



WE SPEAK FOR  
AIR CONDITIONING



# INDUSTRY EDUCATIONAL TRADE SCHOLARSHIP



# ABOUT US



## AMCA

The Air Conditioning and Mechanical Contractors' Association (AMCA) is a national trade association serving companies that operate in the commercial/industrial sector of the construction industry. It is the only industry and employer association that is exclusively dedicated to the air conditioning and mechanical services industry.

AMCA acts as the industry's voice in dealing with governments and other construction and service industry groups and the unions.

Since its inception in 1961, AMCA's objectives have been to promote and protect the interests and welfare of the air conditioning and mechanical services industry, its members, and the public they serve.

AMCA members design, install and provide ongoing service of air conditioning and mechanical ventilations systems.

The air conditioning and mechanical services industry is diverse, complex and at the cutting edge of environmental and energy efficiency issues.



## AREMA

Established in 1967, the Air-Conditioning & Refrigeration Equipment Manufacturers Association of Australia, (AREMA), represents the interests of air-conditioning and refrigeration equipment manufacturers active in the Australian market. We work with government and industry on policy formulation and regulation to achieve the best outcomes for our members and the wider community.

AREMA aims to:

- Help reduce the environmental footprint of air conditioning and refrigeration in Australia;
- Encourage members to design and manufacture energy efficient equipment;
- Encourage our members to deliver real energy savings to consumers;
- Reduce ozone depleting substances (ODS) and greenhouse gases in a safe and controlled manner;
- Work closely with government to ensure the safe implementation of standards that will benefit end users and product designers;
- Work with other local and global associations to ensure we adopt world's best practice;
- Provide a unified voice for representation to government and industry on key issues;
- Represent the air conditioning and refrigeration industry on key standards committees and, where possible, assist members to interpret these standards.



## ARBS Foundation

Created in 2014, the Australian ARBS Education and Research Foundation (the Foundation) is committed to help build a vibrant, productive and rewarding airconditioning and refrigeration industry. This goal will be achieved by awarding a range of scholarships and educational grants to individuals so they can further their education in the industry.

By offering funding support and encouraging young people to engage in education and training, these scholarships can help guarantee that the airconditioning and refrigeration industry remains strong and vibrant now, and into the future.

# INDUSTRY EDUCATIONAL TRADE SCHOLARSHIP

*During 2015 a review of industry skill requirements by AMCA and AREMA identified a skill shortage in industrial and commercial refrigeration and the air-conditioning industry in Australia.*

To address this, AMCA and AREMA joined forces to establish the Industry Educational Trade Scholarship. This scholarship will be available to AMCA, AREMA and other industry members and will embody key units from the Master Refrigeration program developed by the Refrigeration and Climate Control Centre of Excellence.

The aim of the scholarship is to:

- Increase the quality of trained tradespeople in stakeholder industries;
- Reward students who have demonstrated aptitude to successfully complete their trade training;
- Develop a positive attitude and application in the workplace and in off-the-job training; and
- Support the professional development of teachers.

## OBJECTIVES

The objectives of this program are to:

- Improve the quality of knowledge of trades people in the Refrigeration and Air Conditioning Industry;
- Promote quality outcomes in the vocational education and training system; and
- Increase the awareness of employers and the community of the benefits of participating in further education.

## CATEGORIES

The eligibility criteria for participation are the following:

- Demonstrated aptitude; and
- Employment in the air conditioning industry.

Preference will be given to applicants who are nearing completion or have completed an approved apprenticeship at the time of being awarded the scholarship.

## THE SCHOLARSHIP

Scholarship funding for five students and five teachers will be provided to the educational institutions attended by the successful nominees for the duration of approved programs and courses, limited to one teacher and one student per educational institution.

Scholarships will only be funded while the recipient is participating in approved programs and courses.

The scholarship will include a two week residential course(s) for the student and their course teacher at the Refrigeration and Climate Control Centre of Excellence (RCCC) in Box Hill, Victoria.

## RESIDENTIAL COURSE DETAILS

The Box Hill residential course will be conducted in July and October:

- Week 1 : 3 - 7 July 2017
- Week 2 : 2 - 6 October 2017

Students will undertake the following units of competency:

1. VU20872 Advise clients on heating, ventilation and air conditioning services (delivered online at Box Hill Institute)
2. MSAENV272B Participate in environmentally sustainable work practices (delivered online at Box Hill Institute)
3. Refrigerant Gas Management
4. VU20873 Maintain control systems
5. VU20874 Maintain essential safety measures
6. UEENEEJ174A Apply safety awareness and legal requirements for hydrocarbon
7. UEENEEJ175A Service and repair self-contained hydrocarbon air conditioning and refrigeration Systems
8. UEENEEJ184A Apply safety awareness and legal requirements for carbon dioxide refrigerant
9. UEENEEJ185A Repair and service carbon dioxide refrigeration systems

Box Hill Institute will enrol all students and issue a Statement of Attainment on completion.

AMCA will provide a Master Refrigeration certificate for those students who have successfully completed all units.

## SCHOLARSHIP FUNDING

The scholarship fund includes tuition, travel and accommodation at Box Hill.

The employer will be required to support the student with release time for the scholarship as part of normal employment.

The scholarship is subject to a review to ensure the recipient is making good progress in their training.



The review will cover the following:

- Improvement of skill level attained – subjective review.
- Work performance at place of employment – subjective review.
- Results attained in courses – objective review.

The scholarships may be suspended or cancelled if:

- The training is cancelled.
- The scholarship holder fails to meet their obligations under the state Apprenticeship and Traineeship Act or guidelines.
- The scholarship holder fails to meet their obligations under the terms of their Training Contract.
- The scholarship holder leaves employment within the stakeholder industry.





in World Skills regional competitions.

## **APPLICATION PROCESS**

A nomination for the scholarship must be submitted on the Industry Educational Trade Scholarship form (see Appendix 1). Forms can also be found online on the AMCA website ([www.amca.com.au](http://www.amca.com.au)) and AREMA website ([www.arema.com.au](http://www.arema.com.au)).

The nomination form must be endorsed by the nominee (student), his/her employer and training provider, and be completed in full. Maximum length for an application is the completed form plus three additional A4 pages.

All details provided on the nomination form and any supporting documentation must be accurate. Inclusion of incorrect information will result in the automatic rejection of the nomination without further consideration.

## **SUBMITTING THE APPLICATION**

Applications must be submitted via email to AMCA and received no later than 5.00pm, 5 April 2017.

They should be addressed to:

Elly Wilson  
Administrative Officer Training Operations  
AMCA  
30 Cromwell Street  
Burwood Victoria 3125

Email: [training@amca.com.au](mailto:training@amca.com.au)

Students who leave their apprenticeship will lose the scholarship but will not be required to refund previous payments.

If a scholarship holder loses their apprenticeship as a result of the employer experiencing financial difficulties or the business closing, the apprentice will be given all possible assistance to find a new employer.

If necessary, the scholarship will be suspended and may be resumed if an apprenticeship is recommenced within a reasonable period of time.

## **ELIGIBILITY CRITERIA**

Nominees for the scholarship must:

- Be accompanied by a teacher from their respective institution.
- Be an Australian citizen or hold permanent resident status.
- Have, or be nearing completion of a Certificate III in refrigeration and air-conditioning.
- Be recommended by the educational institution.
- Be in an approved or completed and approved apprenticeship at the time of nominating for the scholarship.
- Be a resident and work in the State for the term of their apprenticeship;

If eligible, the nominee is encouraged to participate

## **ASSESSMENT CRITERIA AND APPROVAL PROCESS**

The onus is on the nominators and student to provide sufficient detail to enable the Scholarship Assessment Panel to form an accurate opinion of the student's suitability for the scholarship in terms of the selection criteria.

Scholarships will be awarded on the basis of:

- Merit as determined by the Certificate III training establishment including:
  - Aptitude for their trade training
  - Attitude and application in the workplace and at off the job training

Although "aptitude" will be determined by the relevant training establishments, "aptitude" for their trade training could be demonstrated by past performance in the trade skills competitions, references from employers attesting to the nominee's skills, results of school or assessments in trades subjects, examples of the nominee's work, level of experience etc.

## **ROLE AND RESPONSIBILITIES**

### *Nominee, Employer and Training Provider*

The nominee, employer and training provider are together responsible for preparing and lodging the nomination ensuring:

- the nomination is accurate;
- the student meets the eligibility criteria and the nomination addresses the assessment criteria;
- the nomination includes sufficient detail and supporting documentation to enable the Panel to form an accurate opinion of the student's suitability for the scholarship in terms of the selection criteria.

The employer will be required to support the student with release time for the scholarship as part of their normal employment.

### *The Scholarship Assessment Panel*

The panel will assess each of the applications before choosing the successful applicants.

## **PRESENTATIONS AND PAYMENTS**

Upon a desktop audit, successful scholarship nominees will be notified.

The winners will be encouraged to continue to improve their skills by participating in the world skills program.

Payments will be made, following receipt of invoices, to the training providers on behalf of the scholarship recipient by an annual electronic funds transfer to a nominated account.

## **SUPPORT, ADVICE AND ASSISTANCE**

AMCA will provide support, advise and monitor scholarship holders during the program in order to ensure students have the best possible opportunity to successfully complete the scholarship requirement.

Ms Elly Wilson  
Administrative Officer  
Training Operations  
AMCA  
(03) 8831 2812  
Email: [training@amca.com.au](mailto:training@amca.com.au)

# INDUSTRY EDUCATIONAL TRADE SCHOLARSHIP NOMINATION FORM

To submit a nomination for the Industry Educational Trade Scholarship, all applicants must complete this form and read and accept the terms and conditions.

## NOMINEE DETAILS

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Male ☐

Female ☐

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

Email: \_\_\_\_\_ Citizen Status: \_\_\_\_\_

Contact Telephone (day): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Are you currently employed as an apprentice,  
or working as a contractor? Apprentice ☐ Contractor ☐

If apprentice (please tick) 3rd year ☐ 4th year ☐

If contractor (please add details below)

AREMA ☐ AMCA ☐ AIRAH ☐ RACCA ☐ CIBSE ☐ Other ☐

Details:

What TAFE or training providers are you/or did you study with?

Qualification Details:

Nominated Teacher Details: (include contact details):

Why do you think you are deserving of a scholarship and how will you use the new skills acquired? (max 250 words)



What career aspirations do you have (max 250 words)

How did you hear about the Industry Educational Trade Scholarship Program?

Website ☐ Employer / Host ☐

Word of Mouth ☐ Magazines ☐

Other \_\_\_\_\_

Note:

Letters of reference from your employer, host employer Training Provider are essential.

Nomination assessment may also include a personal interview with the nominee, employer or host.

I have read and agree to the terms and conditions of the Industry Educational Trade Scholarship.

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Please complete this nomination form and click the submit button if you wish to submit your application using the online application form.

Or print off and forward with any attachments to:

Elly Wilson  
Administrative Officer Training Operations  
AMCA  
30 Cromwell Street  
Burwood Victoria 3125

By Fax: (03) 9888 8459  
By Email: [training@amca.com.au](mailto:training@amca.com.au)

# INDUSTRY EDUCATIONAL TRADE SCHOLARSHIP TERMS AND CONDITIONS

The applicant must have read and agreed to the terms and conditions set out below in order to submit a request for nomination and accept the Industry Educational Trade Scholarship.

I agree that:

- The information on the nomination form is complete and accurate. Falsification of any information may cause disqualification from the scholarship program.
- It is the applicant's responsibility to make sure the nomination form is complete by the required time frame. If not, the nomination may be disqualified from the scholarship program for that designated timeframe.
- The nomination form, upon receipt, becomes the property of AMCA and AREMA.
- AMCA and AREMA may distribute promotional material and industry information to the scholarship nominee.
- If selected as a scholarship award recipient, AMCA and AREMA may use the nominee's name and photo/s of the scholarship recipient, in any marketing and promotional materials.
- The scholarship includes the cost of the selected training course fees and any resources as advertised in the specified Industry Educational Trade Scholarship program. Any other resources not included in the advertised training course fee will be at the recipient's expense.
- The scholarship may only be used towards the cost of the Industry Educational Trade Scholarship program. It cannot be applied to training already completed or commenced by the recipient.
- No part of the scholarship is refundable and cannot be transferred.
- Training courses will be conducted at the Refrigeration Climate Control Centre of Excellence (RCCC) at Box Hill Institute, Melbourne, Victoria
- Nominees must be engaged in the building industry as an apprentice, employee or contractor at the time of nominating for a scholarship and at the time of commencing the scholarship training.
- If a nominee is unsuccessful in receiving a training scholarship for the nominated scholarship, the nominee may reapply for future scholarships.
- AMCA and AREMA reserve the right to change these terms and conditions from time to time.

Signature

Name

Date

