --- | --- | --- | --- |
| Family name |  | | | | | |
| Given names |  | | | | | |
| Preferred name or Nickname for use on the course |  | | | | | |
| Email |  | | | | | |
| Mobile phone |  | | | | | |
| Date of birth | /  /     dd/mm/yyyy | | | Place of birth (State/province) | |  |
| Gender | Male  Female  Other | | | | | |
| **Do you identify as having a disability?**  Under Australian law, disability includes physical, intellectual, psychiatric, sensory, neurological, learning disabilities, physical disfigurement, and the presence in the body of disease-causing organisms | | | | Yes  No | | |
| Current Position title | |  | | | | |
| Current Organisation name | |  | | | | |
| Current Work Unit | |  | | | | |
| Current Work Location | |  | | | | |
| Date commenced your current Position | | /  / | | | | |
| Current duties and responsibilities  (100 words limit) | |  | | | | |
| Highest level of education completed, and date of completion | |  | Name of Institution where you last graduated | |  | |

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| Why do you want to participate in this program? (200-word max) |
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| What do you see as the biggest challenge in Laos and your organization with regard to gender and other gender-diverse groups' equality? (200-word max) |
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| As a leader what has been one of the biggest challenges you experienced when wanting to bring a change with regards to inclusivity in your workplace (200-words max) |
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| If selected, what do you hope to gain out of your participation in this program? (200 words max) |
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| What idea do you have for a possible **small practical project** you can implement to build on your learning in this program? (You must do a project but you are not obliged to stick to the idea you describe here.) Max. 200 words |
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| **Question to men applicants only**: Please describe how you can contribute to gender equality and outline any relevant experience working as an advocate for gender equity and inclusiveness to improve outcomes for diverse groups. (200 words max) |
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## English language details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you done any recent English language studies and/or participation in any overseas forum/seminar/training? | | Yes, Year ……….  No | | | |
| If `**Yes**’, provide describe. | |  | | | |
| Have you taken a recent IELTS, TOEFL or PTE English test? | | Yes  No | | | |
| If `**Yes**’, provide the test results. | | | | | |
| Test name (IELTS, TOEFL or PTE English test) |  | Date test taken | /  / | Overall score |  |
| Reading Score | Writing Score | | Listening Score    Listening Score | | Speaking Score |
| If **‘No’**, or if there is some uncertainty about your English level, you may be asked to participate in an English check organised by the Laos Australia Institute to confirm you have English sufficient for this course. | | | | | |

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| Recommendation Letter | | | | |
| ***(This part is to be completed by applicant’s direct supervisor who has the authority to release/ confirm the participant can join the program)***  Please note that your signature on this form signifies your agreement to the following:  • to release the applicant from work duties while he/she attends **pre-course workshop**. **This training is full-time for half a day and compulsory, required to complete the course.**  • to release the applicant from work duties while he/she attends **two intensive 5 day modules in Vientiane**. **This training is full-time and compulsory, required to complete the course.**  • to release the applicant from work duties while he/she completes **online workshops, project preparation and mentoring** to meet the requirements of the course. **This is compulsory and will take up to a day a week, required to complete the course.** | | | | |
| Name of Organisation | |  | | |
| Name of Authorised Supervisor | |  | | |
| Position title of Authorised Supervisor | |  | | |
| Name of Candidate | |  | | |
| Position title of Candidate | |  | | |
| Supervisor’s statement: What do you hope the Candidate will gain from participation in this program? (up to 100 words) | | | | |
|  | | | | |
| **Authorised Supervisor signature**  On behalf of the organisation, I, the undersigned, fully understand the commitment being undertaken by the applicant and support their application and agree to their release to undertake all components of the short-term award. | | | | |
| Full name |  | | Signature |  |
| Email |  | | Mobile |  |
| Date | / / | |  | |

## Participant’s authorisation, agreement, declaration and signature

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| **Authorisation**  DFAT must comply with the *Privacy Act 1988* in relation to the personal information you have provided in this form.  Should I be a confirmed participant in this course I consent:  a) to the Australian Government using and disclosing extracts of my application (relating to my academic background and achievements, leadership skills and my short term award program in Australia) in promotional material in hardcopy and on the internet. I note that promotional material may include, but are not limited to, media releases and information circulated to DFAT’s offshore posts and Australian education institutions, concerning the short course.  b) to my personal information, including sensitive information as defined in the Privacy Act 1988, being collected, handled, used and disclosed by and exchanged between DFAT and other parties for the purpose of promoting and managing Australia Awards – short course.  I authorise DFAT to disclose the personal information collected in this form to other Australian Government departments and Australian education institutions for the purpose of promoting and managing Australia Awards.  **Understanding**  I understand and confirm that:   * DFAT has the right to vary or reverse any decision regarding participation in this short course made on the basis of incorrect or incomplete information * Decisions by DFAT to confirm my selection to participate are final and confidential and no correspondence about outcomes of the selection process will be entered into.   **Declaration of commitment and acknowledgement**  Should I receive a place on this short course I agree to:   * undertake and complete all the modules of the course within the start and end dates indicated in the course brochure * participate, without other accompanying persons (except for approved carers) in the full time intensive modules in Vientiane on the dates indicated in the course brochure * plan to implement an Award Project as part of the course * engage actively and foster networks with multiple stakeholders, in Australia and Laos * facilitate the transfer of learning from the course with colleagues and peers   I declare, in submitting this form, that the information contained in it and provided in connection with it is true and correct.  **I acknowledge that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* of the Commonwealth of Australia.** | | |
| Full Name | **Signature** | **Date** |
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