



***Stretem Rod Blong Jastis mo Sefti (SRBJS)***  
**Vanuatu Australia Policing & Justice Program**

# Individual Application for Vocational Study Support Scheme

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## ENGLISH INSTRUCTIONS FOR COMPLETION OF THE APPLICATION FORM

### Who can apply?

Staff from departments and agencies within the Justice & Community Services sector and relevant non-government organisations may make applications for study support under the *Stretem Rod Blong Jastis mo Sefti* Grants Facility.

### How can I apply?

All parts of the application form must be completed and emailed or delivered in hard copy to: Capacity Development Coordinator, Louise Nasak (email: [lnasak@vanuatu.gov.vu](mailto:lnasak@vanuatu.gov.vu)), Ministry of Justice and Community Services.

**NOTE: Applications should be made no less than 4 weeks before the funding is required.**

### How can I find out more information about this Scheme?

A more detailed procedure is available and can be downloaded from the MJCS web site. Please refer to the procedure first. In the event that the procedure does not address a question that you have, please contact the Sector Capacity Development Coordinator, Louise Nasak (email: [lnasak@vanuatu.gov.vu](mailto:lnasak@vanuatu.gov.vu)), Ministry of Justice and Community Services.

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## Important information before you complete the application form

This application form is in three parts:

1. **Part 1** collects all of your personal details and the details of the selected course of study. All questions must be answered.
2. **Part 2** must be completed and by your staff supervisor, manager or Head of Agency.
3. **Part 3** covers additional documents that you may wish to include with your application.

### Important note: Equity

We welcome applications from all staff and we have particular interest in supporting applications from women, persons with a disability, and staff from Provinces where there is difficulty accessing needed development.

## Part 1: Your Details

### About you

Date

Full Name

Job Title

Dept/Unit

Agency

Location of workplace

Port Vila

Other

(please specify)

Work Phone

Personal Phone

Email

Gender

Female

Male

### The course of study

Level of Qualification:

(e.g. Cert III, Cert IV, Diploma, Degree etc)

Name of Qualification:

How long will take to complete the Qualification?

(in months, semesters or years)

Institution/ Provider:

(e.g. USP, VIT, APTC)

### Provide details of the subjects you would like to study

Date of commencement of study

(Semester start date)

Subject Number & Name #1<sup>1</sup>

Subject Number & Name #2

Have you enrolled in these subjects?

Yes I am enrolled

No, I have not enrolled yet

Has the Institution issued you an invoice?

Yes  (If yes, please attach it)

No

<sup>1</sup> Provide details of each subject to be studied during the semester.

**Why this course of study is relevant to your job**

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**What are some of the specific skills you will learn through this course?**

(Please provide comments here)

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**Outline how these skills are essential in your job**

(hint: use your job description to help here)

(Please provide comments here)

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**Do you think the skills you learn will help you to do more challenging tasks?**

If so, please provide an example.

(Please provide comments here)

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**Is this your first time enrolling in this course?**

If not, please provide information about why re-enrolment is necessary

(Please provide comments here)

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## Part 2: Management endorsement of your application

Please take this application and discuss with your supervisor or manager. Once the criteria below have been satisfied, the final approval is required from your Head of Agency.

### To be completed by your supervisor/ manager

*Please provide brief comments to explain*

1. The applicant is capable of maintaining a satisfactory level of work performance, and achieving good grades whilst undertaking these part time studies	Yes / No	Comment:
2. The content of the course is directly relevant to the applicant's job	Yes / No	Comment:
3. The course will meet some/all of the applicant's development needs which have been previously identified (e.g. as documented in a Staff Development Plan)	Yes / No	Comment:
4. The planned study is consistent with the organizational priorities	Yes / No	Comment:
5. Support will be offered to help the applicant to apply what they learn on their job	Yes / No	Comment:
6. The course will assist the applicant to take on more challenging tasks, and in the future will help them progress to more senior roles	Yes / No	Comment:

## Authorisation

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Name of applicant	Signature of applicant	Date
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I confirm that the applicant is a full time, permanent officer of my agency/organization. I endorse this application and believe that the applicant is capable of maintaining a satisfactory level of work performance, and achieving good grades whilst undertaking these part time studies.

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Name of supervisor/manager	Signature	Date
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Name of Head of Agency	Signature	Date
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## Part 3: Supporting documentation

To assist the assessment of your application, please attach relevant supporting information such as:

- ❖ A copy of your job description
- ❖ A transcript of your previous study results
- ❖ Optional - your current Performance Appraisal or development plan
- ❖ Other documents that you think will assist your application

**Please use the space below to write down the names of all the additional documentation you are providing in support of your application**

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