



Australian Government

Department of Education, Employment and Workplace Relations

Endeavour VET Outbound Mobility Program

Guidelines

2011 Round



CONTENTS

Glossary	3
SECTION 1: INTRODUCTION	
1.1 Purpose of this Information Booklet	4
1.2 Background	4
1.3 Aims of Program	4
1.4 Key Dates for 2011 round	4
SECTION 2: PROGRAM INFORMATION	
2.1 Program Structure	5
2.2 Eligible Applicants	5
2.3 Eligible Students	5
2.4 Eligible Projects	5
2.5 Eligible Destinations	6
2.6 Critical Incidents	6
2.7 Selection Criteria	6
SECTION 3: APPLICATION PROCESS	
3.1 Maximum Applications	7
3.2 Application Process	7
SECTION 4: POST-SELECTION	
4.1 Legal Framework for Funding	7
4.2 Reporting and Evaluation Requirements	8
4.3 Refunds Associated with Unspent Monies	8
4.4 Changes to Project	8
4.5 Acknowledgment of the Australian Government	8
SECTION 5: GENERAL INFORMATION	
5.1 Privacy Requirements	9
5.2 Privacy Notices	9
5.3 Privacy Complaints	10
5.4 Freedom of Information	10
5.5 Commonwealth Ombudsman	10
5.6 Offence to provide false or misleading information	11
5.7 Enquiries	11
5.8 Interpretation	11
APPENDIX A	12

Glossary

For the purposes of the Endeavour VET Outbound Mobility Program the following definitions apply:

Evaluation Report	A report outlining the outputs and outcomes (with outcomes for Indigenous Australians clearly identified where applicable) of the project that must be submitted by Organisations that participate in the Endeavour VET Mobility Program.
Funding Agreement	A legally binding agreement between the funding recipient and the Commonwealth for the payment by the Commonwealth of funding under the Endeavour VET Outbound Mobility Program in return for the performance by the funding recipient of its obligations under the agreement.
New Project	An outbound mobility project not previously funded through the 2008 pilot program or the 2009 or 2010 rounds of the Endeavour VET Outbound Mobility Program.
Not-for-profit Organisation	An organisation whose activities are not carried on for the purpose of making profits, and any profits that are made are prohibited from being distributed to the members of the organisation. The organisation's constitution or articles of association (where applicable) should provide that upon the winding up or dissolution of organisation, any profits or assets left over should to be given to an organisation with similar objects.
Outbound Mobility	Any international study opportunity which takes place within a student's program of study, which could include a work placement, internship, cadetship or volunteer project in their industry sector or profession. The length of absence can range from a short trip to one to two semesters of a course of study, provided this is not the full duration of the course.
Organisation Delegate	The Organisation Delegate must also be identified in the Application Form, including telephone and fax numbers and email address. The Organisation Delegate must be able to legally bind the organisation to the Funding Agreement, accept offers of funding and, following completion of a project sign off on the Statutory Declaration, the Statement of Income and Expenditure, the Completion Report and the Evaluation Report.
Project Liaison Officer	The Project Liaison Officer (PLO) must be identified in the Application Form, including telephone and fax numbers and email address. The PLO is the Department's contact within the organisation and must be able to answer, or arrange answers to, questions the Department may have about the project.
Repeat of a Previously Funded Project	An outbound mobility project funded through the 2008 pilot program or the 2009 or 2010 rounds of the Endeavour VET Outbound Mobility Program that reapplies for funding (at a reduced level) in the 2011 Round.
Selection Panel	The Selection Panel will comprise of DEEWR representatives from areas across the Department.
Sustainability	Can be defined by the following actions: <ul style="list-style-type: none"> - Ongoing staff resources to manage outbound mobility programs; - Ongoing staff resources to develop and maintain international linkages and partnerships; - Ongoing funding dedicated to outbound mobility programs; and/or - Promoting the benefits of an outbound mobility opportunity to students, industry stakeholders and sector employers.

SECTION 1: INTRODUCTION

1.1 Purpose of these Guidelines

These Guidelines provide information for Registered Training Organisations (RTOs) wishing to apply for funding in the 2011 round of the Endeavour VET Outbound Mobility Program (the Program).

1.2 Background

The Program was inaugurated in 2009, following a successful pilot program in 2008. The Program is funded by the Australian Government, Department of Education, Employment and Workplace Relations (DEEWR) under the broader Endeavour Awards.

The Australian Government is committed to promoting opportunities for more Australians to have an international study experience, particularly at the tertiary education level. DEEWR currently provides support for student mobility and staff visits in the higher education sector through the following programs:

- Endeavour Awards;
- Endeavour Student Exchange Program;
- Australian University Mobility in Asia and the Pacific (UMAP) Student Exchange Program;
- Endeavour Cheung Kong Student Exchange Program; and
- other Endeavour student exchange programs that may be available from time to time.

1.3 Aims of Program

The aims of the Endeavour VET Outbound Mobility Program are to:

- increase the number of Australian vocational education and training (VET) students undertaking courses leading to the award of a Certificate IV, Diploma, Advanced Diploma, Vocational Graduate Certificate or Vocational Graduate Diploma who undertake an international study opportunity, which could include a work placement, internship or volunteer project related to their industry sector or profession; and
- facilitate the outbound mobility of VET students by increasing the level of partnership activity between Australian education and training providers and industry and their international counterparts; and
- increase the employability and training outcomes of VET students through an international experience.

1.4 Key Dates for 2011 round

Date	Activity
5 July 2010	Guidelines and Application Form available on the DEEWR Endeavour Awards website
20 August 2010	Closing date for Applications
Early October 2010	Applicants notified of selection outcomes
8 November 2010	Project Liaison Officer or Organisation Delegate returns signed Funding Agreements to the Department
November/December 2010	<ul style="list-style-type: none">▪ Departmental delegates sign Funding Agreements▪ Tax invoices provided by organisations and payments made into nominated bank accounts
February 2011	Projects can begin
6 January 2012	Projects to be completed
27 February 2012	Reporting and evaluation activities to be completed

SECTION 2: PROGRAM INFORMATION

2.1 Program Structure

For the 2011 round of the Program the tiered funding model has been continued. This model makes provision for projects that were funded through the 2008 pilot or the 2009 or 2010 rounds to apply for funding to undertake a Repeat of a Previously Funded Project, but at a reduced funding level.

All applications will be assessed by the Selection Panel against the Selection Criteria (see section 2.6).

First Tier – Applications for a New Project

The maximum amount of funding for a new project is \$50,000.

Second Tier – Applications for a Repeat of a Previously Funded Project

The maximum amount of funding for a repeat of a previously funded project is \$35,000.

2.2 Eligible Applicants

All Australian public and private RTOs are eligible to apply for funding under the Endeavour VET Outbound Mobility Program. While RTOs may propose in their application to partner with other Australian organisations such as sector peak bodies, government agencies or not-for-profit organisations (such as Industry Skills Councils) only RTOs are eligible to apply for funding.

2.3 Eligible Students

Applications for the Endeavour VET Outbound Mobility Program must be for projects that involve the outbound mobility of students undertaking courses leading to the award of:

- Certificate IV;
- Diploma;
- Advanced Diploma;
- Vocational Graduate Certificate; or
- Vocational Graduate Diploma.

Participating students must be citizens or permanent residents of Australia and reside in Australia.

International students studying in Australia are ineligible to participate in projects funded under the Endeavour VET Outbound Mobility Program.

2.4 Eligible Projects

Funding is available for activity associated with projects designed to support the outbound mobility of Australian VET students. Eligible activities include, but are not limited to:

- Travel costs for students, administrators and trainers;
- Funding for staff replacement; and
- Outbound mobility program development.

As this Program focuses on outbound mobility of students, under the Projects the students will need to be focused on learning and training outcomes as opposed to aid or development outcomes.

Summaries of the successful 2010 round projects are attached at [Appendix A](#) to assist potential applicants formulate their projects.

Applications that involve the outbound mobility of Indigenous Australians and students from Culturally and Linguistically Diverse (CALD) backgrounds are encouraged. Such applications should include strategies to ensure the full participation and success of these students, including how the organisation intends to provide services to these groups in an appropriate and culturally sensitive manner.

2.5 Eligible Destinations

The eligible destinations for the Endeavour VET Outbound Mobility Program are in the Asia-Pacific, Middle East, Europe and The Americas. Please note that the focus of the Program will remain on the Asia-Pacific and the Middle East and that the funding will reflect this.

Asia-Pacific and Middle East	Bangladesh, Bahrain, Bhutan, Brunei Darussalam, Cambodia, China (including Hong Kong and Macau SARs), Cook Islands, East Timor, Fiji, French Polynesia, India, Indonesia, Iran, Japan, Jordan, Kiribati, Kuwait, Laos, Lebanon, Malaysia, Maldives, Marshall Islands, Federated States of Micronesia, Mongolia, Nauru, Nepal, New Caledonia, New Zealand, Niue, Oman, Pakistan, Papua New Guinea, Philippines, Republic of Korea (South), Republic of Palau, Qatar, Samoa, Saudi Arabia, Singapore, Solomon Islands, Sri Lanka, Syria, Taiwan, Thailand, Tokelau, Tonga, Tuvalu, Turkey, United Arab Emirates, Vanuatu, Vietnam, Wallis and Futuna, and Yemen.
Europe	European Union Member States (Austria, Belgium, Bulgaria, Republic of Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom), and Norway, Switzerland, Croatia and the Russian Federation*.
The Americas	<p>Caribbean: Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago.</p> <p>North and Central America: Canada, Costa Rica, Cuba, Dominican Republic, El Salvador, Haiti, Honduras, Mexico, Nicaragua, Panama, United States**.</p> <p>South America: Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Suriname, Uruguay, Venezuela.</p>

*The Russian Federation (also known as Russia) comprises 83 Federal Subjects.

**The United States consists of 50 states, the District of Columbia, the territories of Guam, American Samoa, U.S Virgin Islands, the commonwealths of the Northern Mariana Islands and Puerto Rico.

2.6 Critical Incidents

All organisations should have a critical incident plan for the project they are applying for funding for. The plan should include details of how the organisation will handle critical incidents should they arise during the project, emergency contact names and reporting requirements.

All organisations must either be providing travel insurance for all participants undertaking the project or must have a process to ensure all participants are covered by valid travel insurance.

2.7 Selection Criteria

Applications for funding under this Program will be assessed against several criteria covering the following areas:

- The project overview, particularly how well it meets the stated aims of the Program (refer section 1.3)
- The desired outcomes of the project having regard to the aims of the Program;
- The amount and purpose of funding being sought;
- The contribution of funding by the organisation to the project;
- Financial contributions from other sources, e.g. industry sponsorships or student contributions;
- The implementation of sustainability measures (refer the Glossary) for the project;
- The rigorousness of the project plan, including milestones and timelines;

- The organisation's travel insurance policy and critical incident plan for the project;
- Training and support strategies and services to facilitate the pastoral care and learning outcomes of participants, including how the organisation will meet their cultural and personal needs while they are overseas; and
- Preparedness of the organisation to participate in evaluation.

SECTION 3: APPLICATION PROCESS

3.1 Maximum Applications

For the 2011 round of the Program, RTOs will only be eligible to apply for funding for one (1) new project and one (1) repeat of a previously funded project from the 2008 pilot or 2009 or 2010 rounds.

3.2 Application Process

The Program is a competitive merit-based program. To apply for funding RTOs need to submit an Application form that can be found at http://www.endeavour.deewr.gov.au/outbound_mobility/

Applications will be assessed by the Selection Panel against the Program selection criteria (see section 2.6) and how closely they align with the stated aims of the Program (see section 1.3). The Department reserves the right to seek further information or clarification from applicants on their application, in writing or orally or to seek further information about the proposed project from other parties. The Department reserves the right to give precedence to New Projects in assessing applications against the Selection Criteria.

Lodging Application Forms

The completed application form should be sent to:
 Endeavour VET Outbound Mobility Program
 Scholarships, Exchanges and Alumni Section
 International Group
 Department of Education, Employment and Workplace Relations
 LOC 442
 GPO Box 9880
 CANBERRA ACT 2601
 Or
 By Email to outboundmobility@deewr.gov.au

Applications must be received by **5pm on 20 August 2010** ('the Deadline').

Please note: Late applications will not be accepted.

SECTION 4: POST-SELECTION

4.1 Legal Framework for Funding

Organisations successful in their application for funding will be required to enter into a standard DEEWR Funding Agreement, as varied from time to time. The Funding Agreement will contain an obligation that the funding recipient must comply with these published Guidelines, which may be amended by the Department from time to time. To the extent of any inconsistency between the Funding Agreement and the Guidelines, the Funding Agreement will prevail. Funding is not available retrospectively. Successful organisations should not plan to begin project activities dependent on Program funding until a Funding Agreement has been entered into between the Commonwealth and the successful organisation.

The Funding Agreement will specify a payment schedule and include financial and performance reporting requirements the organisation must meet. The reporting requirements are outlined below.

4.2 Reporting and Evaluation Requirements

All activities for the funded projects will have a Completion Date of **6 January 2012**. In addition all reporting and evaluation activities must be completed by **27 February 2012**.

Reporting

The Funding Agreement will contain reporting requirements that relate to the financial acquittal of the project funding. The reporting requirements are as follows:

- confirmation that the project was undertaken and funding spent in accordance with these Guidelines and the Funding Agreement by way of a Statutory Declaration, Statement of Income and Expenditure and Completion Report.

Evaluation

The project Evaluation Report must accompany the other reporting documentation listed above. The Evaluation Report must contain details of the outputs and outcomes achieved by the project. The Evaluation Report will contain details on the following:

- number of participating students and demographic data;
- staff resources;
- partnerships;
- level and sources of funding;
- how well the project met the desired outcomes;
- the learning, personal and professional outcomes for participating students;
- in areas of high Indigenous population, the way that the project met the needs of its Indigenous applicants and participants, including cultural and personal needs;
- how the project contributed to the internationalisation of the organisation;
- elements of the project that worked well and those that did not;
- measures to ensure the sustainability of outbound mobility programs within the organisation;
- identification of any overarching or systemic impediments or opportunities; and
- areas for improvement in the administration of future rounds of the Endeavour VET Outbound Mobility Program.

4.3 Refunds Associated with Unspent Monies

The Funding Agreement provides that if, at the completion date of the Funding Agreement, some or all of the funding provided under the agreement is not spent in accordance with the funding agreement, or not acquitted to DEEWR's satisfaction, then it must be repaid to DEEWR or dealt with as directed in writing by DEEWR.

4.4 Changes to Project

The funding agreement states that any changes to the agreement must be agreed to by both parties. This includes any changes to the project including host country or host organisation.

The Department reserves the right to accept or refuse a request to change the project or its activities, but in any event changes must be for an acceptable reason and cannot dramatically change the project that the funding was applied for. Obviously any security issues will be taken seriously.

Please Note: If the host country becomes a level 5 under the alert system from the Department of Foreign Affairs and Trade (DFAT), then the organisation would no longer be able to use Australian Government funds to travel to that country and a change in destination must occur. Please see www.smartraveller.gov.au for more information on the alerts.

4.5 Acknowledgement of the Australian Government

The successful organisation will be required to inform all stakeholders involved in the project that this project is funded by the Australian Government Department of Education, Employment and Workplace Relations through the Endeavour VET Outbound Mobility Program.

SECTION 5: GENERAL INFORMATION

5.1 Privacy

DEEWR is bound, in administering the Program, by the provisions of the *Privacy Act 1988* ('the Privacy Act').

Section 14 of the *Privacy Act 1988* contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information. More information about the IPPs is available at:

<http://www.privacy.gov.au/materials/types/infosheets/view/6541>

RTOs in receipt of funding under the Program must also comply with the *Privacy Act 1988*. RTOs in receipt of funding under the Program are also contractually required to abide by the IPPs pursuant to the terms of the Funding Agreement.

The IPPs set out how DEEWR and RTOs must collect, store, handle, use and disclose personal information, as well as providing individuals with certain rights to access their personal information and correct errors.

The Privacy Act defines 'personal information' as "*information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion*".

More information about the Privacy Act, including a copy of the full text of the IPPs, can be obtained from the Office of the Privacy Commissioner's website at: <http://www.privacy.gov.au/>

5.2 Privacy Notice

RTOs are required to provide a valid IPP2 notice when collecting personal information about an individual. RTOs should seek their own legal advice about the requirements for this notice. However, the notice must state:

- the purpose for which the information is being collected; and
- any person, body or agency to whom the information may be disclosed.

This is referred to as the 'Privacy Notice'. The Privacy Notice must be given prior to the collection of the information (if this is not possible, then as soon as practicable after collection).

Accordingly, when a RTO collects personal information from any student intending to take part in the Programs, a Privacy Notice, such as the following, should be displayed prominently on the form which is used to collect the personal information.

Privacy Notice

Information on this form is collected in order to verify the implementation of the DEEWR-funded Endeavour VET Outbound Mobility Program ('the Program'); to evaluate the Program; and for promotional purposes.

The information collected may be passed to the Australian Government through the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR), DEEWR's contractors and funding partners. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

The evaluation process may involve contacting you for your views concerning benefits and provisions of the Programs and your treatment by both the home and the host institution.

Should you have any feedback on your exchange experience that you would like to share, please email outboundmobility@deewr.gov.au.

5.3 Privacy Complaints

Complaints about breaches of privacy should be referred to:

Privacy Contact Officer
Administrative Law Branch
Legal, Investigations and Procurement Group
Department of Education, Employment and Workplace Relations
C148CW2
GPO Box 9880
CANBERRA ACT 2601

Or: Privacy complaints can be made directly to the Federal Privacy Commissioner; however the Federal Privacy Commissioner usually prefers that DEEWR be given an opportunity to deal with the complaint in the first instance.

5.4 Freedom of Information

All documents in the possession of DEEWR, including those in relation to the Program are subject to the *Freedom of Information Act 1982* (FOI Act). The FOI Act creates a general right of access to documents in the possession of Government agencies. Unless exempted under the relevant provisions of the FOI Act or under legislation which provides for the confidentiality of those documents, documents in the possession of DEEWR may be made available on request.

To the extent required by the FOI Act, where documents captured by a request contain personal information or information concerning the business, commercial or financial affairs of third parties, the decision-maker will consult with individuals affected prior to making any decision on access to such documents.

All requests under the FOI Act for access to documents which are in the possession of DEEWR should be forwarded to the FOI Team Leader, Administrative Law Branch, Legal, Investigations and Procurement Group, in DEEWR's National Office.

By post: FOI Team Leader
Administrative Law Branch
Legal, Investigations and Procurement Group
DEEWR
C148CW2
GPO Box 9880
CANBERRA ACT 2601

By email: foi@deewr.gov.au

Further information in relation to making a FOI request to DEEWR is available at <http://www.deewr.gov.au/Department/Pages/FreedomofInformation.aspx>

5.5 Commonwealth Ombudsman

If you are dissatisfied with the administration of the Program you may raise your concerns with the Commonwealth Ombudsman. The Ombudsman will generally prefer that DEEWR be given an opportunity to deal with the complaint in the first instance.

The Commonwealth Ombudsman may be contacted by telephone on 1300 362 072, email at ombudsman@ombudsman.gov.au or by post at GPO Box 442, CANBERRA ACT 2601.

5.6 Offence to provide false or misleading information

Institutions should be aware that in providing any information or data or in making any statements in relation to any application, performance report, financial report, acquittal or in any other manner required under these Guidelines, the giving of information or data or the making of statements which are false or misleading is a serious offence.

5.7 Enquiries

All enquiries relating to the Endeavour VET Outbound Mobility Program should be directed to outboundmobility@deewr.gov.au.

5.8 Interpretation

In these Guidelines, unless the contrary intention appears:

- words in the singular include the plural and vice versa; and
- where a word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase have corresponding meanings.

Summaries of Projects for the 2010 Round**Australia City College**

The Australia City College's **Strengthen VET Students Outbound Mobility through Integrated Skill Internship Program (China)** project provides TESOL and training and assessment students with the opportunity to undertake an international internship. The students will practice and hone their skills in English teaching in an international context. They will act as internship trainers at colleges in China.

Chisholm Institute of TAFE - Repeat

Chisholm Institute of TAFE **VET Outbound Mobility Program (Macau and Malaysia)** gives two hospitality students the opportunity to undertake a four week work placement at the Crown Macau; and two mechatronics students the opportunity to undertake two weeks work experience in Malaysia.

The current cohort of events management students are programmed to undertake an industry training placement with Crown Melbourne in the first semester of their studies and it is planned to extend this training opportunity for two students to Crown Macau.

The mechatronics students will spend a week at the MIT Academy in Kuala Lumpur, a leading provider of vocational training in mechatronics in the region and another week undertaking work experience in local manufacturing companies.

William Angliss Institute - Repeat

The William Angliss Institute's **Industry Based Learning Program 2010 - Shanghai Expo (China)** project involves final semester Advanced Diploma of Event Management students. This class will have a focus on the Shanghai Expo – the biggest World Expo to date, with an estimated 70 million visitors. Students will develop facilitated online coaching relationships with Chinese recent graduate counterparts, who are currently working in the events industry in Shanghai. The selected group of students will participate in a tour to Shanghai in September 2010, where they will visit the Expo, acting as student observers in the Australian Pavilion and they will also meet their Chinese event industry coach and visit key events companies. The students will complete projects based on their research and experience at the expo.

Gold Coast Institute of TAFE - New

The Gold Coast Institute of TAFE's **International Practical Placement for English Teaching (Japan)** project provides students in the area of TESOL and training and assessment with an opportunity to hone their teaching skills in an international environment. This international study experience will include a practical teaching placement with Yomiuri Institute in Tokyo. Students will be fully immersed in the culture and the methodology of teaching English in Japan.

Box Hill Institute of TAFE - New

The Box Hill Institute of TAFE's **Dubai Innovation and Sustainability in Hospitality and Tourism Services: the Dubai and Abu Dhabi Experience (UAE)** project provides a unique opportunity for hospitality management, commercial cookery, tourism management, operations and marketing and events students to work together on a joint project looking at how Dubai and Abu Dhabi are positioned and are positioning their cities to become sustainable tourism and business destinations. The students will learn first hand how the service industries in both cities are addressing issues of sustainability, resource management and innovative product and service design and delivery now and in the future. Box Hill will seek support from major hospitality and tourism companies with offices or contacts in the United Arab Emirates to arrange a series of guided tours and site visits linked to the hospitality, tourism and events sector. Students will research and compare practices between Australia and the Middle East to formulate their individual projects and gain credit toward their current or higher level studies.

Box Hill Institute of TAFE - Repeat

The Box Hill Institute of TAFE's **Dubai – the World's Largest Construction Site: Exploring the Built Environment 2010 (UAE)** project builds on the success of the 2009 project, providing students from building

and construction, building design (architecture), plumbing fields and this year also electrical engineering with the opportunity to undertake a study tour to key construction sites in the UAE, such as Masdar City in Abu Dhabi. Masdar City claims that it will be the world's first carbon-neutral, zero-waste city and is in the early stages of construction.

A social networking site will be again set up for the study tour to enable students to "meet", prepare for travel and liaise with staff and identified industry contacts as they formulate their research proposal prior to departure. This site will also be a repository for student projects as they are developed, and will allow ongoing communication and collaboration throughout and following the study tour.

Central Institute of Technology

The Central Institute of Technology's ***Cambodia Volunteer Program (Cambodia)*** project involves students studying higher level qualifications in nursing, teaching, building and engineering undertaking a placement in the Siem Reap region of Cambodia. This group will make a significant contribution as a team spending three days a week working on the construction of a village day care centre, school classroom and toilet facilities. The students will further develop their skills for the remaining two days a week through their individual placements, matched to their area of study, in local hospitals, schools, orphanages, community centres and construction sites. For example: students undertaking the enrolled nursing qualification will administer first aid at community health centres; and the teacher assistants will provide general education for children in this region who have had to forego formal schooling to support their families.

Gordon Institute of TAFE - Repeat

The Gordon Institute of TAFE's ***Creative Business Study Tour 2010 (Malaysia)*** project provides students of human resources, marketing, business management, international trade and international business with an opportunity to undertake an international study experience. The students will attend site visits and presentations at a range of organisations and companies in Kuala Lumpur, including guest lectures at one of Malaysia's colleges or universities on various topics related to doing business in Malaysia.

Gold Coast Institute of TAFE - Repeat

The Gold Coast Institute of TAFE's ***Tourism, Hospitality and Events Internship 2010 (Malaysia)*** project provides students with an international study opportunity, including an internship directly related to their chosen industry. The internship is at the five-star Renaissance Hotel, Kuala Lumpur, providing students with a hands-on experience in many facets of the hotel. In addition, the students will undertake tours of cultural significance and visits to other organisations such as Tourism Malaysia and Kuala Lumpur Convention Centre.

William Angliss Institute - New

The William Angliss Institute's ***Asian Culinary Arts Tour (Singapore and Malaysia)*** project will target commercial cookery students who have undertaken their first two semesters, have a practical understanding of basic cookery methods and wish to explore the specialisation of Asian cookery techniques in a highly practical and hands on manner. The program involves in-country training in Asian cooking techniques in Malaysia, followed by a specialist master artisan program on Asian spices in Singapore. Students will receive instruction in basic methods of Asian cookery, rice and noodles in Malaysia, supported by industry and site visits. They will then travel to Singapore to visit its oldest spice garden at Fort Canning. They will receive instruction on the history and use of Asian herbs and spices and understanding and creating spice blends. There will also be a cultural exchange opportunity through integration with culinary classes in Malaysia and Singapore.

Gordon Institute of TAFE - New

The Gordon Institute of TAFE's ***Advanced Design and Building - Study Tour and Work Placement (Singapore)*** project involves sending a group of students from the Advanced Design and Building Program to Singapore for a study tour. The tour will include: workshops on Singapore construction procedures, particularly sustainable practice, to be undertaken at BCA Academy; workshops on project management for commercial construction projects, to be undertaken at NTUC Learning Hub; visits to construction projects and

companies within the construction industry; a visit to an international safety training centre; and a work placement of up to five days (site or office based).

Holmesglen Institute of TAFE

The Holmesglen Institute of TAFE's ***Hospitality Student Overseas Placement Program (Thailand)*** project will provide hospitality students who are undertaking training and studies in the operations and management of a hospitality enterprise with the opportunity to undertake a work placement at the five star Anantara Phuket Resort and Spa, Thailand. In addition to the hands-on work experience, students will be required to keep a competency journal outlining their learning outcomes that will be signed by a supervisor for each key learning area. If required competencies are met, the students will receive credit for at least three units, including: work in a socially diverse environment, manage workplace diversity and promote products and services to international markets.

TAFE NSW – North Coast Institute

The TAFE NSW – North Coast Institute's ***Business Development of Indigenous Artistic and Entrepreneurial Practice (Thailand)*** project will provide Aboriginal and Torres Strait Islander design students with an opportunity to internationalise their skills and observe successful independent indigenous artists in a unique culturally diverse environment. The students will observe commercial practices and the expertise and commitment required to implement an artistic business plan with real financial business outcomes. Partner organisations and site visits in Bangkok and Chiang Mai will expose the students to diverse stages of the design, manufacturing and commercialisation processes. Students will be exposed to handicrafts such as textiles, ceramics, basketry, paper making, umbrella making, woodwork and silversmith and how these have been commercialised, including markets sales to tourists, retail sales to locals and handicrafts used in hotels and restaurants.

International House Teacher Training and Professional Centre

The International House Teacher Training and Professional Centre's ***Offshore Practice Teaching (Thailand)*** project offers a two-week practice teaching placement for teachers-in-training to complete the practical component of the Certificate IV in TESOL in Thailand. The teachers-in-training will be instructing teenagers aged between 14 and 18 from the Chalermkwan Satree School in the Pitsanulok province who are progressing through the state English language curriculum. The practicum will be assessed by one of the Centre's accredited TESOL trainers.

Swinburne University of Technology

Swinburne University of Technology's ***Joining Hands – An Indigenous Community Development and Governance Study Tour (Timor Leste)*** project provides indigenous students studying community development, indigenous business and governance and youth work with the opportunity to extend their cultural understandings of their closest neighbours who are developing a community sector built on the principles of community determination and good governance. Students will build on their theoretical knowledge and skills in developing, managing and governing community and youth development programs. The tour includes: lectures and excursions that expand students knowledge of the history of Timor Leste, their road to independence and nationhood; professional practice and cultural exchange with Timor Leste community development students and graduates; and site visits to a range of community and youth development projects and district level community management and governance boards/councils.

Charlton Brown

Charlton Brown's Community Services – Global Linkages Program (Vietnam) will provide the opportunity for students training in the areas of aged care, communities' services, children's services and disabilities services to undertake an international practicum of two weeks at the St. Paul's Orphanage in Danang.