

Scholarship value:

## Up to \$4,000

Email: [scholarships@tafensw.edu.au](mailto:scholarships@tafensw.edu.au)

If you've completed a course in Tourism, Travel or Hospitality in 2023 or 2024, you're eligible to apply for the prestigious Barrington Raymund Roberts Memorial Award.

Established by TAFE NSW in memory of the late Barrington Raymund Roberts, this scholarship is valued at up to \$4,000 in value and can be used towards further study, training and work placement.

The winner of the 2015 Barrington Raymund Roberts Memorial Award, Billy Fox, used his prize win to travel to Singapore and gain valuable industry experience at the renowned Osia Restaurant.

### Who was Barrington Raymund Roberts?

A prominent figure in the Tourism and Hospitality industry in the 1970's, his passion led to the building of the largest hospitality-training centre in the Asia Pacific Region - what is now known as TAFE NSW Ryde.

It was a result of his work and dedication that the profile of Tourism and Hospitality expanded in Australia and his legacy now lives on in the recipients of this Award.

### How to apply

1. Send the completed scholarship application form and the supporting documents to [scholarships@tafensw.edu.au](mailto:scholarships@tafensw.edu.au) by the **closing date, 5 pm (AEDT), Tuesday 29 October 2024** (or any later closing date subsequently published by TAFE NSW). If your application is received after the closing date, is incomplete or does not meet the requirements set out in the scholarship terms and conditions, it will not be considered.
2. By submitting your scholarship application form, you accept the scholarship terms and conditions and are taken to have read them.
3. TAFE NSW will convene a panel to assess all valid applications. Applications will be assessed on a merit basis and based on your responses in your application and the scholarship eligibility requirements. Recommendations will be made to Lord's Taverners Tertiary Education Panel, which will, in its sole discretion, determine the award of the scholarship (if any). The decision of the panel will be final.
4. All applicants will be notified of the outcome, with successful applicants notified within 4 weeks of the closing date.

### Eligibility criteria

If you've graduated from one of the following Tourism, Travel and Hospitality qualifications in 2023 or mid-2024, you are eligible to apply now for the Barrington Raymund Robert Scholarship.

- Certificate I in Hospitality
- Certificate I in Tourism (Australian Indigenous Culture)
- Certificate II in Asian Cookery
- Certificate II in Holiday Parks and Resorts
- Certificate II in Hospitality
- Certificate II in Kitchen Operations
- Certificate II in Tourism
- Certificate III in Asian Cookery
- Certificate III in Catering Operations
- Certificate III in Commercial Cookery
- Certificate III in Events
- Certificate III in Guiding
- Certificate III in Holiday Parks and Resorts
- Certificate III in Hospitality
- Certificate III in Hospitality (Restaurant Front of House)
- Certificate III in Patisserie
- Certificate III in Travel
- Certificate III in Tourism
- Certificate IV in Asian Cookery
- Certificate IV in Catering Operations
- Certificate IV in Commercial Cookery
- Certificate IV in Guiding
- Certificate IV in Holiday Parks and Resorts
- Certificate IV in Hospitality
- Certificate IV in Patisserie
- Certificate IV in Travel and Tourism
- Diploma of Hospitality Management
- Diploma of Travel and Tourism Management
- Diploma of Event Management
- Diploma of Holiday Park and Resort Management
- Advanced Diploma of Hospitality Management
- Advanced Diploma of Travel and Tourism Management
- Advanced Diploma of Event Management

## Selection Criteria

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- Successful completion of an eligible qualification in 2023 or mid 2024.
- Achievement of a high standard in most competencies of the course/apprenticeship.
- Demonstrated ability to apply skills and knowledge learned throughout the course to a range of technical tasks and interpersonal skills in the class/workplace.
- Demonstrated willingness to learn in different ways. Examples include on/off job, alone, in groups, self-paced learning, set tasks, and student initiated tasks.
- Demonstrated openness to new ideas and techniques across a range of competencies.

## Frequently Asked Questions

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### What type of study/training or work placement can I undertake?

The award encourages further study/training or work placement in the Tourism, Travel and Hospitality industry in Australia or overseas. It is important to explain in your application why you have chosen your specific study/training or work placement to enable the selection panel to determine the merit of your proposal.

### What is the value of the Barrington Raymund Roberts Memorial Award?

The value of the award is determined by the selection committee, based on the merit of the proposed study/training or work placement. The value of this award is \$4,000.

### Who will be on the selection committee?

Industry and TAFE NSW representatives

### Will I need to attend an interview?

The selection committee will review all applications, and will invite the shortlisted finalists to attend an interview in Sydney.

### What if I can't attend the interview in person

If you are invited to interview and cannot attend in person, video conference and telephone conference facilities are available. It is your responsibility to make the arrangements with your local TAFE NSW to access these facilities if required.

### How do I make arrangements for my proposed study/training or work placement if I don't know if I will win?

- Make initial contact with your proposed study/training or work placement provider to establish the scheduled start and completion dates and related costs of the proposed program. The proposed study/training or work placement needs to start within three months of the winner being announced;
- Include details of the proposed study/training or work placement in your application;
- If confirmation of the study/training or work placement is available and you are invited to interview, bring the confirmation with you;
- If you are shortlisted by the selection committee, confirmation of your accepted proposal for study/training or work placement must be provided to be awarded the scholarship.

Email the completed application form with supporting documents to: [scholarships@tafensw.edu.au](mailto:scholarships@tafensw.edu.au) by 5 pm (AEDT), Tuesday 29 October 2024

Please send the completed application form and supporting documents to [scholarships@tafensw.edu.au](mailto:scholarships@tafensw.edu.au).



This symbol highlights that you may be required to attach supporting documents to your application.

## Section 1 - Applicant details

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Family name: First/other names:  
 Place of birth: Date of birth (dd/mm/yy):  
 Residential address:  
 Suburb: State: Postcode:  
 Mobile: Home phone:  
 Email: Student number (if applicable):  
 Residency status: Australian citizen Australian Permanent Resident  
Humanitarian visa holder New Zealand citizen

## Section 2 - Course details

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Course name:  
 TAFE NSW campus: Course number:  
 Start date: End date:  
 Teacher: Head teacher:  
 Have you completed an apprenticeship or traineeship? Yes No  
 If yes, please provide:  
 Employer's company name:  
 Employer's address:  
 Employer's contact name:  
 Phone: Email:



Please attach a copy of your transcript, demonstrating the course name, code and evidence of 2023, or mid-2024 completion.

### Section 3 - Applicant statement and study/work placement proposal

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Tell us why you should receive this Award, and describe how winning the Award will help your career in tourism, hospitality or events.



Please attach a portfolio document including:

1. An explanation of the reasons for selecting the chosen field of study
2. A description of the work experience undertaken by the applicant (paid or unpaid) as part of this course
3. An expression of the applicant's commitment to achieving excellence in their chosen field
4. Details of the proposed study/travel plans:
  - a. TAFE NSW study/training, including:
    - Explanation of the reasons for selecting proposed study/training
    - Proposed length of training and related costs
  - OR
  - b. Work placement/study tour details, including:
    - Explanation for the reasons for selecting proposed work placement/study tour
    - Itinerary, including proposed travel plans if applicable
    - Proposed costs
    - Proposed length of the work placement/study tour

**Section 4 - teacher endorsement**

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This section must be completed by the Applicant’s Teacher, and endorsed by their Head Teacher. Use the ranking scale below to indicate the student’s level of performance, as well as providing written explanations that indicate the Applicant’s achievements against the selection criteria.

**RANKING SCALE**

- 0 - Not yet competent
- 1 - Satisfactory
- 2 - Recommended
- 3 - Highly recommended

**PERSONAL INFORMATION**

Applicant name:

Teacher name:

Location:

Phone:

Mobile:

Teacher signature

Head teacher signature

Signature

Signature

Name

Name

Date

Date

1. Has the Applicant successfully completed an eligible Tourism, Travel or Hospitality course in 2023, or mid-2024?  
 Yes      No

2. Has the Applicant achieved a high standard in most competencies of the course/traineeship/apprenticeship?  
 Yes      No

3. Please provide a ranking and comment on the Applicant’s ability to apply skills and knowledge learned throughout the course to a range of technical tasks and interpersonal skills in the class/workplace

Ranking (1-3):

4. Please provide a ranking and comment on the Applicant's willingness to learn in different ways. Examples include on/off job, alone, in groups, self-paced learning, set tasks, student initiated tasks etc.

Ranking (1-3):

5. Please provide a ranking and comment on the Applicant's openness to new ideas and techniques across a range of competencies.

Ranking (1-3):

## Section 5 - Applicant declaration

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- I declare that the information supplied on this form and attached documents are true and correct.
- I authorise TAFE NSW to access details of my previous enrolment records for the purpose of assessing my application.
- I authorise the release of this application and supporting documents to the panel convened to review all the applications for this scholarship.
- I accept the panel's decision cannot be appealed and no correspondence concerning the decision will be entered into.

Applicant signature

Witness signature

Signature

Signature

Name

Name

Date

Date

### Privacy

The information provided by you on this Application Form and Attachments will be used by TAFE NSW for the purpose of administration and determining the award of the Barrington Raymond Roberts Memorial Award. Provision of this information is essential to determine your eligibility for consideration of a Scholarship. Information will be stored securely. If you do not provide all information, then your application may not be eligible for entry.

Please email a copy of your completed application by clicking on Submit Form button or email to [scholarships@tafensw.edu.au](mailto:scholarships@tafensw.edu.au).

### 1 Establishment and purpose

- 1.1 The Barrington Raymund Roberts Memorial Award was established by TAFE NSW in memory of the late Barrington Raymund Roberts for the promotion and encouragement of further education in the industry sectors of tourism, hospitality and events in Australia or overseas.
- 1.2 The Barrington Raymund Roberts Award is managed by TAFE NSW, the Statutory Trustee of the Barrington Raymund Roberts Memorial Fund.
- 1.3 A Selection Panel will be established comprising representatives from TAFE NSW to evaluate Applications.
- 1.4 There will be one (1) Barrington Raymund Roberts Memorial Award issued at a value of up to \$4,000 and will be determined by the Selection Panel to the Successful Applicant in each year having regard to the following:
  - 1.4.1 The academic achievement of the Applicant in a course conducted through the Tourism, Hospitality and Events Training Package (or any training package that replaces that training package),
  - 1.4.2 The merit of the proposed course or project to be undertaken by the Applicant,
  - 1.4.3 The demeanour and personal presentation of the Applicant during the interview with the Selection Panel.

### 2 Definitions

- 2.1 **'Applicant'** means an individual who applies for the Award by completing and submitting an Application Form in accordance with the application process.
- 2.2 **'Application'** means an Application for the Barrington Raymund Roberts Memorial Award made by an Applicant in accordance with the Terms and Conditions.
- 2.3 **'Application Form'** means the form which must be completed by the Applicant and which is available from tafensw.edu.au/scholarships.
- 2.4 **'Application Process'** means the process set out in clause 3.0 of these Terms and Conditions as amended or varied by TAFE NSW from time to time in its sole discretion.
- 2.5 **'Eligible Applicant'** means an Applicant who meets the criteria for eligibility for the Barrington Raymund Roberts Award as set out in clause 4.0 of these Terms and Conditions.
- 2.6 **'Barrington Raymund Roberts Memorial Award'** means a financial award of up to \$4,000 awarded by TAFE NSW in accordance with these Terms and Conditions.
- 2.7 **'Selection Panel'** means a panel comprised of TAFE NSW representatives to assess Applications and determine the Successful Applicant.
- 2.8 **'Award Offer and Acceptance Form'** means the form which must be completed by the Successful Applicant and is to be issued by TAFE NSW.
- 2.9 **'Successful Applicant'** means an Eligible Applicant who is

offered the Barrington Raymund Roberts Memorial Award by TAFE NSW in accordance with the process set out in clause 5.0 of these Terms and Conditions.

### 3. Application Process

- 3.1 Applications for the Barrington Raymund Roberts Memorial Award may be made each year following publication of end-of-year results by the TAFE NSW establishment conducting eligible courses relating to the Award.
- 3.2 An Applicant must complete and Application Form and submit it to TAFE NSW by the required closing date.
- 3.3 Applications must be made in writing to the Statutory Trustee of the Fund and must include the following:
  - 3.3.1 A completed Application Form available from tafensw.edu.au/scholarships
  - 3.3.2 A current portfolio that includes the following:
    - An expression of the Applicant's commitment to achieving excellence in his or her given field,
    - The reasons that the applicant has chosen his or her field of study,
    - A copy of the Applicant's academic transcript for the course conducted through the Tourism, Hospitality and Events Training Package at the TAFE establishment, and
    - A Teacher endorsement including a description of the work experience and competency of skills and techniques undertaken by the applicant (paid and unpaid) as part of that course,
    - Any other information that the Applicant considers relevant to the application.
- 3.4 The Applicant must acknowledge and accept the Barrington Raymund Roberts Memorial Award Terms and Conditions by signing and dating the Application Form.
- 3.5 Upon receipt of an Application Form, TAFE NSW will complete an initial review of the Application Form to ensure that all required information has been provided by the Applicant.
- 3.6 All Applicants invited to attend an interview will receive formal notification from the Selection Panel as to their respective time and date of interview.
- 3.7 All Applicants who were not successful in obtaining an interview will be notified by email accordingly.
- 3.8 The Selection Panel, at its sole discretion, will confer with TAFE NSW to confirm the suitability of an Applicant.

Please retain a copy of these terms and conditions for future reference.



#### 4 Eligibility

- 4.1 The Award may be offered to an Applicant who has completed and lodged an Application Form and who, as determined by the Selection Panel as Eligible (in its sole discretion), satisfies all of the following criteria:
- 4.1.1 Applicant is a TAFE NSW Graduate from one of the following Tourism, Hospitality or Events qualifications in the previous 12 months from the year the Award is offered:
- Certificate I in Hospitality
  - Certificate I in Tourism (Australian Indigenous Culture)
  - Certificate II in Asian Cookery
  - Certificate II in Holiday Parks and Resorts
  - Certificate II in Hospitality
  - Certificate II in Kitchen Operations
  - Certificate II in Tourism
  - Certificate III in Asian Cookery
  - Certificate III in Catering Operations
  - Certificate III in Commercial Cookery
  - Certificate III in Events
  - Certificate III in Guiding
  - Certificate III in Holiday Parks and Resorts
  - Certificate III in Hospitality
  - Certificate III in Hospitality (Restaurant Front of House)
  - Certificate III in Patisserie
  - Certificate III in Travel
  - Certificate III in Tourism
  - Certificate IV in Asian Cookery
  - Certificate IV in Catering Operations
  - Certificate IV in Commercial Cookery
  - Certificate IV in Guiding
  - Certificate IV in Holiday Parks and Resorts
  - Certificate IV in Hospitality
  - Certificate IV in Patisserie
  - Certificate IV in Travel and Tourism
  - Diploma of Hospitality Management
  - Diploma of Travel and Tourism Management
  - Diploma of Event Management
  - Diploma of Holiday Park and Resort Management
  - Advanced Diploma of Hospitality Management
  - Advanced Diploma of Travel and Tourism Management
  - Advanced Diploma of Event Management
- 4.1.2 Applicant must have achieved a high standard in most competencies of the course.
- 4.1.3 Applicant must have demonstrated ability to apply skills and knowledge learned throughout the course to a range of technical tasks and interpersonal skills in the class/ workplace.
- 4.1.4 Applicant must have demonstrated willingness to learn in different ways. Examples include but are not limited to on/off job, alone, in groups, self-paced learning, set tasks, student-initiated tasks.
- 4.1.5 Applicant must have demonstrated openness to new ideas and techniques across a range of competencies as outlined by their Teacher endorsement in the Application.
- 4.2 Incomplete Applications for the Award will not be considered by the Selection Panel.
- 4.3 TAFE NSW is under no obligation to attempt to contact any applicant who incorrectly completes and/ or submits an Application Form and will, at his or her discretion, contact an Applicant on not more than two (2) occasions in an effort to obtain information which is missing, or has not been completed correctly. Should all required information not be provided, the Application Form will be withdrawn and notice sent to the Applicant.

#### 5 Offer of Award

- 5.1 The Selection Panel will determine the Barrington Raymund Roberts Memorial Award recipient in its sole discretion.
- 5.2 The Successful Applicant will be notified by email and will be sent an Award Offer and Acceptance Form to complete.
- 5.3 If unsuccessful, an Applicant will be notified in writing of that outcome.

#### 6 Award and payment

- 6.1 Following the Successful Applicant's completion and return of the Award Offer and Acceptance Form, the Barrington Raymund Roberts Memorial Award will be presented to the Successful Applicant.
- 6.2 TAFE NSW is under no obligation to pay or make available any part of the Award until it has received a signed and completed Award Offer and Acceptance Form.

#### 7 Conditions of the Award

- 7.1 The recipient acknowledges and agrees that the following conditions apply to the award of the Barrington Raymund Roberts Memorial Award:
- 7.1.1 On request by TAFE NSW, the Successful Applicant must provide an update on how the scholarship has assisted them in their career journey
- 7.1.2 The Successful Applicant must agree to be available for promotional and marketing photography in line with TAFE NSW's Media Consent form
- 7.1.3 Any decision of the Selection Panel regarding an award application is final and no correspondence will be entered into
- 7.1.4 The Successful Applicant is expected to be an ambassador for TAFE NSW and uphold the values of the organisation and to behave at all times in accordance with the TAFE NSW Student Code of Conduct.

#### 8 Variation

- 8.1 TAFE NSW may vary these Terms and Conditions, or any form or process referred to herein at any time and without notice.

**Please retain a copy of these terms and conditions for future reference.**