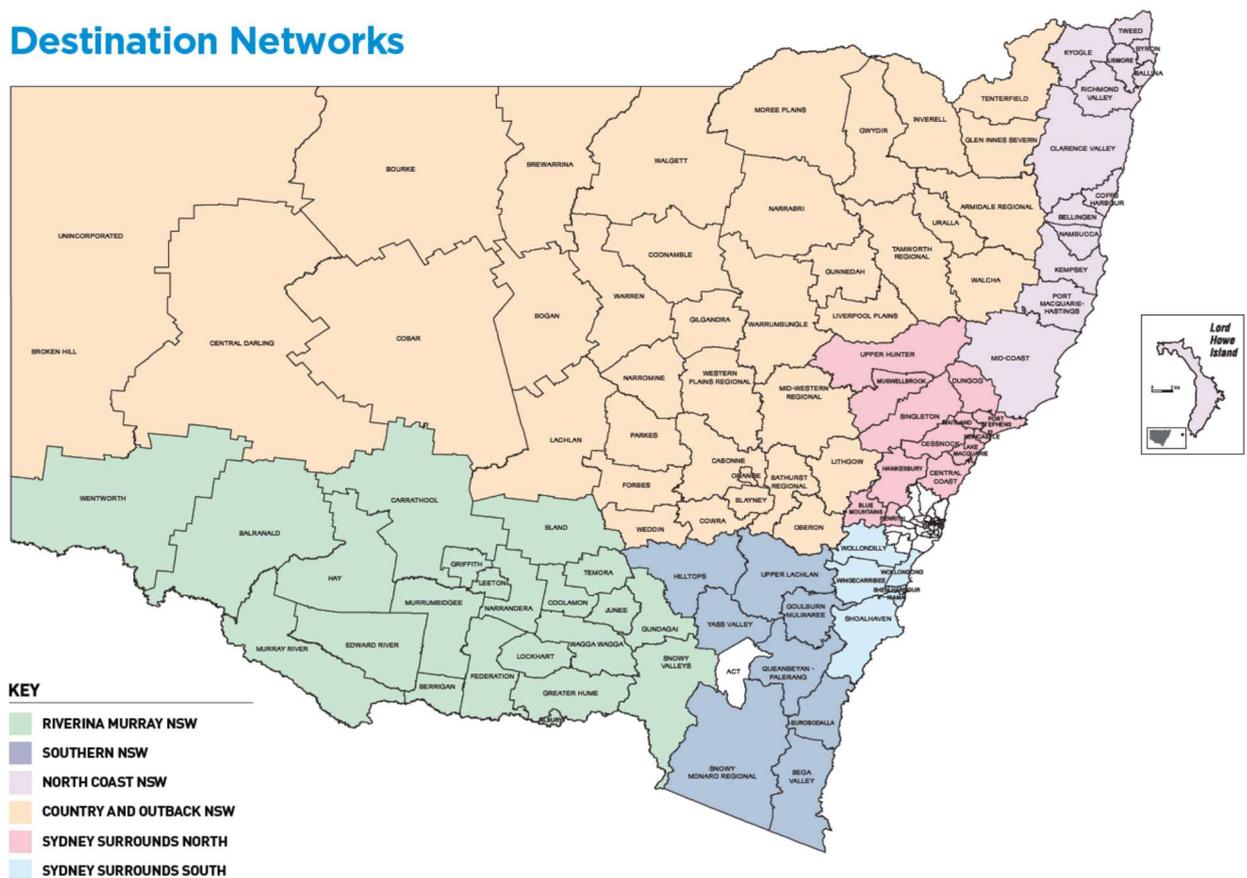


# TERMS AND CONDITIONS OF APPLICATION TO THE MEA SCHOLARSHIP: DIPLOMA OF EVENT MANAGEMENT

## Eligibility Criteria:

1. Two (2) Scholarships will be awarded per Destination Network (twelve (12) in total).
2. Each Applicant can only apply to the Destination Network that they are resident of for the purposes of undertaking the Scholarship.
3. The only applicable six (6) Destination Networks are:

## Destination Networks



4. Applicants must be new applicants only and not already enrolled in the same course with any registered training provider.
5. Applicants must have a minimum high school or equivalent status at the time of applying.
6. Applicants must be Australian citizens or Australian permanent residents at the time of applying.
7. Applicants can only apply once.
8. Each successful Applicant will be required to complete all twenty (20) Units of Competency in the SIT50316 Diploma of Event Management ('the Diploma) to satisfy the Scholarship criteria

within two (2) years from the date of acceptance. The successful Applicant must ensure they are fit and able to undertake the Scholarship prior to acceptance.

9. The successful Applicant will be required to complete the first two (2) units of the Diploma within six (6) weeks of completing the onboarding process.
10. The successful Applicant will be required to reimburse Destination NSW for any incomplete Units of Competency at a cost of \$400 (excluding GST) per Unit.
11. Applicants must also satisfy the Terms and Conditions of Enrolment and the Diploma as prescribed and provided by MEA and located here.
12. Employees of Destination NSW and MEA, and members of their respective immediate families are not eligible to participate in the Scholarship. "Immediate family member" means spouse, de facto spouse, parent or step-parent, natural or adopted child, and sibling (whether natural, or adopted by a parent), whether or not they live in the same household as the employee.
13. Any person who has a direct conflict of interest with the Scholarship, or the eligibility criteria will not be able to apply or participate in the Scholarship. If a conflict of interest arises during the course of participation in the Scholarship, the successful Applicant must advise MEA and Destination NSW as soon as possible in order to mitigate the conflict.
14. Entrants must comply with all of these Terms and Conditions for their Application to be valid.
15. Chance will not play any part in the determination of this Scholarship.

#### **Application Process:**

1. Each Applicant is required to apply online via [www.meetinnsw.com.au](http://www.meetinnsw.com.au) for the MEA Scholarship, being an enrollment into the SIT50316 Diploma of Event Management with MEA. This scholarship cannot be transferred to another training provider.
2. Applications will be accepted until the close date (to be published online) and will be judged thereafter by a panel of three (3) members, being one (1) from:
  - Destination NSW
  - Meetings and Events Australia (MEA); and
  - 1 x Destination Network representative.
3. Destination NSW and MEA will not take responsibility for any corrupt, lost or incomplete applications. Any incomplete or corrupt applications will be discarded. Destination NSW and MEA will not be responsible for any technical or telecommunications problems, including security breaches. If such problems arise, then Destination NSW or MEA may modify or terminate the Scholarship.
4. Any queries or questions an Applicant may have are to be presented to [conferencing@dnsw.com.au](mailto:conferencing@dnsw.com.au). Any questions of public interest will be updated on the website from time to time.
5. Applications are to be processed online and via the form provided. No additional documents and pages will be accepted.
6. No late submissions will be accepted whatsoever.

7. Each question (six (6) questions in total) will have a weighting of 15%. Additionally, the applicant will be asked to submit a testimonial/letter of support from an individual willing to act as a support/mentor role throughout their studies (this may be an employer or other professional supportive of their academic endeavors). The letter of support will have a weighting of 10%. These questions are noted in the application form. The scoring is based on the scoring matrix outlined below:

The scoring guidelines for questions with a maximum score of 15 are as follows:

Score	Guidelines
0	No response given
4	A poor response which does not adequately answer the question posed and provides no supporting rationale or additional supporting information
8	A moderate response that provides a basic answer to the question posed but that lacks depth and offers limited supporting rationale (if any)
12	A good response that has answered the question posed and which offers a sensible rationale supported by data (where relevant) but where some inconsistencies remain
15	A strong and coherent response that offers a complete answer to the question posed, and provides a well-reasoned rationale and robust data (where relevant) or other information to support the rationale.

8. The Panel will select up to five (5) shortlisted applicants per Destination Network, who will be invited for a phone or video conference interview.
9. Two (2) applicants from the shortlisted applicants will be offered the scholarship in each Destination Network.
10. Successful Applicants will be notified via e-mail.
11. Applicants may request feedback on any unsuccessful Applications, with feedback to be provided within a reasonable timeframe.
12. The Applicant is responsible for notifying MEA if they have a medical condition or disability or require assistance in their training.
13. It is the Applicant's responsibility to ensure they have onboarded into the Diploma accurately and by the time required.
14. It is the Applicant's responsibility to note the commencement date, time and location of the course as advertised, in line with item 8 of the Eligibility Criteria.
15. MEA reserves the right to terminate an Applicant who has a history of inactivity during the course of the program.
16. MEA has the right to change a Trainer/Assessor at any time without notice.

17. If the termination, decline or change is not due to an Applicants breach of these Terms and Conditions, the Applicant will not have recourse to choose a substitute class or substitute course.
18. Successful Applicants who participate in courses involving physical activity; field trips, practical demonstrations etc. do so at their own risk. MEA's students are covered by MEA's public liability insurance whilst working within the MEA premises. Evidence of this may be provided upon request.
19. Should an Applicant be found to be interfering or tampering with the conduct of this Scholarship or Application (including the use of any hacking programs or aid from a third party), the Applicant will be automatically disqualified by Destination NSW or MEA and will be held liable for any claims, loss or damage associated with the interference or tampering. Destination NSW or MEA also reserves the right in its sole discretion to disqualify any individual who it has reason to believe has breached any of these terms and conditions, or engaged in any unlawful or other improper misconduct calculated to jeopardise the fair and proper conduct of the Scholarship.
20. Abusive behaviour, including any use of harassing, negative, illicit or profane language at any time during the Application period or throughout the Scholarship will not be tolerated and will also constitute grounds for immediate disqualification.

#### **The Diploma:**

1. The Diploma is a SIT50316 Diploma of Event Management, which is designed to accommodate study by distance learning for people already working in the events industry in regional NSW. Each scholarship is worth AUD \$7,500 (excluding GST). The cost per Unit of Competency is worth AUD\$4505 (excluding GST). No additional funds or grants will be provided to the successful Applicant and the successful Applicant will be responsible for any other costs relating to undertaking the Scholarship, including costs of additional textbooks, travel, electronic equipment, internet services and or phone services.
2. The Diploma will also include MEA membership for the successful Applicant, for one (1) year. The period of membership commences on the date the student signs the MEA application form.
3. The Scholarship and Diploma are not transferable, nor is it redeemable for cash. The Scholarship and Diploma may only be used for the SIT50316 Diploma of Event Management, and may not be utilised for any other course or reason.
4. There will be no reimbursement for travel and other expenses throughout the Scholarship, and undertaking of the Diploma.
5. Successful Applicants are responsible for the safe storage of their Certificates and Statements of Attainment. If an Applicant requires a reissue of their Certificate or Statement of Attainment, a certificate re-issue fee of AUD\$80 will be charged.
6. The successful Applicant will be expected to complete the Diploma within two (2) years of commencement, notwithstanding items 7 to 9 below. Should the Diploma not be completed

during this time, the successful Applicant will be required to refund Destination NSW for the cost of undertaking the course. If there is a genuine reason as to why the Diploma is unable to be completed during this time, the successful Applicant must advise Destination NSW or MEA as soon as possible to avoid recourse under this item.

7. If a successful Applicant is deemed not yet competent on completion of all twenty Units of Competency they will be offered an opportunity to be reassessed on the Units that they were not deemed competent. An additional cost of AUD\$400 (excluding GST) will apply to a third or subsequent requests for reassessment. This cost will be the responsibility of the Applicant and will not be at the cost of Destination NSW or MEA. If a successful Applicant is required to be reassessed for any Unit of Competency, they will be provided with further guidance from their trainer prior to reassessment. This will only apply to one period of reassessment.
8. If a successful Applicant is deemed competent in some but not all the Units of Competencies required, a Statement of Attainment will be issued and the student will be given a two month period from the date of marking to undertake reassessment if required.
9. Should the successful Applicant need to recommence a course due to failure of a Unit or due to an acknowledged grievance, they will have three (3) months from date of removal from the course to recommence. After this time the scholarship will be deemed forfeited.

#### **Consumer Guarantee:**

MEA guarantees that the services provided will be provided with professionalism, due care and skill and fit for any specified purpose (express or implied) provided within a reasonable time (when no timeframe is set for the training).

#### **Privacy and Disclaimer:**

1. The Applicant must read and adhere to the Destination NSW Privacy Policy located at: <https://www.destinationnsw.com.au/privacy-policy>
2. The Applicant acknowledges that the information provided has been collated from 3<sup>rd</sup> parties and may include information that may be incorrect at the time of applying and is subject to change from time to time. Destination NSW and MEA take no liability in relation to any loss or damage whatsoever caused by the Applicant in applying for this Scholarship, or undertaking The Diploma.
3. Destination NSW and MEA will collect information (including personal information) from all applications and use it for the purposes of this Scholarship and its associated purposes (including publishing of the successful Applicants name on the Destination NSW and/or MEA website for the purpose of this Scholarship). Applicants consent to Destination NSW and MEA disclosing information, including personal information, to third parties for the purposes of the Scholarship, in line with the Privacy Policy.
4. Destination NSW or MEA are not responsible or liable whatsoever for any content or materials published by a third party in relation to this Scholarship. Further, the successful

Applicant will not hold Destination NSW or MEA liable for any loss, claim or damage they may incur as a result of any content or material published by Destination NSW or MEA in relation to this Scholarship.

5. By accepting the Scholarship, the Applicant consents to Destination NSW and MEA using their details for promotional purposes. The Applicant also agrees to be available for media and publicity activities including the right to be photographed and filmed for marketing and promotional purposes (details to be advised).
6. Destination NSW and MEA make no representations or warranties as to the quality/suitability of any of the goods or services offered. Destination NSW and MEA are not liable for any loss suffered or sustained, to person or property and including, but not limited to, consequential (including economic) loss by reason of any act or omission, deliberate or negligent, by it, or its agents, in connection with the arrangement for supply, or the supply, of any goods or services connected with this Scholarship.
7. Destination NSW and MEA shall not be liable for any loss or damage whatsoever that is suffered by any Applicant (including but not limited to indirect or consequential loss), or for any personal injury suffered or sustained as a result of undertaking the Scholarship, or death except for any liability that cannot be excluded by law.
8. If the Scholarship is not capable of running as planned due to any reason, including unauthorised intervention, fraud, epidemic, pandemic, or any other causes beyond the control of Destination NSW or MEA, which corrupt or affect the administration, security, fairness, integrity or proper conduct of this Scholarship, Destination NSW and MEA reserve the right (subject to any applicable law) in its sole discretion to cancel the Scholarship and/or disqualify any individual who has tampered with the entry process. Should this occur, Destination NSW or MEA may choose not to reconvene the Diploma or Scholarship.
9. Under Australian Privacy law, Applicants may access personal information that Destination NSW or MEA holds about them and seek correction of that information at any time. If Applicants no longer wish Destination NSW or MEA to notify them of initiatives that Destination NSW or MEA considers may be of interest to them, they may notify Destination NSW by email: [conferencing@dnsw.com.au](mailto:conferencing@dnsw.com.au). If Applicants choose this option, Destination NSW and MEA will destroy any personal information that it holds about them.
10. These Terms and Conditions do not affect, and are not intended to affect, any rights or remedies a consumer might have, which cannot be excluded under applicable consumer protection laws.
11. Conditions of Entry are governed by the laws of New South Wales, Australia and the parties submit to the non-exclusive jurisdiction of its courts for the resolution of any dispute, difference, controversy or claim arising in connection with these Terms and Conditions and/or this Scholarship.
12. The successful Applicant acknowledges that MEA will provide a monthly report to Destination NSW outlining the progress of each of the Scholarship recipients (including information on unit progress, and applicant participation).

### **Cooling Off Period:**

1. MEA protects the rights of the learner including but limited to the statutory requirements for cooling-off periods.
2. Successful Applicants are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the MEA Manager (a letter or email is acceptable) within 10 business days of enrolment, unless the student has already commenced the training. No refunds will be allowed.
3. Destination NSW and MEA will have the right to select a substitute successful Applicant in the case that item 2, above occurs.

### **Complaints and Appeals:**

If a successful Applicant is experiencing any difficulties, they are encouraged to discuss their concerns with Senior Management. MEA administrative staff will make themselves available at a mutually convenient time if an Applicant wishes to seek assistance.

If a Staff member or successful Applicant wishes to make a formal complaint they are required to complete a Complaints and Appeals Form, which is included in the Student Handbook (Section 20). Once the form has been completed, the form should be submitted to the MEA for action.

Refer to the Student Handbook for more details on the complaints and appeals process.

### **Credit Transfer:**

1. MEA recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.
2. Refer to the Student Handbook (Section 18) or contact the office for the procedure on how to apply for a Credit Transfer.
3. Credit Transfers will only be permitted for any additional courses the student wishes to enroll in, and not the Scholarship course itself.

### **Language, Literacy and Numeracy:**

Language, Literacy and Numeracy (LLN) support is available to provide Applicants with advice and support services in the provision of language, literacy and numeracy assessment services. Applicants needing assistance with their learning is to be identified upon enrolment. Trainers and staff within MEA can provide students with support to assist the student throughout the learning process.

LLN skills are generally included and identified in Training Packages and accredited course programs. In identifying language, literacy and numeracy requirements, students' are required to have basic skills in:

- Count, check and record accurately

- Read and interpret
- Estimate, calculate and measure

### **Support Services:**

MEA caters to diverse client learning needs and aims to identify and respond to the learning needs of all clients. Clients are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion, through their trainer or MEA staff.

MEA is committed to providing clients requiring additional support, advice or assistance while training. Please see the Student Handbook on the types of support provided by MEA.

To achieve this and to ensure the quality delivery of training and education, MEA provides client vocational counselling to improve and extend training outcomes. Applicants are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with MEA for further counselling and/or assistance.

### **Legislative and Regulatory Requirements:**

All successful Applicants will undergo an induction with MEA, which will include their rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Successful Applicants are issued with a Student Handbook, which also includes the successful Applicants rights and responsibilities that will affect their participation in vocational education and training.

The Successful Applicant acknowledges that they must observe MEA's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

### **Changes to Agreed Services:**

Where there are any changes to the agreed services that will affect the learner, including in the event of MEA terminating as an entity, MEA will advise the learner as soon as practicable. This includes changes to any new third party arrangements or a change of ownership or any changes to existing third party arrangements.

### **Other:**

#### **Duration of the Diploma**

#### **Recommended Self-Paced Hours:**

Minimum of 10 hours per week for 75 weeks

### **On-the-job / Work Based**

Students will be currently working in the industry and where possible will use their workplace to plan and conduct assessment activities and complete required projects.

2 days per week (7 hours per day) for 75 weeks

### **The training also includes:**

- Regular coaching calls from the qualified Trainer/Assessor
- Access to MEA Professional Development Program

### **Event Management Workshop Program (in addition to online tuition)**

Six (6) workshops, of two (2) days length each.

Conducted over a two (2) year period.

The workshops can be attended in person or accessed online.

Applicants must meet the following criteria also:

### **Digital Devices**

Students should provide their own digital device for the training workshops, and be required to access the internet to complete online activities. Students must also have the required video conferencing tools to undertake the activities.

### **Basic Event Industry Knowledge**

Students must be currently employed in the event management or relevant industry (as deemed by MEA) with a minimum of (one) 1-year experience and have some experience working in event management, or have customer service or hospitality experience.

MEA reserves the right to qualify relevant work experience or employment.

### **Reading and Writing**

Students must be able to read, comprehend and write a range of texts within a variety of contexts.

### **Oral Communication**

Students must be able to use and respond to spoken language including some unfamiliar material within a variety of contexts.

### **Numeracy and Mathematics**

Students must be able to recognise and use a variety of conventions and symbolism of formal mathematics. Students must be over the age of 18 years.

### **Mode of Assessment**

Assessments will be conducted via self-paced activities using an online platform. Students will also be asked to use their current work places where possible, to plan and conduct assessment activities, and have their Supervisor complete third-party reports.

### **MEA Membership**

All students who enrol in the full Diploma course will receive a 12 month individual membership subscription to Meetings & Events Australia (MEA) if they or their organisation are not already members.

If you are unable to complete your course, due to changed personal circumstances, MEA agrees to honour the membership for one (1) year. This membership period commences on the date that the individual student signs the MEA application form.

This membership entitles students to attend MEA Professional Development events in their State or Territory at the student rate. Membership of MEA also allows Diploma students to attend all networking events and the MEA National Annual Conference at the discounted student member rate.

Course fees cannot be claimed as a tax deduction under Australian law.