



WE SPEAK FOR
AIR CONDITIONING



INDUSTRY EDUCATIONAL TRADE SCHOLARSHIP 2019



ABOUT US



WE SPEAK FOR
AIR CONDITIONING

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

2019 marks the 4th year of the Industry Educational Trade Scholarship funded by AMCA, AREMA and the ARBS Foundation.

The purpose of this scholarship is to upskill and support apprentices to transition with currency into the industrial, commercial refrigeration, and air conditioning industries.

Previous scholarship recipients have expressed how this training has been invaluable and the advanced skills learned can be applied directly in the workplace.

The scholarship is available to AMCA, AREMA and other industry members and embodies key units from the Master Refrigeration Program developed by AMCA.

The aim of the scholarship is to:

- Increase the quality of trained tradespeople in stakeholder industries;
- Support students who have demonstrated aptitude to successfully complete their trade training;
- Support 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.

ELIGIBILITY

The eligibility criteria for participation are the following:

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

Applicants are required to be in the 4th year of a Certificate III in Air Conditioning and Refrigeration apprenticeship at the time of being awarded the scholarship.

THE SCHOLARSHIP

Scholarship funding will be provided for the students and accompanying teachers.

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 June - July and September:

- Week One : 1 - 5 July 2019
- Week Two : 30 September - 4 October 2019

Students will undertake eight units of competency which aligns to the Master Refrigeration Program:

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

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

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

SCHOLARSHIP FUNDING

The scholarship fund includes tuition, travel, meals, accommodation and training resources.

The employer will be required to support the student with release time for the scholarship as part of normal employment. A release form will be sent to the employer of the successful recipient by the RTO.

ONLINE UNIT COMPLETION

- Items 1, 2 and 3 must be completed prior to commencing the first week of the classroom based session at Box Hill Institute.
- All nominees will receive login details for the Learning Management System from Box Hill Institute to allow access to the online component of the scholarship.

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.

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

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.
- Be participating in a Certificate III in refrigeration and air-conditioning.
- Be recommended by the educational institution.
- Be supported by their employer.
- Be an Australian resident and work in the State for the term of their apprenticeship.

If eligible, the nominee is encouraged to participate 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) and AREMA website (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, 31 May 2019.

They should be addressed to:

AMCA
30 Cromwell Street
Burwood Victoria 3125
Telephone: (03) 8831 2800

Email: training@amca.com.au

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 and advise and monitor scholarship holders during the program in order to ensure students have the best possible opportunity to complete the scholarship requirement.

AMCA
30 Cromwell Street
BURWOOD VIC 3125
Telephone: (03) 8831 2800

Email: 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 a 3rd year apprentice? Yes

☐

No

☐

ARBS Stakeholder member?

AREMA

☐

AMCA

☐

AIRAH

☐

RACCA

☐

CIBSE

☐

Other

☐

What TAFE or training providers are you studying with?

Qualification Details:

Nominated Teacher Details must include mobile number and email address:

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, including completion of the online units of the scholarship as indicated on page 4.

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:

AMCA
30 Cromwell Street
Burwood Victoria 3125

By Fax: (03) 9888 8459

By Email: 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 deadline. If not, the nomination may be disqualified from the scholarship program for that designated deadline and may be transferred to the next program deadline.
- 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, 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 deadline, 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
