



NATIONAL TRAINING COUNCIL
MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS
PRIVATE SECTOR TRAINING AND MONITORING BRANCH

PRIVATE SECTOR – FORMAL AND INFORMAL

The National Training Council through the Private Sector Training and Monitoring Branch has been tasked with the coordination of both Short/Long Term Scholarship awards for the Private Sector.

GUIDELINES AND SELECTION CRITERIA

AUTHORITY

The Authority of these guidelines is vested in the National Training Council Act (1991) Sections (5&6) and the National Training Policy (1989) Clause 6.107.

PART 1: Private Sector Formal

- 1.1 Applicants must be at least 21 years and over.
- 1.2 A candidate must be nominated by his/her employer.
- 1.3 A candidate must complete at least 3 years of employment with his/her current employer or within his/her employment sector/industry.
- 1.4 Undertaking by the employer to secure the position whilst the candidate takes leave for the studies. It is the discretion of the employer to continue to pay a candidate's salary during his/her absence.
- 1.5 The courses applied for must be relevant to the current duties and training priorities identified by the National Training Council or intended employment of the candidate upon completion of the program.
- 1.6 Employers must indicate Donor Funded training in their Three Year Training Plan and should not be held to the detriment of the applicant.
- 1.7 Preference will be given to applicants who have not yet benefited from any donor-funded scholarship.
- 1.8 Candidates should have demonstrated proven academic capacity to successfully complete the Program applied for at least at (C+ average).

PART 2: Private Sector Informal

- 2.1 Applicants should be at least 21 years and over.
- 2.2 In the case of self-employed a support letter by a Local Level Government Authority, Pastor etc; must be obtained.
- 2.3 The courses applied for must be relevant to the current individual or a group's need and training priorities identified by the National Training Council or intended employment of the candidate upon completion of the program.
- 2.4 A candidate must complete three years of practical work experience and relevant work after completion of a course from a previous sponsorship before applying again for another scholarship.
- 2.5 A candidate should have completed tertiary education or a trade certificate course.
- 2.6 Candidates should have demonstrated proven academic capability to successfully complete the Program applied for at least at (C+average).

Notes for Selections:

- 1. 20% of the Scholarship places should be awarded to various sectors in the provinces. Preference will be given to the priority provinces and only applicants residing in the provinces will be considered.**
- 2. The number of scholarship places should be shared equally on 50% basis for gender balance.**



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Expression of Interest for Donor Funded Training

SECTION A - PERSONAL PARTICULARS

Given Name (s)..... Surname:

Title: Mr Mrs Miss Ms. Dr. Others

Date of Birth:...../...../..... Gender: Male/Female

Marital Status: Married Single Others

Home Province:..... Province now residing:.....

Postal Address:.....

Telephone: (675)..... Mobile: (675)

Fax: (675)

SECTION B – EMPLOYMENT STATUS

Permanent Casual Self-employed

B (i) Current Job Title (if employed).....

B (ii) Commencement date:..... Duration:.....
(If unemployed or a student then proceed to Section C & D)

COMPANY/ORGANISATION PARTICULARS:

Name of Company/Organisation:.....

Postal Address:.....

Nature of Business:.....

Telephone: (675) Fax: (675)

Employer Type: Company NGO Church Self-employed Statutory

SECTION C - QUALIFICATION

School/College/University	Year	Cert./Dip/Degree/PGD

SECTION D: PROPOSED FIELD AND LEVEL OF STUDY

Proposed area of study: (Training Priorities)

Level of Study: TAFE/ Vocational Undergraduate
(Certificate/Diploma)

Postgraduate Doctorate
(Postgraduate Diploma) *(Ph.D.)*
(Masters)

Work attachment/
Short Term

Aid Donor: AUSAID NZAID
(Please tick (✓) only Aid donor box)

SECTION E: COMPANY/ORGANISATION’S ENDORSEMENT

(To be completed by the Head of Company/Organisation or other reputable authorities indicated in 2.2)

Name:Signature:

Title:Date:

Company Seal/Stamp:

Signature of Applicant:

NOTE:

Applicants must attach the following:

- a. Letter of nomination from the employer or relevant authorities (i.e. payment of salary or guarantee of employment after completion of training).
- b. Copy of the current job description
- c. **Original Certified** copies of educational qualifications & transcripts from institutions attended **must have the name & signature of the Commissioner of Oaths stamped on each separate page of each document. Photocopies of Certified Documents are NOT acceptable.**
- d. *Attach a Curriculum Vitae*
- e. Copy of Business Registration, Company Profile and supporting evidence of Business Activity for those self-employed candidates.
- f. Copy of Registration of Association (NGO & Churches)
- g. Character reference from employer or a reputable authority i.e. Churches, Provincial Government, Local Level Government authorities etc.

Closing Date: 31ST March, 2010

For: NZAID
RETURN ORIGINAL FORMS TO:

GRM International Pty Ltd
P.O. Box 1177
Port Moresby, NCD
Ph: 325 0188 Fax: 325 1989
Email: info.png@grminternational.com

For: AUSAID send to ;

National Training Council Secretariat
PO Box 1170
Boroko, NCD
Phone: 320 2033 Fax : 3200 639
Email: dirnte@ntc.gov.pg

FAXED OR EMAILED COPIES OF APPLICATIONS WILL NOT BE ACCEPTED

Note: All NZAID funded applications submitted becomes the property of the donor therefore all related queries must be directed to them on the address, phone, fax and email above.