

Australasian Institute of Business and Enterprise Facilitators Inc (AIBEF)

AIBEF INTERNATIONAL SCHOLARSHIP PROGRAM

The business advice industry in Australia and in many other countries is self-regulated, and virtually anyone can call themselves a business or enterprise facilitator, advisor, coach, mentor or consultant. *“Business Facilitation and Coaching has copped its fair share of flak in recent years, primarily because the industry has a reputation for attracting spruikers and touts.”*

Denise McNabb, Sydney Morning Herald

Do you provide Business Advice, Consulting, Mentoring or Facilitation Services?

Are you looking for recognition of your facilitation skills?

Wanting to give clients the confirmation of your professionalism and experience?

The AIBEF is awarding 20+ Scholarships – Apply Now!

There are three Scholarship categories:

- Women**
- Young Advisors (up to 29 years of age)**
- General**

AIBEF is an established professional Institute representing the interests of all professions and professionals involved with or engaged in business and/or enterprise facilitation and development and related business support services, including:

- Business and Enterprise Facilitators
- Trainers (particularly trainers specialising in Business Training)
- Business Educators
- Business Counsellors
- Business Consultants
- Business Mentors
- Business Advisors, and
- Business Coaches

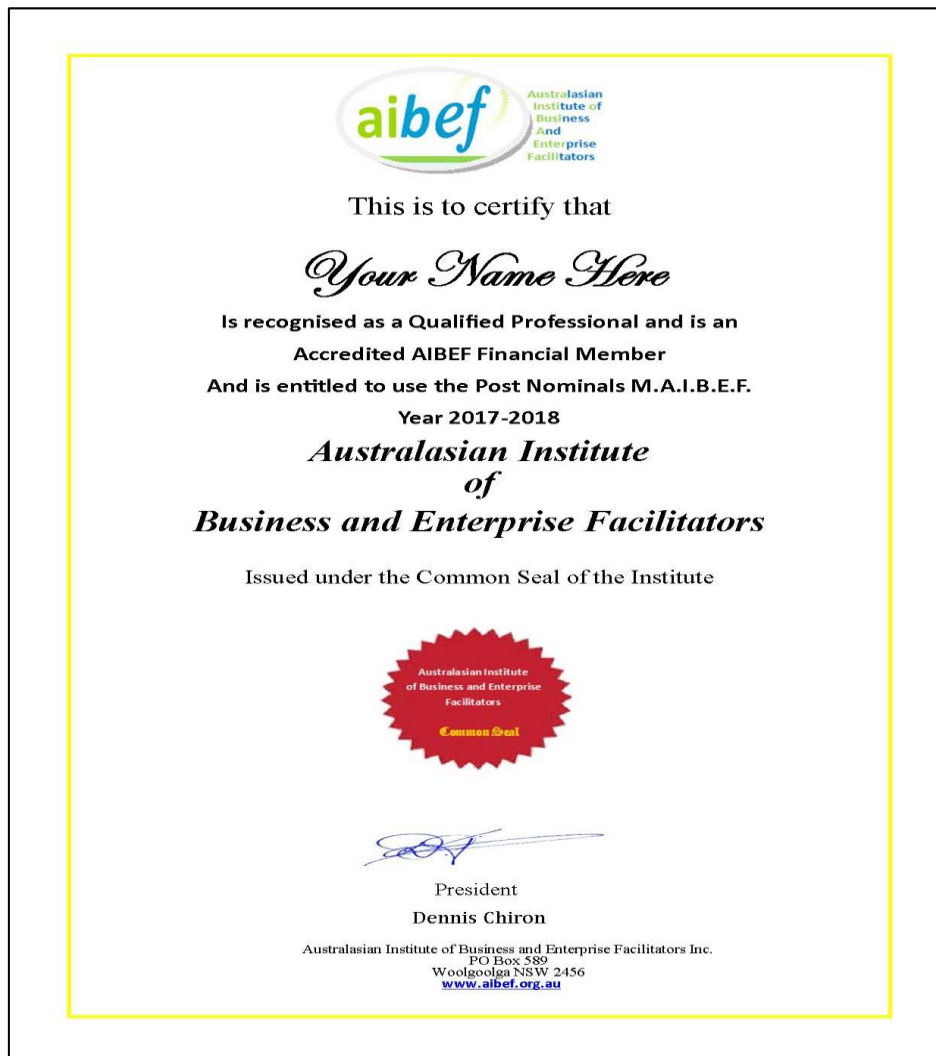


AIBEF 2019 Scholarship Application

AIBEF Scholarship Program

To promote the quality and professionalism of business and enterprise facilitation, a minimum of 20 scholarships will be awarded throughout Australia and Asia. Scholarships will be awarded on the merit of each application and numbers may vary between regions and states. Each Scholarship is valued at \$275.00, which is the normal AIBEF annual Membership (includes administration costs of \$125.00).

For further information on the AIBEF, the Association's History and vision, please see www.aibef.org.au





AIBEF Scholarships Provide:

- Full Membership of the AIBEF for 12 months at no cost
- The Authority to use the Post Nominals M.A.I.B.E.F.
- The AIBEF's quarterly journal "That's Enterprising" which is stacked with relevant industry information, as well as useful articles to assist you and your clients
- The opportunity to profile yourself and your ability in the journal on a regular basis, as well as provide articles for the journal if you wish.
- The opportunity to profile/market yourself on the AIBEF website (includes your contact details for prospective clients)
- Ongoing referrals of potential clients enquiring through our website
- Ongoing Continuing Professional Development (CPD) and the AIBEF's CPD Log and Professional Development Booklet
- Continuing Professional Development training programs (non-accredited) and access to CPD Presentations (eg. *Facilitation – the Foundations, Establishing expectations with your clients, What your client wants, the Facilitator's Code of Ethics*)
- access to the Master Business and Enterprise Facilitator Certification Program – professional recognition for your knowledge, skills, experience in leadership and management, including authority to use post nominals MBEF (Certified)
- ongoing support and guidance to each scholarship recipient for the duration of their scholarship from the AIBEF Scholarship Program Manager
- direct access to the Executive Committee of the AIBEF
- matching with an individual Mentor Member who will provide guidance and support

Who Can Apply?

Nominee Eligibility is open to all professionals providing business support as detailed on page 1, who have credibility, a professional reputation, apply ethical practices and have the skills and knowledge relevant to the role.

Nominations are accepted from all Australian states and territories, New Zealand and Asian regions.

Nomination criteria:

Nominees must provide evidence of the following criteria:

- must hold a nationally recognised Certificate IV in Business (or equivalent) or above
- must provide evidence of 200 hours minimum of effective one-one-one facilitation experience
- provide at least one letter of recommendation from a current or previous client, detailing the facilitation services that you have provided to them, and how this has assisted them in their business or enterprise activities

- document the details of facilitation services provided to a client (in 1 page or less)
- complete the AIBEF Scholarship Application Form

Nomination Information, Guidelines and Conditions

- The promoter is the Australasian Institute of Business and Enterprise Facilitators Inc. (ABN 50161325686) PO Box 589, Woolgoolga, NSW 2456, Australia
- After acceptance, Scholarship recipients will be required to develop a Continuing Professional Development Plan (CPD) for the next 12 months, which clearly shows their CPD goals over that duration
- Nominations must be made by the Applicant themselves.
- An Applicant may only nominate for one scholarship per year.
- Application forms must be filled out correctly and completely. Unsigned Applications will not be considered.
- Nominations can be submitted, and scholarships awarded, at any time during the year

Scholarship Recipient Conditions

- Scholarship recipients must enter into a Mentor relationship for the length of their scholarship (12 months).
- Scholarship recipients must communicate with Scholarship Program staff and take part in regular progress reports in relation to their CPD Plan. Failure by a scholarship recipient to demonstrate ongoing commitment to their CPD Plan and communication with Scholarship Program staff may result in the Scholarship being terminated
- Scholarship recipients will be required to develop a Continuing Professional Development Plan for the next 12 months, which clearly shows their CPD goals over that duration Scholarship recipients may be required to participate in limited media coverage for promotion of the AIBEF Scholarship Program (eg. press releases, photographs and radio or television interviews). Consent from any scholarship recipient will be required prior to the release of any media coverage
- AIBEF reserves the right to cancel the recipients' Scholarship if membership terms and conditions, or the above conditions are breached

Scholarship Terms

- The decision of the AIBEF Scholarship Program Selection Committee is final and no correspondence will be entered into
- Successful Applicants will be required to confirm acceptance of the scholarship within a week of letter receipt, otherwise AIBEF reserves the right to offer the scholarship to an alternative Applicant
- Details of the successful nominees may be published on the AIBEF website at <http://www.aibef.org.au/directory/>



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- In certain, rare circumstances, recipients may be required to declare the Scholarship awarded on their individual tax declaration. It is the responsibility of individuals to discuss this with their tax advisor, Australian Tax Office or the relevant country government tax office

How to Apply

Complete the AIBEF Scholarship Application Form below.

Mail to:

AIBEF National Scholarship Program

PO Box 589

WOOLGOOLGA NSW 2456

Or email: info@aibef.org.au

- AIBEF will not return nomination applications. Applicants are advised to keep copies for their own records.
- Unsuccessful nominees will be notified within 6 weeks of submitting their application, in writing, to the email address provided on the nomination form.
- Successful nominees will be notified within 6 weeks by phone and confirmed in writing to the postal address provided on the nomination form.

Contact us for more information

M: 61 410 082 201 E: info@aibef.org.au



AIBEF 2019 Scholarship Application

Australasian Institute of Business and Enterprise Facilitators

AIBEF International Scholarship Application Form

SECRETARIAT

PO Box 589, Woolgoolga NSW 2456

Phone: +61 410 082 201

Email: info@aibef.org.au www.aibef.org.au

ABN 56 306 620 484

DR/Mr./Mrs./Miss/Ms: _____

Surname: _____

Given Names: _____

Preferred Address: _____

Postcode: _____

Tel: _____

Mobile: _____

E-mail: _____

Applicant Undertaking

I wish to apply for a Scholarship to the Australasian Institute of Business and Enterprise Facilitators because ...

I agree, in the event of my being admitted, I shall abide by: the Institute’s Code of Conduct; undertake the Institute’s Professional Development requirements; and to ensure that I am covered by a policy of Professional Indemnity Insurance throughout my period of Scholarship.

I attach my current Curriculum Vitae that highlights my business/enterprise/community/training experience.

I certify that all statements made by me in this application and any attached documents are true and complete. I have read the criteria for Scholarship submission and believe I qualify.

I have attached at least one (1) letter of recommendation from a current or previous client, detailing the facilitation services that I have provided to them.

Signature: _____ Date: _____

Business and/or Enterprise Facilitation Experience

AIBEF Scholarship Applicants must have 200 hours minimum of one-on-one facilitation.

| Years in which facilitation occurred | Name of Organisation/s for which facilitation was conducted | No. of contact sessions and approx. hours (please provide evidence or letter for validation) |
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Education/Qualifications

| Qualifications Gained | Institution | Date of Issue | Course Title/Contents |
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Completed Training Relevant to Facilitation

(eg. the Certificate in Business Facilitation)

| Dates | Training Provided by... | Course Title/Contents |
|-------|-------------------------|-----------------------|
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Membership of Other Relevant Bodies

| Dates | Name of Body | Offices held |
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Fields of Facilitation Expertise and Services You Offer to Small/Medium Enterprises

AREAS OF YOUR EXPERTISE (Tick 5 maximum)

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|--------------------------|------------------------|--------------------------|--------------------|--------------------------|-------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Accounting | <input type="checkbox"/> | Employment/IR | <input type="checkbox"/> | Marketing | <input type="checkbox"/> | Purchasing |
| <input type="checkbox"/> | Advertising/PR | <input type="checkbox"/> | Exec. Recruitment | <input type="checkbox"/> | Management Training | <input type="checkbox"/> | Quality Controls |
| <input type="checkbox"/> | Acquisitions | <input type="checkbox"/> | Export/Import | <input type="checkbox"/> | Manufacturing Processes | <input type="checkbox"/> | Raising Finance |
| <input type="checkbox"/> | Business Planning | <input type="checkbox"/> | Franchising | <input type="checkbox"/> | Money Management | <input type="checkbox"/> | Recruitment/Selection |
| <input type="checkbox"/> | Company Formations | <input type="checkbox"/> | General Management | <input type="checkbox"/> | Patents/Licensing | <input type="checkbox"/> | Research/Development |
| <input type="checkbox"/> | Computers/IT | <input type="checkbox"/> | Import Procedures | <input type="checkbox"/> | Payment Systems | <input type="checkbox"/> | Sales/Promotion |
| <input type="checkbox"/> | Costing/Controls | <input type="checkbox"/> | Insurance | <input type="checkbox"/> | Personnel/HRM | <input type="checkbox"/> | Training Skills Analysis |
| <input type="checkbox"/> | Debt Counselling | <input type="checkbox"/> | Legal | <input type="checkbox"/> | Production | <input type="checkbox"/> | Up-front Training |
| <input type="checkbox"/> | Other - Please Specify | | | | | | |

INDUSTRY AREAS (Tick 5 maximum)

| | | | | | | | |
|--------------------------|------------------------|--------------------------|--------------------|--------------------------|---------------------|--------------------------|-----------------|
| <input type="checkbox"/> | Accounting | <input type="checkbox"/> | Clothing/Textiles | <input type="checkbox"/> | Retailing | <input type="checkbox"/> | Government |
| <input type="checkbox"/> | Agriculture | <input type="checkbox"/> | Community Services | <input type="checkbox"/> | Hotel/Catering | <input type="checkbox"/> | Services |
| <input type="checkbox"/> | Automotive | <input type="checkbox"/> | Computers/IT | <input type="checkbox"/> | Media Press/TV | <input type="checkbox"/> | Sport |
| <input type="checkbox"/> | Banking/Finance | <input type="checkbox"/> | Consulting | <input type="checkbox"/> | Not-For-Profit | <input type="checkbox"/> | Tourism/Leisure |
| <input type="checkbox"/> | Building/Construct. | <input type="checkbox"/> | Education | <input type="checkbox"/> | Pharmaceuticals | <input type="checkbox"/> | Transport |
| <input type="checkbox"/> | Chemicals/Plastics | <input type="checkbox"/> | Food Processing | <input type="checkbox"/> | Printing/Publishing | <input type="checkbox"/> | Training |
| <input type="checkbox"/> | Cleaning/Industrial | <input type="checkbox"/> | Franchises | <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | Other - Please Specify | | | | | | |



In 5 years, where do you see yourself professionally placed in your career? (Note: please provide information regarding your preferred industry, job position, company type, and anticipated work you will be completing).

AIBEF Administrative Use Only

SCHOLARSHIP SELECTION PANEL

CHAIR: Name: _____

Signature: _____

BOARD MEMBER: Name: _____

Signature: _____

BOARD MEMBER: Name: _____

Signature: _____

Date: _____

Recommendation of Committee: APPROVED NOT APPROVED

Comments (if appropriate):
