



**Premier
& Cabinet**

Graduate Diploma in Public Administration 2012 NGO Scholarship Application Process



**June 2011
Public Sector Workforce**

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1. Introduction

The NSW Department of Premier and Cabinet funds up to 5 NGO scholarships annually in the Graduate Diploma in Public Administration.

The Diploma is an 18 months course offered by the Graduate School of Government at the University of Sydney. It encompasses important themes of study relevant to contemporary organisations including leadership and strategic administration, Commonwealth/State/Local relations and whole of government policy development and program implementation.

The target group is high potential employees currently working in management roles or with the capacity to move into a management position.

Applications for the 2012 intake should reach the Department of Premier and Cabinet by close of business on **Friday 19 August 2011**.

2. Information for Organisations

2.1 Nomination process

Each organisation is asked to:

1. Disseminate information about the courses to staff and managers as soon as possible with an appropriate internal deadline for applications.
2. Select and prioritise high potential applicants using a merit selection process and the Selection Criteria Matrix on page 8. [Please note that organisations are responsible for assessing applicants. DPC allocates places to organisations not individuals].
3. Rank applicants in order of priority using the Applicant Ranking Form on page 8.
4. Obtain CEO endorsement for the nominated applicants.
5. Keep one copy and forward the original and a copy of all applications and the applicant ranking to DPC by close of business on **19 August 2011**.

2.2 Post-nomination process

1. DPC advises organisations of the funding outcome.
2. Organisations advise successful and unsuccessful applicants of the outcome.
3. DPC forwards original applications to the Graduate School of Government.
4. Graduate School of Government contacts applicants to advise about acceptance outcomes and enrolment requirements.

2.3 Costs not centrally funded

Students generally purchase course materials and text books and seek organisation reimbursement (approx \$285 per student split into two payments).

Student travel to and from each subject and accommodation are not included in course fees.

Please note that student deferrals or withdrawals may incur a cost to the organisation (see section 3.4).

2.4 Merit selection

In order to achieve the greatest return on investment for the NSW Government and non government organisations it is essential that a formal merit selection process be applied to all applications.

2.4.1 Workforce planning

Consideration of workforce planning needs is an important first step in the selection process, including for example:

- Current and future gaps in management/leadership positions
- Targeting of high need areas (eg. business units, geographic areas)
- Targeting of EEO groups
- Targeting of Indigenous applicants to fill designated places.

2.4.2 Selection and ranking

Applicants address selection criteria in the application form. A Selection Criteria Matrix (see page 7) has been developed to assist merit selection and the ranking of applicants where multiple applications have been received. Organisations may also wish to seek advice from line managers to inform the assessment process.

- Endorsed applicants should be ranked in order of priority using the Applicant Ranking Form on page 8.
- Total assessment scores from the Selection Criteria Matrix should be included.
- Only applicants considered to be high potential should be listed.

2.4.3 High potential applicants

When identifying which employees are high potential, organisations are asked to consider the following:

- Does the employee display the skills, knowledge and personal attributes necessary for high performance
- What is their level of engagement with work and the work environment
- Do they have sound management capability
- What is their level of experience, particularly in terms of:
 - Demonstrated leadership of teams
 - Analysis and decision making skills
 - Understanding and addressing of policy challenges
- Do they have the ability to undertake senior management/executive roles?

2.4.4 Capacity to complete the course in specified time-frames

Consideration should also be given to the work and personal commitments of each applicant, as withdrawal or deferral may lead to financial penalties for the organisation.

2.4.5 Executive endorsement

All ranked applications must receive CEO endorsement prior to submission to DPC.

2.5 Further information

2.5.1 Enquiries

Organisations can direct enquiries to courses@dpc.nsw.gov.au

2.5.2 Guidelines and application forms

Copies of guidelines and application forms can be obtained by emailing courses@dpc.nsw.gov.au.

2.5.3 Sending applications to DPC

Applicants are asked to forward the original and 2 paper copies of their application to their organisation – one for the organisation, one for DPC and the original for the provider.

Organisations should send:

1. A scanned version of the Applicant Ranking Form to: courses@dpc.nsw.gov.au
2. The original plus one copy of each application, and the original signed version of the Applicant Ranking Form to:

Department of Premier and Cabinet
Performance & Development
Level 17, 4-6 Bligh Street
Sydney NSW 2000.

Applications must reach DPC by close of business on **19 August 2011**.

3. **Information for Applicants**

3.1 **Application process**

Each applicant is asked to:

1. Read these guidelines.
2. Read about course content and requirements, contacting the Graduate School of Government for further information if necessary.
3. Consider work and personal commitments carefully before submitting an application, as withdrawal or deferral may lead to financial penalty for the organisation / applicant.
4. Obtain in-principle supervisor endorsement.
5. Complete Parts A and B of the application form.
6. Forward the original and two paper copies to your organisation.

3.2 **Study requirements**

The Graduate Diploma starts in approximately March 2012. The course requires class attendance and out of class study. Time out of the workplace is as follows:

Duration	Time out of workplace for classes	Class location
18 months part time	1 st year: 28.5 days – as 2 days per week in 3 & 4 week blocks each semester 2 nd year: 14 days	University of Sydney

3.3 **Student commitments**

Given the time commitments involved with this course, it is essential that applicants consider the demands of the course and their work and personal commitments before applying.

All students are expected to complete the course in the standard time frame unless there are exceptional circumstances. Exceptional circumstances may include serious health or family reasons but do not include increased work-loads or a new job.

It is important that students and their managers understand that there are financial costs associated with most course amendments, and that any costs incurred by DPC will be passed on to organisations.

3.4 **Manager endorsement**

It is the responsibility of applicants to ensure that their managers are fully aware of study requirements, including time out of the workplace, and are prepared to support full student involvement before endorsing applications.

3.5 Further information

3.5.1 Course outlines

GSG Graduate Diploma in Public Administration:

http://sydney.edu.au/arts/gsg/courses/graduate_diploma_in_public_administration.shtml

3.5.2 Course enquiries

Richard Prekodravac, Graduate School of Government, 02 9036 5232, gsg.enrol@sydney.edu.au

3.5.3 Application forms

Obtain from courses@dpc.nsw.gov.au.

3.5.4 Application enquiries

Department of Premier and Cabinet, 02 9228 3607, courses@dpc.nsw.gov.au

3.6 University entry requirements

Final acceptance in the GSG Diploma is subject to university entry requirements. The University will contact applicants to advise about enrolment requirements and acceptance outcomes.

Students enrolling in the GDPA will need to provide evidence of:

- a completed Bachelor's Degree or equivalent at a standard acceptable to the University; and
- at least three years experience in a senior NGO position.

3.7 Applications

Applicants should:

1. Download the application form from the DPC web site (if not circulated by your organisation).
2. Complete Part A online at <http://edc.dpc.nsw.gov.au>.
3. Complete Part B as a Word document off line.
4. Attach required documents
5. Forward the original and 2 copies to your organisation coordinator.

SELECTION CRITERIA MATRIX TOOL FOR ORGANISATIONS

Applicant name:						
Course name:	Graduate Diploma in Public Administration					
Rank on a scale of 1-5 (1 – Very Poor, 2 – Poor, 3 – Average, 4 – Good, 5 –Very Good)						
High potential characteristics	Does the applicant:					
	Possess the skills required for high performance	1	2	3	4	5
	Have the knowledge & personal attributes required for high performance	1	2	3	4	5
	Have adequate levels of aspiration, engagement and ability	1	2	3	4	5
	Have good interpersonal connections	1	2	3	4	5
	Display a high level of engagement with the work environment	1	2	3	4	5
	Display the ability to undertake senior management/executive roles	1	2	3	4	5
	SUBTOTAL	/ 30				
Selection criteria <small>(Part B of application form)</small>	Does the applicant demonstrate:					
	Strong evidence of leadership potential, including potential to contribute at senior levels	1	2	3	4	5
	Work performance at a standard higher than satisfactory	1	2	3	4	5
	Sound management capability / potential	1	2	3	4	5
	Commitment and capacity to learn from others and ability to transfer learning in the workplace	1	2	3	4	5
	Strong time management and prioritisation skills to juggle a high volume workload	1	2	3	4	5
	SUBTOTAL	/ 25				
	APPLICANT TOTAL (transfer to Applicant Ranking Form)	/ 55				
University of Sydney entry requirements <small>(Part A of application form)</small>	Organisations should consider when ranking, whether the applicant has:					
	A completed undergraduate degree	Yes		No		
	At least three years experience in a senior NGO position	Yes		No		

APPLICANT RANKING FORM FOR ORGANISATIONS

Course:	Graduate Diploma in Public Administration
Organisation :	

Please list applicants in order of ranking. Applicants who are not considered to be high potential should be excluded.

Rank	Name	Annual Salary	ATSI Applicant (yes/no)	Applicant with a disability (yes/no)	Score from Matrix
1.					
2.					
3.					
4.					
5.					

Organisation declaration

Declaration	Yes	No
Merit has been considered in the selection process		
The applicant/s and any ranking have been endorsed by the CEO of this organisation.		
Manager name:		
Position:		
Email:		
Phone		Date

Contact person for DPC enquiries (if different to above)

Name:	
Position:	
Email:	
Phone:	