



# MINTRAC Undergraduate scholarship

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## Eligibility criteria and conditions

### ***What is the purpose of this scholarship?***

MINTRAC is offering scholarships to people of all ages interested in a career in the Australian Meat Industry, to attend a university or other tertiary institution (for example a TAFE or college) for full-time study to gain a qualification relevant to the meat processing industry. The purpose of the scholarship is to encourage people to join the meat industry and undertake qualifications which will benefit the meat processing industry in the future.

### ***Who is eligible for a scholarship?***

In order to be eligible for this scholarship, students must:

- be undertaking fulltime tertiary studies for the first time
- be studying for a qualification which is relevant to the meat processing industry
- be a permanent Australian resident
- agree to work in a meat processing plant for six weeks per annum for the duration of the qualification with the intent to continue employment with the plant on completion of the qualification
- agree to participate in the MLA Undergraduate Program in the summer break prior to their final year of study
- have written support from a meat processing plant which is a meat processing levy payer indicating:
  - how the student will be employed throughout their study
  - a proposed career plan for the student
  - where the student will likely be employed in the company on completion of their studies
  - how the qualification will benefit the plant and the industry.

### ***What financial support is available through the scholarship?***

The scholarship provides grants of up to \$2,500 per semester for full time study to contribute towards the costs for a student to gain a qualification at a tertiary institution. Costs that are covered by the scholarship may include the following.

- Course costs (including HECS liabilities and union/student association fees)
- Accommodation (on condition that the student cannot live at home) whilst undertaking the course. MINTRAC's approval of accommodation costs must be sought before claims can be made. Proof of payment of accommodation is necessary for reimbursement.
- Course-related books, equipment and travel expenses can also be claimed – approval must be gained from MINTRAC before claims can be made.

Approval for claims must be sought from MINTRAC prior to claims being made. For information on how claims can be made, refer to the *Guide to claiming your scholarship funds*.

A bonus \$200 allowance may be awarded to applicants on successful completion of their qualification and submission of a case study and scholarship evaluation questionnaire.

The extent of the financial support available will be determined by MINTRAC and will be subject to availability of funding from Meat and Livestock Australia (MLA).

### ***What am I committing to?***

In applying for a MINTRAC scholarship, you are:

- agreeing to meet the conditions of the scholarship as set out in this document
- committing to 6 weeks paid work per annum for the duration of the scholarship
- indicating a willingness to commit to employment at a meat processing plant on completion of the qualification should a suitable position be available.

### ***How do I apply?***

Download the application form from the MINTRAC website [www.mintrac.com.au](http://www.mintrac.com.au). Submit a completed application form to MINTRAC with the following attachments:

- proof of acceptance to a tertiary institution for study (if you have not yet received your university placement, you may still apply – successful applicants will be awarded scholarships pending acceptance into nominated courses)
- transcripts of results and copy of award for previous qualifications
- letter of application from the student
- letter of support from the company
- results of previous semesters if this is not your first semester in the course

There is no closing date for applications.

### ***What then?***

Scholarship applications will be reviewed by the MINTRAC Project Officer. Applicants will be allowed two weeks to provide further information if required. The applications will be evaluated by a selection committee. Scholarships will be awarded based on:

- the ability to meet the eligibility criteria of the scholarship
- the relevance of the studies to the industry
- the quality of the application.

Scholarships are subject to the availability of funding. The amount of funding support provided to the student is subject to the decision of MINTRAC.

Successful students will be notified of their scholarship in writing.

### ***Scholarship conditions***

- Full-time study must be completed in the minimum length of time for the qualification.

- Applicants are eligible for financial support towards the costs of the qualification. Costs that may be covered include course costs (including HECS liabilities and union/student association fees), books equipment, travel costs and accommodation, on condition that the student cannot live at home whilst undertaking the course.
- Grants to successful applicants will be awarded throughout the year. In subsequent years priority for ongoing grants will be given to existing scholarship holders subject to continued financial sponsorship of the scholarship scheme by Meat and Livestock Australia (MLA).
- The student must commit to spend at least 6 weeks per annum for the duration of the scholarship working in a meat processing plant.
- A company mentor is to be identified and will be required to submit a progress report for the student at the end of each year and sign a declaration that they are willing to support the scholarship for a further 12 months.
- Students must be vaccinated against Q fever and follow all health, hygiene, safety and other workplace and regulatory requirements at meat processing plants.
- Applicants are to submit a progress report to MINTRAC each semester.
- Claim forms and proof of payment for reimbursement of expenses should be sent to MINTRAC. Proof of payment must be acceptable by the Australian Tax Office for auditing purposes (e.g. tax invoice format with an ABN). MINTRAC's approval of accommodation costs must be sought before claims can be made. Proof of payment of accommodation is necessary for reimbursement.
- Payments will only be made once the following have been received by MINTRAC:
  - student progress reports
  - contact details updates
  - course results
  - company confirmation of employment and progress at the plant
 Reports are to be received by MINTRAC within 30 days of due date. The scholarship may be terminated if reports are not received, or there has been no communication from the student to MINTRAC.
- Payment of claims is subject to the presentation of proof of successful completion of each subject undertaken. Failure of a subject may result in the discontinuation of the scholarship.
- Students may be requested to participate in marketing activities from time to time (eg attend a conference, have a story written about them, have their photos in promotional material).
- Within one month of completion of the qualification the student must provide a case study detailing how the scholarship benefited the student, the plant and the meat industry together with an evaluation of the scholarship program
- On acceptance of the case study and evaluation, MINTRAC will pay the student a \$200 bonus allowance.
- On completion of the qualification students are expected to indicate a willingness to be employed at the sponsoring plant should a suitable position be offered.

# Undergraduates



## MINTRAC

### Application for Undergraduate scholarship for students interested in joining the Australian Meat Industry

#### 1. Personal details of applicant

Family name: ..... Given names: .....

Address: .....

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Phone: (.....) ..... Mobile: (.....) .....

Fax: (.....) ..... E-mail: .....

#### 2. Proposed qualification

Institution: .....

Qualification: .....

Full-time or part-time study: .....

Start date of studies: ..... Expected completion date of studies: .....

Minimum length of time to complete qualification: .....

(Attach proof of offer of place in qualification – may be submitted to MINTRAC, when received, after this application)

#### 3. Applicant's school record

School attended: .....

Highest award gained: .....

Results of highest award: .....

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#### 4. Applicants employment history

List record of employment (if any) eg delivered newspapers for past 3 years

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#### 5. Letter of application

Please provide a separate letter with your application addressing the following:

1. Why do you want this scholarship?
2. Why do you want to work in the meat industry?
3. What are your career goals?
4. How will your work in the meat industry complement your studies?
5. How can your qualifications be applied in the meat industry?

#### 6. Claims

(This information must be provided to facilitate the grant for successful applicants)

**A scholarship is valued at \$5,000 per annum for full time study. Claims are limited to \$2,500 per semester. Funds do not carry over if they are unspent in any semester.**

The following items may be claimed.

- HECS
- Student union and association fees
- Accommodation
- Texts, equipment, uniforms etc
- Travel over distances of 50km each way to university

Please check the *Guide to claiming your scholarship* for information on how to make claims for each item.

If you are claiming HECS and student union/association fees please indicate the following:

- I will pay my course fees and submit receipts to MINTRAC to claim a reimbursement
- I will submit my invoice for course fees to MINTRAC to pay directly to the institution
- I will not be using my scholarship to pay for HECS or student union/association fees.

## 7. To help us improve our marketing...

How did you find out about this scholarship? (tick those that apply)

- Newspaper     Union publication     Family/friends     MINTRAC website
- University supervisor     Company personnel/newsletter     School
- poster     Other (please specify).....

## 8. Applicant's declaration

This is the first tertiary establishment I have enrolled in to attain a qualification. In 2009 I will be entering into year ....., semester .....of the qualification.

I agree to make every endeavour to gain the qualification, to work for at least six weeks per annum in a meat processing plant and abide by the conditions for this scholarship.

Signature of applicant:..... Date:.....

## 9. Meat processing plant support for applicant

Sponsor company:.....

Company contact/mentor:.....

Phone: ..... Email: .....

Mailing address: .....

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### ***To be completed by the plant manager***

I agree to sponsor ..... (student) to undertake the following qualification .....

I agree to provide a minimum of six weeks work per annum to the student for the duration of the scholarship. The work placement will be relevant to the student's course of study.

The company agrees to work with the student to develop and implement a career plan within the meat industry.

The company agrees to provide a mentor for the student, and the mentor agrees to provide a written progress report at the end of each year with a declaration that they are willing to support the student for the next 12 months.

The company agrees to participate in the MLA Undergraduate Program and provide a workplace project for the student to complete in the summer break prior to their final year of study.

The company will make every endeavour to offer the student a position within the company at the completion of their qualification.

Name of plant manager: .....

Signature: .....

Date: .....

## **10. Letter of support**

**Please provide a detailed letter of support for the candidate including:**

1. how the student will be employed throughout their study
2. a proposed career plan for the student
3. where the student will likely be employed in the company on completion of their studies
4. how the company will support the student throughout their studies
5. how the qualification will benefit the plant and the industry.

***Please send completed application to:***

**MINTRAC**

Suite 2, 150 Victoria Road

Drummoyne NSW 2047

Fax: (02) 9819 6099

[mintrac@mintrac.com.au](mailto:mintrac@mintrac.com.au)

***Attachments required:***

- ◆ offer of place in tertiary institution
- ◆ letter of support from sponsor company
- ◆ letter of application

*Please note, you may send in your application for consideration before receiving an offer of place, however scholarships will not be granted until a copy of the offer has been received by MINTRAC.*