

## Indigenous Consumer Assistance Network (ICAN) Indigenous Financial Counselling Mentorship Program

### Overview

The Indigenous Consumer Assistance Network (ICAN) Registered Training Organisation (RTO) ICAN Learn is accepting applications for scholarship placements for its 2017/2018 “Indigenous Financial Counselling Mentorship Program” commencing in July/August 2017. There are 12 scholarship placements available for this round of the program.

The Mentorship Program provides essential support to Aboriginal and Torres Strait Islander people working in the financial capability and wellbeing within the Financial Counselling sector, to undertake the Diploma of Financial Counselling.

The program includes personal and academic mentorship in a supported learning environment, connecting students through virtual and face-to-face classroom oriented training.

### Information for Applicants

This application package contains the information you will need to complete a scholarship application for entry into the program.

Please read the scholarship information brochure carefully, as only fully completed applications will be considered. To be considered for a scholarship placement, you must complete the following:

- Applicant Details
- Scholarship Selection Criteria
- Organisation Endorsement

For questions and further information about the scholarship package, please contact:

Majella Anderson  
RTO Coordinator  
ICAN Learn  
Indigenous Consumer Assistance Network  
Phone: (07) 4031 1073  
Email: [majella.anderson@icanlearn.edu.au](mailto:majella.anderson@icanlearn.edu.au)

**Scholarship Application Deadline: Friday, 30<sup>th</sup> June, 2017.**

Applications for the ICAN Indigenous Financial Counselling Mentorship Program close **Friday 30<sup>th</sup> June, 2017.**

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## Indigenous Financial Counselling Mentorship Program Scholarships Information

The Indigenous Financial Counselling Mentorship Program Scholarships are sponsored by the Commonwealth Bank of Australia and are available to assist students who are currently working in the financial capability and wellbeing area within the Financial Counselling Sector to successfully undertake the Diploma of Financial Counselling.

The IFCMP and scholarships are co-ordinated and managed by the Indigenous Consumer Assistance Network' Registered Training Organisation (RTO) ICAN Learn.

The CBA IFCMP Scholarships are for the full course fees for the Diploma and has limited places.

### About the Scholarships

- The CBA Indigenous Financial Counselling Mentorship Program Scholarships delivered by ICAN Learn are for Aboriginal and Torres Strait Islander people working full time in financial capability and wellbeing positions with the financial counselling sector.
- The scholarship is not bound by age limits or qualifications.
- Scholarship funds are intended for the payment of course fees for the 2017/2018 Mentorship Program Diploma costs.
- Scholarship funds are paid directly to the Registered Training Organisation.
- The Diploma of Financial Counselling is a nationally recognised qualification and ICAN Learn meets the required standards for scope of delivering this course.
- The Diploma is delivered via online and face to face training. There are a total of 6 residential block training programs in Cairns during the course of the program.
- A condition of the scholarship is for your organisation to ensure that you are resourced to successfully participate in the online and face to face training sessions. This includes access to the internet and email, a headset with microphone and dedicated time for you to be released from your work duties to participate in the online and face to face training.
- The training is a nationally recognised and accredited qualification which makes Aboriginal and Torres Strait Islander participants eligible for Abstudy away from base funding for travel, accommodation and meals for the face to face training session in Cairns.
- A requirement for eligibility for the Abstudy away from base funding is that participants will have to lodge an Abstudy claim as soon as notification of success for a Scholarship is received. Please note the Abstudy claim is not for a living allowance and will not be income tested – the application is for eligibility for the Away from Base Activity participation.
- Successful IFCMP Scholarship applicants will be provided with an information package providing details and information about the IFCMP, course enrolment and training schedule.

### Important criteria for the ICAN IFCMP Scholarship

- A willingness and intention to enrol in, undertake and complete the Diploma of Financial Counselling within the specified time frames.
- Be in full time employment by a not for profit organisation delivering financial capability and wellbeing support within financial counselling services to Indigenous clients and/or in

Indigenous communities (although part time employment will be considered on an individual basis).

- Demonstrate the motivation and commitment to furthering your skills and education in financial counselling for Indigenous clients.
- You must be able to be released from work to attend all training requirements including attendance at weekly online training sessions and quarterly block training face to face sessions.
- Must be resourced to undertake and participate in the online and block training face to face sessions.

### **The ICAN Indigenous Financial Counselling Mentorship Program Scholarship – application process**

To be eligible for consideration, you must complete the Application Form and the selection criteria in full and submit it along with supporting documentation and Letter of Endorsement from your employer by **30<sup>th</sup> June, 2017**.

ICAN will undertake a selection for Scholarship places through a shortlisting process. ICAN may need to contact applicants if further information is required

### **Enquiries about Scholarships**

Enquiries can be made directly to Majella Anderson 07 40311 073 or email: [majella.anderson@icanlearn.edu.au](mailto:majella.anderson@icanlearn.edu.au)

Please forward completed application form to: Majella Anderson  
[majella.anderson@icanlearn.edu.au](mailto:majella.anderson@icanlearn.edu.au)

When you enroll in the Diploma of Financial Counselling you will be required to provide the following documents with your enrolment form. This is for the purpose of determining RPL and/or Credit transfer from previous studies if applicable.

- Resume
- Copies of Certificates/Awards/Statements of Attainment. (These copies will need to be witnessed and signed by a Justice of the Peace).

### **APPLICATION CHECKLIST**

- Application Form.
- Completed selection criteria
- Letter of endorsement from your employer
- Resume
- Certified copies of Certificates/Awards/Statements of Attainment.

**Closing Date: 30<sup>th</sup> June, 2017**

**INDIGENOUS FINANCIAL COUNSELLING  
MENTORSHIP PROGRAM - 2017/2018**

**ORGANISATION DETAILS**

NAME OF ORGANISATION	_____
ORGANISATION CONTACT PERSON	_____
CONTACT PERSON EMAIL	_____
ADDRESS	_____
PHONE	_____

**APPLICANT/PARTICIPANT DETAILS**

NAME OF NOMINATED PARTICIPANT	_____
HOME ADDRESS	_____
PHONE - WORK	_____
PHONE – HOME/MOBILE EMAIL	_____
POSITION IN THE ORGANISATION	_____

Have you previously enrolled in the Diploma of Financial Counselling? Y/N

Have you previously undertaken and completed any accredited training? Y/N  
(This includes Full Courses or Units of accredited courses)

If yes, what is the:

Name of the training and the accreditation you received?

\_\_\_\_\_  
Name of the Training Organisation where you were enrolled

\_\_\_\_\_  
Date when you completed the training \_\_\_\_\_

Do you have a disability that you require assistance for? Y/N

## **CBA Indigenous Financial Counselling Mentorship Program Scholarships**

### **Why do you want to study the Diploma of Financial Counselling?**

Please include in your responses:

- Reasons for undertaking the proposed course of study
- What interests you in Financial Counselling
- How you see your potential to contribute and fully participate in both the online and residential block training.
- How the scholarship would benefit in your professional and personal development in your current role in the workplace.

#### **1. Commitment to Financial Counselling and delivering a quality service to disadvantaged Indigenous clients**

Please demonstrate your interest and current and future commitment to leading, supporting and contributing to your organisation's delivery of financial counselling to Indigenous clients.

#### **2. A willingness and intention to enrol in, undertake and complete the Diploma of Financial Counselling within the specified time frames.**

Please demonstrate your motivation and commitment to furthering your skills and education in financial counselling for Indigenous clients.

#### **3. Academic and Workplace achievement**

- a) List (including years awarded) of any academic achievements through a tertiary institution along with professional development courses undertaken in any of your workplaces.
- b) Details (including years involved) of any leadership positions or roles currently or previously held in your workplace or community or provide examples of your leadership potential.
- c) Please indicate how long you have been in full time employment by a not for profit organisation delivering financial capability and wellbeing and /or financial counselling services to Indigenous clients and/or in Indigenous communities and your role. (Part time employment will be considered on an individual basis).

#### **4. Workplace support to undertake the IFCMP**

- a) Please explain what measures will be put into place for you to be released from work to attend all training requirements including attendance at weekly online training sessions and quarterly block training face to face sessions.
- b) Please explain how your workplace will provide you with the resources to undertake and participate in the online and block training face to face sessions.

## 5. Social/economic circumstances

Describe any significant disruptions that may impact your studies. Please include:

- a) Whether you have any medical conditions/disabilities that may impact/have impacted on your participation and attendance to the course. *(Please Note that the purpose of this criteria is not to discriminate you in your application but rather so that ICAN can accommodate for medical condition or disability requirements of participants).*
- b) Whether you are located in an urban, rural or remote location and whether this would impact on your attendance at the residential block training programs. For previous attendants travelling from a remote WA community, it required long travel hours to and from the block training.
- c) What type of support mechanisms are in place in your workplace to enable you to successfully participate in the online and face to face training requirements of the program.
- d) What support mechanisms you will put in place within your family network and home life to enable you to successfully participate in the program's face to face training requirements. (If you have a family, the time away to attend the block training will have an impact on both you and your family).
- e) How you will manage the challenges of being away from your community and family for a week to attend the block training program.

**Indigenous Financial Counselling Mentorship Program**

**Organisation Endorsement**

The letter of endorsement and acceptance of the ICAN / CBA Indigenous Financial Counselling Mentorship Program Scholarship conditions is to be completed by the Scholarship Applicant’s organisation / place of employment. It may be completed by a person holding one of the following positions within the organisation: Chief Executive Officer | Executive Director, Senior Management (not a direct Line Manager), Director of the Board.

- I endorse the following Staff Member: \_\_\_\_\_ to undertake the ICAN IFCMP Training Program.
- I have reviewed and accept \_\_\_\_\_’s Scholarship Application to be true.
- I confirm \_\_\_\_\_ is an employee of \_\_\_\_\_
- I have read and agree to the scholarship criteria and conditions.
- The organisation agrees to resource the participant to undertake the online training component.
- The organisation agrees to participate in research and/or promotional activities relating to the ICAN IFCMP Training Program.

1. Applicant organisation
2. Organisation description
3. Organisation address
4. Organisation contact person
5. Contact person phone number
6. Contact person email address
7. Applicant Position is funded via:

	<input type="checkbox"/> Federal funding (DSS) <input type="checkbox"/> State funding <input type="checkbox"/> Other

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**