



MINTRAC Undergraduate scholarship

Eligibility criteria and conditions

What is the purpose of this scholarship?

MINTRAC is offering scholarships to people of all ages interested in a career in the Australian Meat Industry, to attend a university or other tertiary institution (for example a TAFE or college) for full-time study to gain a qualification relevant to the meat processing industry. The purpose of the scholarship is to encourage people to join the meat industry and undertake qualifications which will benefit the meat processing industry in the future.

Who is eligible for a scholarship?

In order to be eligible for this scholarship, students must:

- be undertaking fulltime tertiary studies for the first time
- be studying for a qualification which is relevant to the meat processing industry
- be a permanent Australian resident
- agree to work in a meat processing plant for six weeks per annum for the duration of the qualification with the intent to continue employment with the plant on completion of the qualification
- agree to participate in the MLA Undergraduate Program in the summer break prior to their final year of study
- have written support from a meat processing plant which is a meat processing levy payer indicating:
 - how the student will be employed throughout their study
 - a proposed career plan for the student
 - where the student will likely be employed in the company on completion of their studies
 - how the qualification will benefit the plant and the industry.

What financial support is available through the scholarship?

The scholarship provides grants of up to \$2,500 per semester for full time study to contribute towards the costs for a student to gain a qualification at a tertiary institution. Costs that are covered by the scholarship may include the following.

- Course costs (including HECS liabilities and union/student association fees)
- Accommodation (on condition that the student cannot live at home) whilst undertaking the course. MINTRAC's approval of accommodation costs must be sought before claims can be made. Proof of payment of accommodation is necessary for reimbursement.
- Course-related books, equipment and travel expenses can also be claimed – approval must be gained from MINTRAC before claims can be made.

Approval for claims must be sought from MINTRAC prior to claims being made. For information on how claims can be made, refer to the *Guide to claiming your scholarship funds*.

A bonus \$200 allowance may be awarded to applicants on successful completion of their qualification and submission of a case study and scholarship evaluation questionnaire.

The extent of the financial support available will be determined by MINTRAC and will be subject to availability of funding from Meat and Livestock Australia (MLA).

What am I committing to?

In applying for a MINTRAC scholarship, you are:

- agreeing to meet the conditions of the scholarship as set out in this document
- committing to 6 weeks paid work per annum for the duration of the scholarship
- indicating a willingness to commit to employment at a meat processing plant on completion of the qualification should a suitable position be available.

How do I apply?

Download the application form from the MINTRAC website www.mintrac.com.au. Submit a completed application form to MINTRAC with the following attachments:

- proof of acceptance to a tertiary institution for study (if you have not yet received your university placement, you may still apply – successful applicants will be awarded scholarships pending acceptance into nominated courses)
- transcripts of results and copy of award for previous qualifications
- letter of application from the student
- letter of support from the company
- results of previous semesters if this is not your first semester in the course

There is no closing date for applications.

What then?

Scholarship applications will be reviewed by the MINTRAC Project Officer. Applicants will be allowed two weeks to provide further information if required. The applications will be evaluated by a selection committee. Scholarships will be awarded based on:

- the ability to meet the eligibility criteria of the scholarship
- the relevance of the studies to the industry
- the quality of the application.

Scholarships are subject to the availability of funding. The amount of funding support provided to the student is subject to the decision of MINTRAC.

Successful students will be notified of their scholarship in writing.

Scholarship conditions

- Full-time study must be completed in the minimum length of time for the qualification.
- Applicants are eligible for financial support towards the costs of the qualification. Costs that may be covered include course costs (including HECS liabilities and union/student association fees), books equipment, travel costs and accommodation, on condition that the student cannot live at home whilst undertaking the course.
- Grants to successful applicants will be awarded throughout the year. In subsequent years priority for ongoing grants will be given to existing scholarship holders subject to continued financial sponsorship of the scholarship scheme by Meat and Livestock Australia (MLA).
- The student must commit to spend at least 6 weeks per annum for the duration of the scholarship working in a meat processing plant.
- A company mentor is to be identified and will be required to submit a progress report for the student at the end of each year and sign a declaration that they are willing to support the scholarship for a further 12 months.
- Students must be vaccinated against Q fever and follow all health, hygiene, safety and other workplace and regulatory requirements at meat processing plants.
- Applicants are to submit a progress report to MINTRAC each semester.
- Claim forms and proof of payment for reimbursement of expenses should be sent to MINTRAC. Proof of payment must be acceptable by the Australian Tax Office for auditing purposes (e.g. tax invoice format with an ABN). MINTRAC's approval of accommodation costs must be sought before claims can be made. Proof of payment of accommodation is necessary for reimbursement.
- Payments will only be made once the following have been received by MINTRAC:
 - student progress reports
 - contact details updates
 - course results
 - company confirmation of employment and progress at the plantReports are to be received by MINTRAC within 30 days of due date. The scholarship may be terminated if reports are not received, or there has been no communication from the student to MINTRAC.
- Payment of claims is subject to the presentation of proof of successful completion of each subject undertaken. Failure of a subject may result in the discontinuation of the scholarship.
- Students may be requested to participate in marketing activities from time to time (eg attend a conference, have a story written about them, have their photos in promotional material).
- Within one month of completion of the qualification the student must provide a case study detailing how the scholarship benefited the student, the plant and the meat industry together with an evaluation of the scholarship program
- On acceptance of the case study and evaluation, MINTRAC will pay the student a \$200 bonus allowance.
- On completion of the qualification students are expected to indicate a willingness to be employed at the sponsoring plant should a suitable position be offered.