

# Elevate your performance

*Company Directors Course*



# Setting your director journey on the right path

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**Our *Company Directors Course* is a comprehensive and credible learning program for directors, and is considered the benchmark qualification for directors in Australia.**

We are offering one full scholarship to a high calibre applicant from the North Queensland region to undertake the *Company Directors Course* in North Queensland on Monday 19 to Friday 23 August 2019.

The scholarship will cover attendance and materials only. Travel and accommodation is not provided.

We recognise the importance of supporting regional directors and members with a focus on delivering events and education courses locally, and understanding local needs and issues.

## Scholarship selection criteria

Applicants must:

- Be a manager, director of, or employed as a senior executive by their organisation
- Have basic financial literacy
- Have the support of their organisation as shown by a letter of support from their CEO, or, if the applicant is the CEO, from the Chair of the organisation's Board of Directors
- Provide a referee who can support their capacity to undertake the program
- Demonstrate that the successful completion of the program will benefit their organisation and broader community
- Outline how they will contribute to the learning of other participants as this is a highly engaging course
- Commit to completing the assessment requirements of the course
- Be an Australian citizen and reside and work within the postcodes of 4806 to 4895.
- Be a current member or willing to become a member of the Australian Institute of Company Directors

## Scholarship application

Applicants must complete the attached scholarship application and send it to us by Friday 14 June 2019.

Applications should be posted or emailed to:

**Australian Institute  
of Company Directors**  
GPO Box 73  
Brisbane QLD 4001

**t:** +61 7 3222 5500  
**e:** [qld@aicd.com.au](mailto:qld@aicd.com.au)

*We will acknowledge all applications when they are received.*

Announcement of the scholarship recipient will be made on Friday 5 July 2019 and the successful applicant must be available to attend the course on Monday 19 to Friday 23 August 2019.

The scholarship is not transferable to any other course or dates. The scholarship is forfeited if the successful applicant does not attend the course on the advised dates. Our standard cancellation policy is not applicable.

## Personal details

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**Name**

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**Current position**

*[Insert the position most relevant to your scholarship application if you have more than one directorship]*

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**Organisation**

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**Telephone**

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**Email**

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**Postal address**

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## Practical experience

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**Details of any board experience**

*[With respect to each directorship – please include the year(s) that the directorship position was held; the type of directorship – executive/non-executive; the name of the company; the type of company (NFP, Government, Public, Private organisations etc) and an indication of the size of the company's operations – e.g. 1999–2003, Non-executive Director of XYZ, Not-for-Profit supporting xxxx stakeholders/revenue of xxx]*

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**Details of any experience as a senior manager/executive (reporting to an executive director/board)**

*[Please briefly describe your experience including the name of the organisation, your position, who you reported to, your responsibilities, period of time you held the position etc]*

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**Details of any experience as a professional adviser directly to boards or CEOs**

*[Please briefly describe your experience including who you worked for, your position, the names of some of the companies that you have advised, the period of time you have been involved in advising boards/CEOs]*

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**Other relevant practical experience**

*[Insert details e.g. Senior Government positions]*

*[Insert details and extent of leadership and management experience — number of people, name of organisation etc]*

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**Other selection criteria and relevant information**

**Financial literacy**

*Please provide a statement qualifying your financial literacy.*

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**Contributing to your organisation, the economy and society**

*Why have you applied for this scholarship?*

*[Please comment on how completing this program will help you enhance your skills as a director, make a more valuable contribution to the governance of your organisation and/or have a lasting, positive impact to a sector of the economy / society]*

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**Contributing to  
group discussion**

*Comment on how you would seek to add value to group discussions during the program facilitation.*

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**Directorship career aspirations**

*Comment on what you hope to achieve long-term in your directorship career.*

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**Achievements/Awards**

*[Insert details e.g. other achievements, appointments, awards etc]*

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**Confirm your time  
commitment and completing  
the assessment**

*[Please tick]*

I commit to completing any required pre-reading and to attend the program in full

I commit to completing the assessment tasks

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**Confirm your willingness  
to be profiled**

*[Please tick]*

I agree to be profiled in Company Director magazine after completing my program,  
and/or providing a testimonial for other marketing collateral (e.g. website)

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**Interests**

*[Please list some of your interests/hobbies which you may discuss socially with other directors]*

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**Academic qualifications**

**University/professional qualifications (country and year of completion)**

*[Please list. e.g. '1986 — Bachelor of Commerce']*

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**Other relevant academic qualifications (qualification provider, country and year of completion)**

*[Insert details, including course provider and course name]*

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**Testimonial contact**

**Name and contact details for referee (preferably a current member of the Australian Institute of Company Directors)**

*[Please include the name and contact details of the person who has supported your application and comments above]*

Name:

Email:

Phone:

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## Terms and Conditions

### 1. Introduction

By submitting your application for the scholarship outlined on this form (the Scholarship), you are deemed to have accepted these Terms and Conditions.

### 2. Scholarship Details

- 2.1 AICD may from time to time offer Scholarships as outlined to eligible applicants.
- 2.2 AICD reserves the right to substitute or vary any aspect of the Scholarship in its sole discretion.
- 2.3 The Scholarship is not transferable or exchangeable for other AICD products or services, and cannot be redeemed for cash nor redeemed with any other scholarship or offer provided by the AICD.
- 2.4 The Scholarship is forfeited if the successful applicant does not attend the course on the advised dates.
- 2.5 Unless specified otherwise on this form, the Scholarship does not cover travel expenses, accommodation, visas, meals or allowances.

### 3. Eligibility Criteria

- 3.1 To be eligible to apply for the Scholarship, the applicant must at the time of application and if successful, must throughout the duration of the Scholarship, be an individual who:
  - 3.1.1 Has not been disqualified from being a director of a corporation or its equivalent; and
  - 3.1.2 Is able to provide supporting documentation in respect of any responses submitted on their Application Form, and/or any verification required by the AICD in respect of their application.

### 4. Application Submission

- 4.1 Applications must be submitted by the process outlined in this form. Any applications received after the closing date will not be considered.
- 4.2 The information provided in this form must be true and accurate as at the time of submission.

### 5. Selection Process

- 5.1 Subject to meeting the Selection and Eligibility Criteria, all applications will be reviewed and considered by the selection committee. Selection committee members will refrain from assessing any applications where there is a conflict of interest.
- 5.2 The selection committee may in its absolute discretion decide not to grant any of the Scholarships if it considers that there are no applicants or not enough applicants who satisfy the Selection and Eligibility Criteria.
- 5.3 Any decision of the selection committee is final.
- 5.4 Where multiple Scholarships are available, applicants who have applied for the Scholarship in more than one (1) course location will be reviewed and assessed against other applicants who have applied for the respective course, and successful applicants will only be awarded one (1) Scholarship.

### 6. Outcome

- 6.1 Successful applicants will be notified via email within three (3) weeks after the closing date or any other such timeframe the selection committee advises.
- 6.2 Each successful Scholarship applicant ("Recipient") must:
  - 6.2.1 Comply with any AICD Policies and Procedures applicable to course participants as issued by the AICD from time to time;
  - 6.2.2 Satisfy himself or herself of any tax or visa consequences; and
  - 6.2.3 Comply with any additional requirements as described in the Scholarship offer.

### 7. Use of materials

- 7.1 Materials and content made available to Recipients as a course participant are subject to copyright and other rights owned by AICD or its licensors. All such material is protected by the Copyright Act 1968 (Cth) and other international copyright and intellectual property laws.
- 7.2 Course participants may only use the materials and content for their own private non-commercial use. No part of the materials and content covered by copyright should be copied, reproduced, modified, distributed, transmitted, or republished in any form or by any means without the written permission of the AICD.

### 8. Breach of Terms and Conditions

If a Recipient fails to comply with these Terms and Conditions, the AICD may in its sole discretion may require the Recipient to reimburse the AICD for any reasonable expenses in connection with the award of the Scholarship.

### 9. Privacy

By submitting this form, you acknowledge that you have read and understood the AICD Privacy Policy available at [companydirectors.com.au/global/privacy](https://companydirectors.com.au/global/privacy) and agree with and consent to the practices described in that Privacy Policy.

## Consent and declaration

I hereby declare and certify that the information provided in this application is true and correct and that I am not aware of any circumstances which may affect my application other than those I have disclosed in writing as part of my application. I agree to the Australian Institute of Company Directors making any enquiries it considers appropriate in relation to my application and using information obtained as a result of those enquiries and the information provided by me and considering my application. Those enquiries may include anything relevant to assess whether I am a fit and proper person, including relevant criminal history, information from public sources (including bankruptcy) and checks with people I have had dealings with in my current and previous roles. I understand that I may be asked to provide further information or consents in relation to those enquiries.

Signature: .....

Date: .....

We are unable to process this form without the declaration being signed and dated. We reserve the right to change the program at anytime.  
Australian Institute of Company Directors ABN 11 008 484 197

For further information or to enrol please contact

**Queensland enquiries**

GPO Box 73

Brisbane QLD 4001

**t:** +61 7 3222 5500

**e:** [qld@aicd.com.au](mailto:qld@aicd.com.au)

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