



2012 IVAN WOOD MEMORIAL SCHOLARSHIP FOR EXCELLENCE IN HRM

Application Package

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and



Who is Eligible?

Applicants must be currently enrolled full-time in the Bachelor of Business (Human Resource Management) at QUT and entering their final year in 2012.

How to Apply

- Applications must be typed, well presented, and address the selection criteria.
- In your application, you may include relevant additional supporting evidence (such as written references) if you wish.
- All selection criteria must be addressed

Applications should be forwarded to:

Ivan Wood Memorial Scholarship for Excellence in HRM
C/- Scholarships, Prizes and Awards Officer
Level 11, Z Block, Gardens Point Campus

Or posted to:

Ivan Wood Memorial Scholarship for Excellence in HRM
C/- Scholarships, Prizes and Awards Officer
QUT Business School
GPO Box 2434
Brisbane 4001

Or emailed as an attachment to:

bus.scholarships@qut.edu.au

For enquiries about completing the application please contact:

Dr Claire Gardiner c.gardiner@qut.edu.au

Applications Close: 4.00pm, Friday 14th October 2011

The Ivan Wood Memorial Scholarship Selection Criteria:

Selection will be based on:

- Applicants will be enrolled full-time in the 2nd year (or equivalent) of the Bachelor of Business (Human Resources Management) degree at Queensland University of Technology
- Academic merit demonstrated by a GPA of 5 or higher
- A desire to build a career in Human Resources as outlined in Part 3 of your application (see application template below). Appropriate examples would include: work experience (paid or voluntary), evidence of progress related to the QUT graduate capabilities, or engagement with a professional organisation
- Evidence of applied understanding of HRM concepts, theory and practice demonstrated in Part D of your application (see application template below)
- Evidence of personal and professional achievements and qualities

Conditions of the scholarship:

- The scholarship is valued at \$8000
- Short-listed applicants will be required to attend an interview with the selection panel
- The recipient must remain enrolled in full-time study at QUT to complete their study program
- The recipient must not currently hold another merit-based scholarship at QUT
- Enquiries can be directed to the QUT Business Scholarships Officer (bus.scholarships@qut.edu.au)
- The recipient may not change from the Bachelor of Business (HRM) during their studies, unless the change is a result of University changes
- The recipient must maintain a minimum GPA of 5 to remain in receipt of the Scholarship
- Payment: In consultation with the recipient, the Ivan Wood Memorial HRM Scholarship management panel may pay the scholarship funds in the following ways:
 - as a lump sum
 - as HECS-HELP or reimbursement if already paid
 - as a study stipend/allowance each semester

Ivan Wood

Ivan Wood was an outstanding HR executive in the Australian HR professional practice community. He was seen by his peers to personify the business-oriented HR professional and was deservedly successful in his career due to his personal and discipline-based capabilities. Ivan Wood was a role model for other HR practitioners, whether already in the field or newly entering. Many current HR professionals have been beneficiaries of his advice and capacity for mentorship.

This scholarship is offered in memory of Ivan Wood as a fitting way to remember his contribution to many HR careers and his active support for up and coming HR professionals.

Ivan Wood Memorial HRM Scholarship Sponsor: Chandler Macleod

Chandler Macleod is a full-service human capital solutions provider with diverse operations throughout Australia, South East Asia, Europe and the near Pacific. Chandler Macleod is one of Australasia's largest and most diverse HR consulting, outsourcing and recruitment companies, offering comprehensive consulting services including psychometric assessment, capability framework development, organisation design and change management, reward and REM solutions, career transition and consulting supporting

the implementation of best practice talent management approaches. Chandler Macleod's recruitment, contracting and consulting services improve the utilisation and performance of human capital in a client's organisation.

Ivan Wood Memorial HRM Scholarship Sponsor: Thiess Pty Ltd

Thiess Pty Ltd is a leading integrated engineering and services provider. It is part of Leighton Holdings – Australia's largest project development and contracting group. Thiess began in 1934 and specialises in building, civil engineering, mining, process, environmental services, utilities services, and facilities operation and maintenance. Thiess specialises in delivering high quality projects that create sustainable economic, health and safety, environmental and community outcomes. Its proud history of project development and service delivery spans Australia, Asia and the near Pacific. In particular, Thiess has had a strong presence in Indonesia since 1988.

Preparing your Application

Please follow the instructions below to set out your application

A – Cover Letter

Your cover letter must explain: (a) your reasons for applying for this scholarship, and (b) how this scholarship aligns with your career goals.

This letter is expected to be business-like in style, language, format and layout. Applicants should use this letter as a self-introduction to the selection panel.

B – Resume

Your resume should provide information to establish an overall understanding of your accomplishments to date. It should be more than a one page overview but should not contain irrelevant information.

Part 1 – Personal Details

- Family Name
- Given Names
- Student Number
- Full address for correspondence
- Email address
- Telephone number - home and work/mobile
- The course you are studying, including the major
- List any major interests (activities outside work e.g. sport, hobbies)

Part 2 - Academic Record and Professional Qualifications

Secondary Education

- Name of School
- Years attended
- List any scholarships, special awards, achievements or prizes

Tertiary Education - QUT

List any scholarships, special awards and prizes received, or other achievements

** PLEASE NOTE: You are NOT required to attach academic results from studies at QUT. The Business School will obtain these from the University Student Information System. By submitting an application, you are granting the QUT Business School permission to provide your results to members of the selection panel only.*

Tertiary Education – Other

If applicable, provide details of any OTHER colleges and universities you have attended as an undergraduate or postgraduate student, and attach certified copies of your academic transcripts. Include details of the following:

- Tertiary Institution
- Years attended
- Degree
- Class/Division/Grade Point Average
- Scholarships, special awards or prizes

Other achievements – Courses/Training

List any other courses not already mentioned or additional achievements you feel are relevant to your application. Please provide details and include any relevant documentation.

Part 3 – Career Goals

Please provide an outline of your current career goals.

Part 4 – Employment History

Paid Employment

Provide details of any casual, part-time or full-time employment.

- Dates of Employment
- Name of Organisation
- Position Held
- Responsibilities

Volunteer or Work Experience

Give details of any voluntary or work experience positions you have held.

C – Marked assignment

Attach a copy of ONE marked assignment from any unit studied at QUT. This should be an assignment which demonstrates your knowledge and critical thinking and advances the quality of your application.

D – Evidence of applied understanding of HRM concepts, theory and practice

Challenges for Human Resource Management/Employee and Industrial Relations

Your responses to these questions will help the selection panel assess your theory and practice orientation. Some evidence of research is desirable, though your responses should reflect your own thinking on the issues reflected in these questions. Please do not use quotations or reproduce others' work. Your goal should be to convince the panel that you have a thoughtful orientation to critical issues facing your profession.

Please answer THREE of the following FOUR questions (maximum length per answer: 300 words)

1. As the HR Manager of a large local council, you are convinced that flexible work and family practices will help attract and retain high quality staff. Your senior managers are opposed to the implementation of these policies in light of the current economic conditions, and are not convinced that the benefits will outweigh the costs. What points would you make to help change their opinion and persuade them to embrace and promote flexible work and family practices/policies?
2. For the first time in its history, your organisation has been knocked from its mantle of Number One in the industry sector. You are the new HR leader and have been asked to prepare an "HR Strategic Plan". It is recognised by the senior executives that "people are our most important asset" and considerable money is allocated to the HR budget. Programs exist for retention, attraction, and development. The organisation benchmarks against the competition and industry standards in these areas and compares favourably. Yet, questions are being asked as to the impact this expenditure has had on the organisation's capability to be competitive. Market conditions have tightened and costs are being examined to ensure that HR activities are concentrated on the most effective use of its budget. Various calls for the organization to become more customer-focussed, innovative and collaborative are being made. Downsizing and cost-cutting are also on the table for discussion.

Outline your approach to developing an HR Strategy, including the major headings it would cover and your process for developing it. Indicate what HR activities could be evaluated to show their business contribution.

3. Senior management is cautious about the current business scene – there is still talk that the global financial crisis may have a second wave effect. However, the strategic planning process is underway and as the HR manager you have been asked to participate in the process. Your task is to prepare a short paper which outlines the HR issues the organisation might face dealing with an economic contraction, and some high level ideas around how they might be realistically dealt with. Write the paper.
4. Describe the challenges and opportunities young HR professionals face once they have secured their first HR role. How should they address these challenges and opportunities? What kinds of actions would enhance their HR roles and future career prospects?

Checklist

Please check that you have completed the following before submitting your application:

- Addressed all the sections outlined in the application package
- Attached academic results from studies undertaken outside QUT
- Provided any supporting documentation/references relevant to the application
- Attached one marked assignment from a unit studied at QUT
- Completed the questions in Part D – Challenges for HRM/Employee and Industrial Relations
- Read the “*Applying for Scholarships or Bursaries - General Information for Applicants*” guide supplied with this application package

APPLYING FOR SCHOLARSHIPS OR BURSARIES AT QUT GENERAL INFORMATION FOR APPLICANTS

INTRODUCTION

The QUT Business School is fortunate to offer students a number of scholarships generously donated by external organisations. These organisations share a keen interest in providing financial support to students during the course of their studies and, as such, they invest a lot of time and effort in choosing scholarship recipients.

Therefore, when applying for a scholarship or bursary it is important to treat it seriously, as if you were applying for a job.

The information below will assist you to understand the scholarship process. Guidelines are also provided to help you prepare your application.

THE SCHOLARSHIP PROCESS

After the closing date for the scholarship you will receive confirmation advising you that your application has been received.

Your application will be checked to ensure that you meet the eligibility criteria (e.g. year and/or mode of study as outlined in the scholarship application package).

Your application will be copied and distributed to the short listing panel along with a copy of your academic results for any studies undertaken at QUT. Your original application is kept on file in the Faculty for one year. Work samples/videos etc will not be copied; instead they will be circulated to the panel.

The short-listing panel usually consists of representatives from QUT and the organisations sponsoring the scholarship. The short listing panel will consider your application on its merits, paying particular attention to how well you have addressed the criteria outlined in the application package.

You will be advised of the outcome of your application following this short listing process. This may take a few weeks as it depends on the availability of the short listing panel to meet.

Those applicants who have been short listed may be invited to attend an interview with the panel. The Scholarships, Prizes and Awards Officer will usually contact short listed applicants by phone to arrange an interview time, and confirm details of this in writing.

All short listed applicants will be advised of the outcome of their interview in writing. The Scholarships, Prizes and Awards Officer will advise the successful recipient by

phone. A letter confirming the outcome and further details of the scholarship will be provided to the successful recipient shortly afterwards.

***Please note:** If you have been asked to provide work samples as part of the application, arrangements will be made to have these returned to you.*

GUIDELINES FOR PREPARING YOUR APPLICATION

- ❑ Type your application. This will ensure that the information you provide is legible when it is photocopied for distribution to the short listing panel.
- ❑ Do not place the application in ring binders, folders or plastic covers. Remember, the short listing panel will only see a photocopy of your application, not the original, so the effect will be lost. A staple in the top left-hand corner will suffice.
- ❑ Remember scholarships are not offered on academic merit alone and it is important that you address all the criteria asked for in the application package.
- ❑ Only attach copies of information which is directly relevant to the application. Resist the temptation to attach information from early school years. A list of your achievements over the years may be more appropriate than copies of certificates.
- ❑ Ensure that you have provided any work samples asked for in the application package. Mark your name clearly on these.
- ❑ Check for spelling and grammatical errors. Perhaps ask someone else to read your application to ensure that the information is easily understood.
- ❑ Use the checklist at the end of the application package to double-check that you have completed everything that is required.
- ❑ Ensure the application is submitted on time. Place your application and additional materials in an envelope with your name and the name of the scholarship clearly marked.

Finally, remember that all applicants have a chance of success! The old saying - *you have to be in it to win it* - is true when it comes to scholarships.

Best of luck