



## Short Term Training Award Expression of Interest Form

Short Term Training Awards assist people to gain knowledge and skills that will help the development of their home country. They cover payment of fees, return economy air fares, an establishment grant, a basic living allowance and provision for health care. Costs and allowances are paid through a management services consultant.

Applications in 2011 for a Short Term Training Award will be prioritized for the following priority areas:

- Tourism
- Transport & Infrastructure
- Fisheries
- Business Management, Sales and Marketing

All applications must be submitted to the New Zealand High Commission by **21<sup>st</sup> April 2011**.

It is important that you correctly fill out all relevant sections in the application form and include all documents listed below.

**Applications with incomplete documentation will not be considered for an award.**

Documents attached to this application must be certified true copies of originals with the official stamp of the school/institution and/or Commissioner of Oaths. Where original documents are not in English, you must provide certified true copies of official English translations. Please note that documents submitted may not be returned to the applicants until after selection and short listing is completed.

For each completed application form include a:

- Certified copy of your birth certificate (in English)
- Certified copy of the personal pages of your passport
- Recent passport photograph (attached to page 3)
- Certified academic transcript (in English) of all school results (where applicable) and tertiary results, including the grade assessment schedule used at each institution
- Certified copy of the completion or graduation certificate (in English) for each tertiary qualification that you have completed
- Copy of any correspondence with an education institution or training provider related to your application
- Current job description stating your position and outlining your responsibilities and duties
- Current curriculum vitae - a brief history of your education, job skills and experiences.

### Office Use Only

Date Received:

By:

Number:

**SECTION ONE: PERSONAL INFORMATION**

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

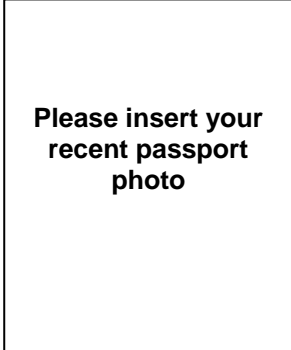
Age: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Sex: Male / Female

Place of birth: \_\_\_\_\_

What is your country of Citizenship? \_\_\_\_\_



Please provide the following information for **all** completed and partially completed secondary, vocational, undergraduate or postgraduate qualifications. List the most recent qualification first.

**You must attach certified copies of the academic transcript and completion certificate for each qualification you have completed. Include the grade assessment schedule used at each institution.**

Name of education institution	Location (town/city and country)	Years attended		Qualification	Major subjects or areas of study
		From	To		

<b>SECTION TWO: CURRENT EMPLOYMENT</b>
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1. What are you doing now?

- Studying at tertiary level (full-time)
- Working (part-time) and studying at tertiary level (part-time)
- Working (full-time)
- Not studying or working (in transition)

**Please note that if you are studying right now, you are not eligible to apply for this award.**

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2. If you are employed please specify the job that you are currently doing?

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3. What is the name of the organisation where you work?

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4. Briefly describe the work of your organisation.

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5. How long have you been working in this job?

Years: \_\_\_\_\_ Months: \_\_\_\_\_

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**SECTION FOUR: PREVIOUS TRAINING**

Please provide details of the last two training courses you attended in your country or in another country?  
List your most recent training course first.

(i) **Name of training course/qualification:** \_\_\_\_\_

Institution/organisation: \_\_\_\_\_

Country: \_\_\_\_\_

Start Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Finish Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Who funded this training?

- |   |   |
|---|---|
| <input type="checkbox"/> Self funded or family funded | <input type="checkbox"/> New Zealand government/NZAID |
| <input type="checkbox"/> Church or community funded   | <input type="checkbox"/> Another government           |
| <input type="checkbox"/> Home government              | <input type="checkbox"/> International organisation   |
| <input type="checkbox"/> Other                        |   |

What skills did you gain from this training?

(ii) **Name of training course/qualification:** \_\_\_\_\_

Institution/organisation: \_\_\_\_\_

Country: \_\_\_\_\_

Start Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Finish Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Who funded this training?

- |   |   |
|---|---|
| <input type="checkbox"/> Self funded or family funded | <input type="checkbox"/> New Zealand government/NZAID |
| <input type="checkbox"/> Church or community funded   | <input type="checkbox"/> another government           |
| <input type="checkbox"/> Home government              | <input type="checkbox"/> International organisation   |
| <input type="checkbox"/> Other                        |   |

What skills did you gain from this training?

**SECTION FIVE: EMPLOYER INFORMATION**

This section is to be completed in English by your employer. If you are self-employed, answer the questions yourself.

1. Please give the full name and contact details of the organisation

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

2. Please give the applicant's job title and describe the main functions of the applicant's job.

Job title: \_\_\_\_\_

Main functions: \_\_\_\_\_

\_\_\_\_\_

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3. What are the applicant's special strengths?

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4. Describe the training needs of the applicant.

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5. Describe the type of equipment or machinery used or to be used by the applicant. For example, the type of *computer programmes used/to be used*.

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6. After the training would this person have a new position in your organisation?

No                       Yes

7. If the answer is **Yes**, name the new position and describe the main responsibilities.

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8. Is there any person in your workplace who has undertaken this training before?

No                       Yes

9. Please give details (names, dates, year study took place, location of study)

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Name of employer: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
          Day                      Month                      Year

Official stamp

**SECTION SIX: NOMINATING AUTHORITY ENDORSEMENT**

**(Important: This section is to be completed by the National Training Unit at the Ministry of Education and Human Resource Development)**

1. As the nominating authority on behalf of the Government of:

I certify that I have examined the documents attached to this form and am satisfied that they are authentic and relate to the applicant.

I nominate \_\_\_\_\_

for a New Zealand Government Short Term Training Award

2. I endorse this application for the area, level and length of training.

I confirm that it accords with an agreed Human Resources Development area for New Zealand Official Development Assistance funding.

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

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

Official Stamp