**A picture containing company name

Description automatically generated2023-24 *Change Our Game* Professional Development Scholarships Program**

**GUIDANCE DOCUMENT**

This document is not the application form. This document is intended to support applications to the Professional Development Scholarships Program (the Program). It may be useful to facilitate a conversation between the Eligible Candidate (the individual) and the Eligible Applicant (the organisation) for the Learning and Executive streams. As well as assist Eligible Candidates with their applications to the Next Generation Leaders and Governance Streams.

Individuals completing this document are encouraged to read the [Program guidelines](https://changeourgame.vic.gov.au/__data/assets/pdf_file/0021/200649/Professional-Development-Scholarship-Program-Guidelines-2023.pdf).

**As an organisation you can use this document to**:

* Promote the Program to women within your organisation
* Assist you in writing and submitting an application via the Grants Online Portal, for women within your organisation

**As an individual you can use this document to**:

If applying to the Learning and Executive streams

* Approach your Manager and discuss a potential application to the Program
* Provide your Manager with the necessary information for your organisation to submit an application that supports you as the Candidate (the individual)

If applying to the Next Generation Leaders and Governance Streams

* Brainstorm and have your responses at hand when applying to the Program via the Online Portal

**Steps to complete this document**:

1. The Candidate (the individual) should complete the sections below and return it to the Nominating Applicant (the organisation) for further discussion
   * Note, for the Next Generation Leaders and Governance Streams the Candidate (the individual) submits the application and does not require a Nominating Applicant
2. The Nominating Applicant (the organisation) will decide whether to support the Candidate (the individual)
3. The Nominating Applicant (the organisation) will need to submit an application to the Program via the Grants Online Portal:
   * [Learning & Executive Streams](https://businessvic.secure.force.com/PublicForm?id=cogpdsple2324)
   * [Next Generation Leaders and Governance Streams](https://assist.business.vic.gov.au/PublicForm?id=cogpdsp-gsng)

Please [email](mailto:changeourgame@sport.vic.gov.au) the Office for Women in Sport and Recreation if you have any questions regarding this document or the Program.

**Learning & Executive Streams**

|  |  |
| --- | --- |
| **Section 1 – Candidate details** | |
| Title |  |
| First name |  |
| Surname |  |
| Pronouns |  |
| Organisation |  |
| Position |  |
| Mobile |  |
| Email |  |
| Postal address |  |
| Local Government Area |  |
| **Section 2 – Stream information** | |
| Stream/s I would like to be nominated for |  |
| I confirm I am eligible for this Stream |  |
| **Section 3 – Assessment criteria (please only complete sections that apply to your Stream)** | |
| Describe your current position in the sport and active recreation sector and previous relevant work experience |  |
| How will this opportunity support my professional development and career aspirations? |  |
| How will this opportunity benefit the organisation nominating me and/or the sport and active recreation sector more broadly? |  |

|  |  |
| --- | --- |
| **Section 1 – Candidate details** | |
| Title |  |
| First name |  |
| Surname |  |
| Pronouns |  |
| Organisation |  |
| Position |  |
| Mobile |  |
| Email |  |
| Postal address |  |
| Local Government Area |  |
| **Section 2 – Stream information** | |
| Stream/s I would like to be nominated for |  |
| I confirm I am eligible for this Stream |  |
| **Section 3 – Assessment criteria (please only complete sections that apply to your Stream)** | |
| Describe your current position in the sport and active recreation sector and previous relevant work experience |  |
| Describe your experience with management or board positions (if applicable) |  |
| How will this opportunity support my professional development and career aspirations? |  |
| How will this opportunity benefit the organisation I currently work in and/or the sport and active recreation sector more broadly? |  |

**Next Generation Leaders and Governance Streams**