



TEFMA CLEVER CAMPUS AWARDS 2018

CONFERENCE SCHOLARSHIP

General information for applicants

The TEFMA **Conference Scholarship** provides an opportunity each year for an employee working in facilities management in a TEFMA Member Institution to attend the annual TEM conference and visit Australasian institutions in the area, to broaden their knowledge of contemporary facilities management practice in the sector.

The scholarship is available to all TEFMA Associate Members from middle management down.

The scholarship has a value of up to AUD\$3,000 towards the cost of attending the conference and local institutional visits.

The successful applicant will need support from their institution for both the time to attend the conference and subsequent visits, and a financial contribution for any costs in excess of the scholarship amount.

The successful applicant will be required to produce a brief written or mixed media report describing their experiences and the resulting benefits to their work and organisation. The report will be published in a TEFMA newsletter and on the website.

Scholarship applications will be evaluated on the basis of the [criteria](#) set out below.

Application dates

Applications for the **Conference Scholarship** 2018 open in **30 April, 2018**. Individuals from any discipline associated with property and/or facilities management in a member institution are encouraged to apply.

To be considered for the **Conference Scholarship** 2018, applications and supporting material should be received by TEFMA no later than **7 June, 2018**.

Submissions must be made on the official [application form](#).

Scholarship [criteria](#) should be addressed in applications.

Assessment of applications and announcement of scholarship winners

Selection of the successful applicant will be approved by the TEFMA Board following receipt of a recommendation from a panel established to review the applications.

The review panel will include the following members:

- Chair, Education Committee
- Deputy Chair, Education Committee
- A Past-President of TEFMA.

Applications will be judged against the published criteria. Panel deliberations will be confidential and TEFMA's decision is final. No correspondence or appeal process will be entered into.

The panel may decide not to award if it deems that no suitable applications have been received.

More than one scholarship can be awarded in any calendar year.

Evaluation of applications for the scholarship will be completed by July 2018, with the successful applicant to be announced at the TEFMA Awards Dinner at the TEM conference of the year of the application; in Perth, on 10th September 2018.

Eligibility

The **Conference Scholarship** is open for applications from individuals employed full time in the facilities department of a TEFMA Member Institution.

The scholarship is available to all TEFMA Associate Members from middle management down.

Only one nomination per institution is permitted each year for this scholarship.

Scholarships will normally be granted to an individual only once.

If the candidate is not already a member of TEFMA, then the host Institutional Member is to arrange for the candidate to become a member of TEFMA.

Scholarship applicants may be required to undertake an interview.

Conference Scholarship criteria

Applications should clearly reference the criteria provided. Words provided are a prompt only, to assist those completing an application, but are not intended to be exhaustive.

A. Professional development

Applicants should describe how the **Conference Scholarship** will assist them in broadening their knowledge of tertiary facilities management.

Evidence of your developing professionalism within the sector should be included, and the potential for you to increase the positive impact you can make in property and/or facilities management in your institution. Your application should demonstrate how the scholarship will benefit both you and your Institution.

Your application should demonstrate the value you will get from attendance at the conference and visits to other higher education institutions in the area, and how this knowledge will be passed on to your organisation.

B. Interpersonal skills development

Applications should demonstrate that the applicant is developing leadership and representation skills in their current role, and should provide examples of:

- A workplace task or situation where you showed strong leadership, recognized as such by your peers and/or supervisor. Describe the attributes you needed to perform this role successfully.
- A time when you were required to show strong relationship management in a work situation. Describe the attributes you needed to perform this role successfully.
- A situation where you represented your Department or Institution at a senior level. Describe the attributes you needed to perform this role successfully.

C. TEFMA Participation

Applications should demonstrate that the applicant has a continuing interest in TEFMA and appreciates the value of participating in TEFMA activities.

Applicants should demonstrate their knowledge of the mission and workings of TEFMA by referencing some or all of the following:

- Active participation you may have had with TEFMA in the past.
- Recent understanding you have developed about the activities of TEFMA.

- Ways in which you would be interested in contributing to TEFMA in the future.
- Suggestions with respect to future activities that TEFMA could undertake to expand its work in the higher education property and facilities management sector.

Application form

Instructions

1. To be considered for this scholarship you must provide the following:
 - Completed [application form](#).
 - Supporting materials (if any).
 - Details of any additional material to be made available should the review panel choose to make a site visit.
2. All sections of the application form must be complete for an application to be considered.
3. Applications must be endorsed and signed by the relevant Institutional Member and must be accompanied by a written statement that the required time and any additional funding if needed will be provided.
4. Applications must be submitted online via the Online Submission Portal which can be found here: <https://leishman.eventsair.com/tefma-scholarships-awards-2018/scholarships-application-form>
5. Save your file name as YOURSURNAME_SCHOLARSHIPNAME_datesubmitted i.e. SMITH_CONFERENCE_15.05.18. Word or PDF is acceptable.
6. If you have supporting documents (up to 2 supporting documents can be uploaded), please ensure they are saved as YOURNAME_SCHOLARSHIPNAME_Attachment A or Attachment B i.e. i.e. SMITH_CONFERENCE_ATTACHMENT A
7. Once you have submitted your scholarship, you will receive an automatic email within 24 hours. If you do not receive an email, please email the TEFMA Secretariat: info@tefma.com to confirm your application has been uploaded correctly.
8. Applications are due by **7 June, 2018**. Please contact the TEFMA Secretariat on +61 3 6234 7844 or info@tefma.com with any queries.

Hints for application preparation

Be factual and positive.

It is important to provide evidence to back up your claims. As well as describing the situation you are presenting, you should cite actual examples relating to the work done, how well it was carried out, what was achieved, and how it has benefited your institution.

Responses need not be lengthy, but they should be relevant, include meaningful supporting descriptions, and should demonstrate particular characteristics, qualities or approaches that have resulted in the work making a significant contribution to your organisation.

A submission should anticipate the key points a panel member will be looking for in the responses to the scholarship criteria.

To maximise your chances of success it is important that you address the scholarship criteria to clearly identify the suitability of your application for consideration as winner of the scholarship.

When addressing the criteria you should look for things to highlight that might set you apart from other applicants.

Be clear and to the point and do not exceed word limits. Edit your responses for grammar, spelling and punctuation.

TEFMA Conference Scholarship Application form

Applicants should address all sections 1 – 6 in this form.

1. Applicant information

The applicant's institution must be a current financial member of TEFMA.

Applications are required to be supported by the TEFMA Institutional Member.

Applicant's name:	
Applicant's Institution:	
Applicant's Title:	
Contact Details:	Phone: Email:
Name and Position of Applicant's Direct Supervisor	
Supervisor's Contact Details:	Phone: Email:
Supervisor's Comments: <i>(A short character reference and statement of support from applicant's Supervisor, including how long the Supervisor has known the applicant and in what capacity)</i>	
Name of TEFMA Institutional Member:	
Institutional Member's Supporting Comments:	
Signature of Institutional Member:	
Date:	

2. Summary

Provide a brief summary (no more than 250 words) of the key aspects of your application for the **Conference Scholarship, 2018**.

250 words maximum

3. Institutional visits

Provide a brief summary (no more than 250 words) noting the institutions you would propose to visit after the conference, and why you have selected them, should you be awarded the **Conference Scholarship** 2018.

OR

Provide your summary using an alternative media presentation form such as video, graphic representations or other standard formats.

250 words maximum

4. Response to selection criteria

Respond to all scholarship criteria, with a maximum of 500 words for each.

Applications should clearly reference the criteria. Words provided are a prompt only, to assist those completing an application, but are not intended to be exhaustive.

CRITERIA	RESPONSE
<p>A. Professional development</p> <p>Applicants should describe how the Conference Scholarship will assist them in broadening their knowledge of tertiary facilities management.</p> <p>Evidence of your developing professionalism within the sector should be included, and the potential for you to increase the positive impact you can make in property and/or facilities management in your institution. Your application should demonstrate how the scholarship will benefit both you and your Institution.</p> <p>Your application should demonstrate the value you will get from attendance at the conference and visits to other higher education institutions in the area, and how this knowledge will be passed on to your organisation.</p>	<p>500 words maximum</p>

B. Interpersonal skills development

Applications should demonstrate that the applicant is developing leadership and representation skills in their current role, and should provide examples of:

- A workplace task or situation where you showed strong leadership, recognized as such by your peers and/or supervisor. Describe the attributes you needed to perform this role successfully.
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- A situation where you represented your Department or Institution at a senior level. Describe the attributes you needed to perform this role successfully.

500 words maximum

C. TEFMA Participation

Applications should demonstrate that the applicant has a continuing interest in TEFMA and appreciates the value of participating in TEFMA activities.

Applicants should demonstrate their knowledge of the mission and workings of TEFMA by referencing some or all of the following:

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500 words maximum

5. Supporting materials

Supporting materials for applications may be provided and should be listed within, and attached to, your application.

The judging panel will decide whether or not to review all material provided, depending on the extent to which it informs the application, and the quantity of information.

Applicants should provide only information of direct relevance to support their application as the time available to the judging panel to make their assessment is limited.

List of any supporting materials:

6. Additional material for site visit

Provide a list of any additional materials that would be made available to the judging panel should an interview be scheduled.

List of any additional materials for panel review: