



Australian Government



Endeavour Leadership Program

2019 Round

Information for host organisations of
Individual Endeavour Leaders

This booklet provides information for host organisations for the 2019 round of the Endeavour Leadership Program.

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Introduction

The purpose of this guide is to assist potential organisations in hosting an Individual Endeavour Leadership Award recipient.

The information provided in this document provides:

- an overview of the Endeavour Leadership Program
- information on the responsibilities and requirements of a host organisation and/or supervisor
- information on the benefits of being a host organisation
- information on the support provided by the Department of Education and Training.

Overview

The ELP is the Australian Government's two-way mobility program for short and long-term study, research and professional development with Australia's priority partner countries. The ELP supports Australia's first National Strategy for International Education 2025 (the Strategy), which sets out a 10-year plan for developing Australia as a global leader in education, training and research, through making transformative partnerships, and expanding student, education and training professional and research mobility. The objectives of the ELP are to:

- build Australia's reputation for excellence in international education, by supporting the internationalisation of Australia's education, training and research sectors through mobility opportunities
- offer high-achieving Endeavour Leaders from Australia and overseas, opportunities to increase their knowledge and expertise in their field of study and build institution-to-institution connections
- support international education engagement between Australia and priority countries
- support government education policy priorities through mobility opportunities.

For further information on categories, duration and benefits please visit

<http://internationaleducation.gov.au/endeavour>

Definition of a host organisation

A host organisation (located in the host country) is the organisation where an individual applicant proposes to undertake their Endeavour Leadership Activity.

Host organisations can include but are not limited to; government agencies, research centres, higher education providers, universities, private companies and not for profit organisations.

It is the applicant's responsibility to find an appropriate host organisation.

Applicants for the following categories must provide at least one and no more than three completed nomination forms for each separate host organisation;

- Endeavour Research Leadership Award
- Endeavour Executive Leadership Award
- Endeavour Postgraduate (Australians only) Leadership Award

Applicants for the remaining inbound categories may only be hosted by one organisation and must provide an admission letter from that organisation;

- Endeavour Postgraduate (Masters/PhD) Leadership Award
- Endeavour VET Leadership Award

Responsibilities and requirements of a host organisation/supervisor

The type of support a host organisation is required to provide will depend on the category of Leadership Activity the applicant is applying for. The level of support required should be discussed with the applicant prior to your organisation agreeing to be their host.

The host organisation ***is required*** to provide:

- a ***supervisor*** for the recipient. The supervisor will act as the point of contact for the organisation and will be contacted by the recipient's case manager on a regular basis to monitor the progress of the recipient. The host supervisor should have the capacity to guide the recipient throughout their program to assist in achieving their objectives
- ***progress reports and a final report***. Reports are required to be completed quarterly by the host supervisor, on behalf of the host organisation. Progress reports allow the department and the recipient's case manager to monitor progress
- ***infrastructure*** for the recipient, including but not limited to a computer, desk, chair, lab/library access
- a ***work or research plan*** with clear mutual objectives. This should be established with the recipient prior to the commencement of their program.

Individual Endeavour Leaders have a defined end date and no extensions past this date are permitted. The supervisor should be familiar with these dates for their recipient and provide guidance, where possible, to ensure that the target timeframe is met. Any difficulties or delays with timeframes should be discussed between the recipient and their case manager and noted by the supervisor in the progress report form.

The host organisation ***will not*** be required to:

- ***make any payment*** to the recipient. Individual Endeavour Leaders receive a monthly stipend for the duration of their Leadership Activity, together with tuition fees (if applicable) travel and establishment allowances.
- ***provide travel or health insurance***. Travel and health insurance is provided to all Endeavour Leaders. It is however expected that the host organisation will have existing public liability, workplace health and safety insurance that will cover the recipient and the host organisation.

Sanctioned fields and/or organisations

Endeavour Leaders can undertake any field/topic of study, research or professional development; however the Australian Government sanctions certain topics and/or overseas organisations. More information about sanctions can be found at the Department of Foreign Affairs and Trade <http://www.dfat.gov.au/sanctions/about-sanctions.html>.

Should a recipient propose to undertake a sanctioned topic for their Endeavour Leadership Activity or have studied or been employed at a sanctioned organisation they may not be eligible to undertake their Leadership Activity without approval from the Department of Foreign Affairs and Trade prior to their commencement.

It is the responsibility of the host organisation to check sanctioned fields and/or organisations prior to accepting to act as a host for an applicant.

Benefits of being a host organisation

Individual Endeavour Leaders will become international ambassadors for your organisation. Hosting an

Individual Endeavour Leader will also:

- enhance and strengthen your organisation's international networks and provide opportunities for future collaboration and research
- provide your organisation with an opportunity to support and develop people-to-people and country-to-country linkages,
- provide an additional resource to contribute to your organisation

Australian organisations who host an Endeavour Research Leadership Award recipient will receive a contribution of \$1,500 (per recipient) towards the provision of research materials and facilities required to host a research leader.

Support services

A Support Services Organisation has been appointed by the Department to provide post-selection support services to Endeavour Leaders. The service will assign a case manager to each recipient who will:

- support the recipient to successfully prepare for and undertake their Leadership Activity, complete their Award by the end date.
- liaise with the host organisation at the commencement of the recipients' leadership activity to confirm placement details and dates
- provide advice to on health, travel, insurance and accommodation (where applicable)
- ensure that recipients' adhere to their Award requirements and monitor their progress and wellbeing
- administer recipient's payments
- collaborate with host organisations to facilitate a rewarding experience
- liaise with the host organisation contact officer in the event that any critical incident occurs. This will ensure an effective and collaborative approach to securing and maintaining the recipient's safety and wellbeing.

Next steps

All Individual Endeavour Leadership Program applicants must provide supporting documentation at the time of application which confirms their placement with a host organisation. Without this documentation, an application will be deemed incomplete and therefore ineligible. Documentation varies depending upon the category.

Section 5 in the Applicant Guide provides further information on required supporting documentation.

- Individual Applicants for the following categories require one **letter of admission** from their chosen organisation.
 - Endeavour Postgraduate (Masters/PhD) Leadership Award
 - Endeavour VET Leadership Award

The organisation may choose to provide a full or conditional letter of admission (offer letter) to the applicant and this must be for the 2019 academic year.

1. Applicants may list up to three host organisations
2. Individual applicants for the following categories require at least one completed **nomination form** from each proposed host organisation to support their application.
3. The nomination form confirms the applicant's *proposed* placement with their chosen organisation,
 - Endeavour Research Leadership Award (Including Cheung Kong)
 - Endeavour Executive Leadership Award
 - Endeavour Postgraduate (Australians only) Leadership Award

Completing a host nomination form does not guarantee an offer of an Endeavour Leadership Award; however information about the host organisation allows the selection panel to assess an application against the relevant selection criterion regarding potential host, program, linkages and/or benefits.

A host's commitment at this stage of the application process is considered to be 'in-principle'. If the applicant does not receive an offer, or at the time of the commencement of a recipient's proposed program a host is no longer able to host the recipient, then they will be under no obligation to continue their support.

Nomination forms must be submitted via the electronic nomination form generated by the applicant through the Endeavour Online system. A senior official physically located in the host country at the host organisation must confirm via the nomination form that an applicant's language ability is suitable for their proposed program. This form will be emailed automatically to you once the applicant has entered their host's details into their application. Nominations are confidential and cannot be viewed by the applicant.

If a nominator declines to provide a nomination the applicant will be notified. If the nominator wants to withdraw their nomination after completion, they may contact Scope Global elp.enquiries@scopeglobal.com to action this request. The applicant will be notified.

Further details

If you have any further questions, please contact the support services organisation elp.enquiries@scopeglobal.com