

# SCHOLARSHIP HANDBOOK.

## 2024

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# HOW TO USE THIS HANDBOOK.

Interested in applying for a scholarship?

This handbook is your go-to-guide for the William Angliss Institute's scholarship process. It will give you an overview of the scholarship process, a run-down of application requirements, and some handy tips for your application.

You'll also find useful contacts to reach out to if you need any support throughout the process.

## KEY ICONS.

**Remember to keep an eye out for these icons when reading:**

### Support Icon:



This icon will be displayed with useful contacts when there is information, or a step of the process, that you may require further assistance with.

### Tips Icon:




This icon will be displayed with a useful tip for your scholarship application.

# THE FOUNDATION.

The William Angliss Institute Foundation provides educational opportunities and financial assistance to support students in achieving their career ambitions. The Foundation has been established in recognition of the pioneering work in the areas of hospitality and foods by the late Sir William Charles Angliss.

Through a scholarship fund built on the generous support of our many friends and industry partners, the Foundation provides ongoing assistance to students and the wider community through the establishment of various scholarship programs across the Institute.



*"It's such an honour to have my love and passion for the industry acknowledged in such a generous way and I'm so excited to develop my skills and knowledge so that I can give back to the industry."*

**Madison Muir**  
Nestlé Golden Chefs Hat  
Scholarship

# WHY APPLY?

Scholarships are one-off payments that provide help with things like buying new uniforms, tools, equipment and living expenses. Scholarships help to ease financial pressure, so you can focus on your studies and career ambitions.

## SCHOLARSHIP APPLICATION ROUNDS

**There are two scholarship application rounds each year.**

**Semester 1:**

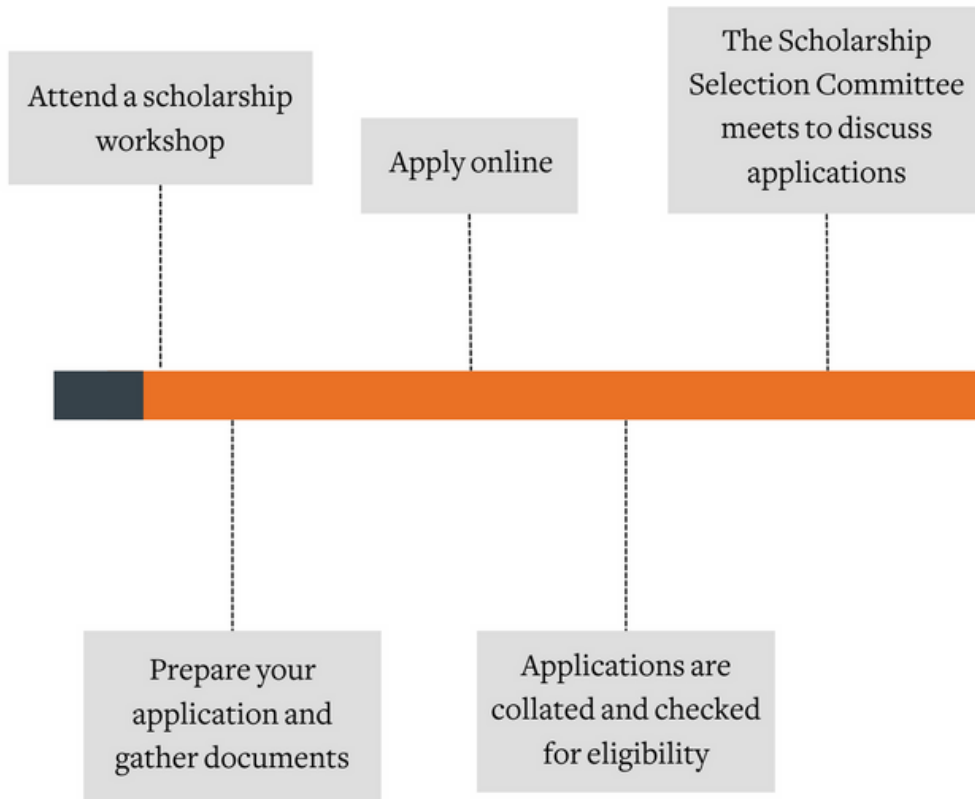
Opens September and closes in November the year before.

**Semester 2:**

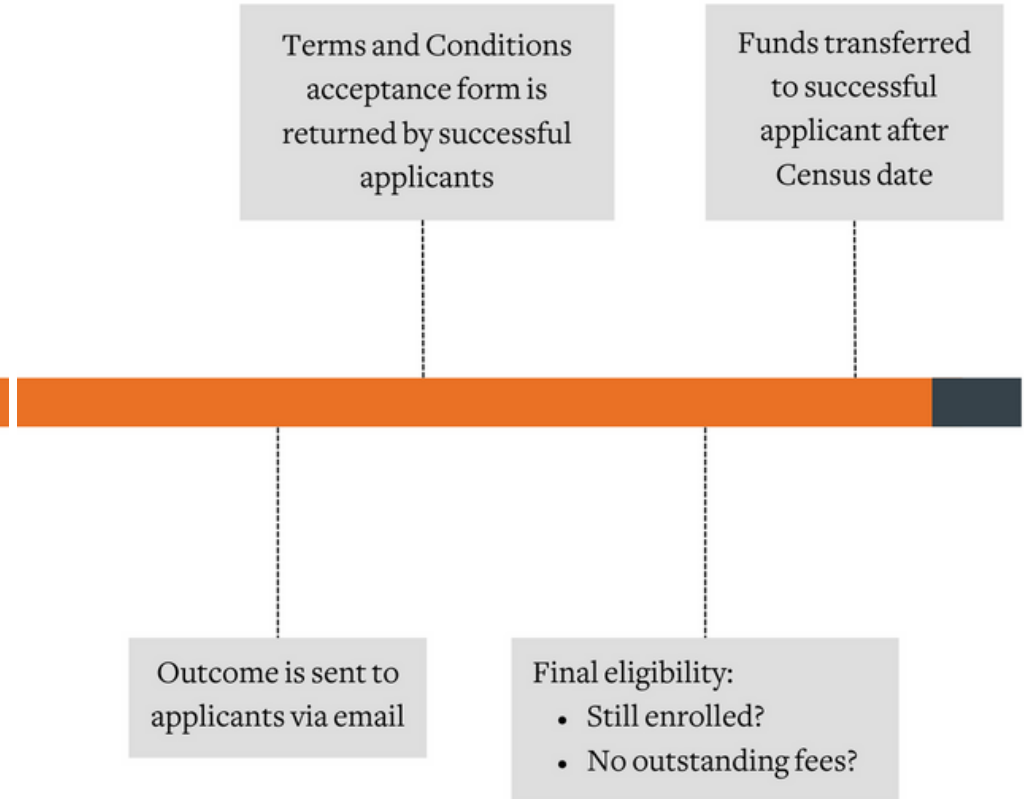
Opens April and closes in May.



# THE APPLICATION PROCESS.



# OUTCOME AND NEXT STEPS.



# AVAILABLE SCHOLARSHIPS.

## FOR DOMESTIC STUDENTS

### **The Sir William Angliss VET Scholarship**

For Domestic VET students commencing or continuing in any study area. (VIC/NSW)

### **The Sir William Angliss Higher Education Scholarship**

For domestic Higher Education students commencing or continuing in any study area. (VIC/NSW)

### **The Sir William Angliss Aboriginal and Torres Strait Islander Scholarship**

For Aboriginal or Torres Strait Islander students commencing or continuing in any study area. (VIC/NSW)

### **Intrepid Travel Aboriginal and Torres Strait Islander Scholarship**

For Aboriginal and Torres Strait Islander students commencing or continuing in Tourism. (VIC/NSW)

### **Nestlé Golden Chefs Hat Scholarship**

For domestic students commencing or continuing in Commercial Cookery. (NSW/VIC)

# AVAILABLE SCHOLARSHIPS.

## FOR DOMESTIC AND INTERNATIONAL STUDENTS

### **Ovolo Hotels Scholarship**

For any international or domestic student commencing in Hospitality. (VIC/NSW)

### **Intrepid Travel Scholarship**

For any international or domestic student commencing in Tourism. (VIC/NSW)

## FOR INTERNATIONAL STUDENTS

### **The Sir William Angliss International Merit Scholarship**

For international students continuing in any study area. (VIC/NSW)

### **The Memorial Fund Scholarship**

For international students continuing in any study area. (VIC/NSW)

## FIND OUT MORE:



# APPLICATION.



## MERIT AND EQUITY.

You can apply for a scholarship under either merit and/or equity.

### MERIT

Scholarships awarded on the basis of merit seek to reward applicants' academic achievements and leadership within the Institute and across the community.

If you're interested in applying for a scholarship awarded through merit, keep an eye out for the yellow!

### EQUITY

Scholarships awarded on the basis of equity aim to provide financial support to students that have experienced, or are experiencing, financial and/or educational disadvantage.

If you're interested in applying for a scholarship awarded through equity, keep an eye out for the green!

## ■ APPLYING THROUGH MERIT.

At the William Angliss Institute, we define merit as:

*Demonstrate academic excellence via results achieved during previous and current studies.*

### MERIT APPLICATION REQUIREMENTS

To apply for merit, you require the following documents:

- An updated resume (see pp. 13-15)
- Two letters of support:
  - One letter from an academic contact (see pp. 16-18)
  - One letter from an external source (see pp. 16-18)
- Academic Transcript (see p. 26)

## ■ MERIT APPLICANT STATEMENTS.

To apply for merit, you are required to write four statements, no more than 200 words each. You'll be asked to answer the following:

- *Why have you chosen to undertake your course of study, and what are your long-term career goals?*
- *Discuss your academic performance and achievements in your studies.*
- *Provide an example of when you have demonstrated leadership skills in your studies and professional life.*
- *How do you intend to use the scholarship funds?*



You should use your statements to set yourself apart from the other applicants. See p. 24 for more tips on writing your applicant statements!

# YOUR RESUMÉ.

Your resum  can make or break your scholarship application! Ensure that you can provide an up-to-date and professional-looking resume with your application that can effectively demonstrate your work experience to date.

A professional-looking resum  is a marketing tool that job seekers use to communicate their value to employers. It should clearly outline your experience, qualifications and achievements.

A resume is effective if the recruiter/employer chooses you over the other candidates (at least for an interview).



Our careers counselor can help you with your resum ! If you have any doubts about your resum , or what to include in it, it is strongly recommended that you reach out to our careers counselor.

**Email:** [careers@angliss.edu.au](mailto:careers@angliss.edu.au)

Anna Smith  
0400 123 456

**Anna Smith**  
Latrobe Street  
Melbourne VIC 3000  
0400 123 456  
[annasmith@email.com](mailto:annasmith@email.com)

## Career Objective

Currently in my final semester of a Diploma of Hospitality Management, and with 4 years' experience in the customer services roles within the hospitality industry, I am seeking a graduate opportunity to take that next step in my pathway and expand my skills, knowledge and experience within a reputable organization.

## Education

2014 - Current  
**William Angliss Institute**  
Bachelor of Tourism and Hospitality Management

Course includes:

- Financial analysis and decision making
- Menu design and engineering
- Food and Beverage service management
- Running William Angliss Restaurant

2010- 2013  
**Hillsdale High School**  
Year 8 - Year 11

## Employment History

March 2013 - Current  
**Restaurant 52**  
*Food and Beverage Attendant*

Responsibilities:

- Greeted customers upon arrival
- Explained the specials of the day to customers
- Served food and beverages
- Handled and answered customer complaints
- Worked in a team of 4 to provide efficient service to customers

Achievements:

- Barista of the month

November 2009 - March 2013



**McDonalds**  
Cashier

Responsibilities:

- Took customers' food orders, effectively handled payment and maintained a high level of service and turnover
- Ensured general upkeep of restaurant through timely cleaning roster
- Trained new staff, making sure they were aware of the general procedures

**Volunteer work (or Industry related Work Experience)**

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August 2012  
**Opera Australia**  
Work Experience Student

Responsibilities:

- Sold tickets to customers
- Answered customer queries

**Additional Skills**

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- Fluent in English and German
- Computer skills: Proficient in Excel, Word
- Ability to carry 3 plates
- Using MICROS, EFTPOS, Credit Card facilities

**Extra-Curricular Activities or Hobbies / Interests**

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2016 William Angliss Institute Student Advisory Group  
2006.2007 Indoor Beach Volleyball Captain

**Referees**

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Name	Peter Pirelli	Miranda Brown
Position Title	Supervisor	Teacher
Company	52 Restaurant	William Angliss Institute
Phone	(03) 9825 5555	(03) 9606 2111
Email		Email: mirandab@angliss.vic.edu.au

## YOUR LETTERS OF SUPPORT.

You require two supporting letters for your scholarship application. These letters must be current and official:

- Include letterhead where possible
- Contact details of your referee (name, signature, contact number and/or email)

### ACADEMIC LETTER OF SUPPORT

This support letter should come from a contact within an educational setting. Most applicants ask a staff member at the Institute.

This letter should demonstrate your willingness to learn and engagement within the classroom.

### EXTERNAL LETTER OF SUPPORT

This letter should come from a contact that can demonstrate your community involvement and/or leadership achievements.

Most applicants choose to ask their employer, but you can also attain a letter from a community worker, counselor, church leader, doctor, etc.

Include letterhead (if possible), email and/or phone number.

Dear Scholarship Committee,

I am delighted to recommend John Saunders for the merit scholarship. As a lecturer at William Angliss Institute, I have known John since 2014 and taught him in subjects such as Food and Beverage Knowledge and Resort and Hotel Operations. Throughout this time, John has consistently demonstrated academic excellence, a remarkable commitment to personal growth, and a profound dedication to his chosen field of tourism and hospitality.

#### ***Academic Excellence***

John has distinguished himself academically, achieving high distinction grades in challenging subjects. His self-motivation and hard work are evident in his superior academic performance, punctuality, and timely completion of assessments. John's ability to grasp complex concepts and contribute thoughtfully to class discussions has significantly enhanced the learning experience for his peers and me. His analytical and creative thinking skills are commendable, making him a standout student in my classes.

#### ***Leadership and Teamwork***

In addition to his academic abilities, John has proven himself a natural leader and a valuable team member. He has an innate ability to respect and value diverse opinions, fostering an environment of empathy and collaboration. John's leadership skills were particularly evident in high-demand situations where he facilitated group activities and managed interactions professionally and tactfully. His interpersonal skills have contributed to his success in academic settings and promise to be invaluable in his future endeavours.

#### ***Personal Qualities***

John's personal qualities are a testament to his potential for future success. His maturity, dedication, and positive outlook have set a high standard for his peers. Furthermore, John's excellent communication skills, both written and verbal, enable him to articulate complex ideas clearly and persuasively. His insatiable curiosity and desire to learn have driven him to explore various areas beyond his immediate field of study, demonstrating his ability to think critically and adapt to new challenges.

#### ***Commitment to the Field of Tourism and Hospitality***

John's keen interest and dedication to the tourism and hospitality industry are evident in his academic choices and extracurricular pursuits. His ability to integrate knowledge from various sources and apply it to real-world situations suggests that he will benefit immensely from this scholarship and contribute significantly to the field. I am confident that John's passion and academic and personal qualities will make him a tremendous asset to the industry.

In conclusion, I strongly endorse John Saunders for the merit scholarship. His academic achievements, leadership abilities, personal qualities, and commitment to his field make him an exemplary candidate. I do not doubt that John will continue to excel and significantly contribute to his field of study and beyond.

Should you require any further information, please feel free to contact me.

Sincerely,

Include name, title and signature here



If you're unsure whether you can use a contact as a referee, reach out to student services.

Email: [studentservices@angliss.edu.au](mailto:studentservices@angliss.edu.au)

## ■ APPLYING THROUGH EQUITY.

At the William Angliss Institute, we define equity as:

*Demonstrate financial and/or education disadvantage.*

### EQUITY APPLICATION CRITERIA

To apply for equity, you must fit under one, or more, of the following categories:

- Have a disadvantaged financial background (see pp. 21-22)
- Are from, or are intending to move from, a rural or regional area (see p. 23)
- Are an Aboriginal and/or Torres Strait Islander (see p. 24)
- Have disability, long-term medical illness or mental health condition (see p. 24)
- Experience difficult circumstances (see p. 25)

### EQUITY APPLICATION REQUIREMENTS

Your application requirements are dependent on the equity criteria that you are applying through.

Regardless of the criteria that you're applying through, you still require an Academic Transcript (see p. 26)

## ■ EQUITY APPLICANT STATEMENTS.

To apply for equity, you are required to complete four statements. These statements shouldn't exceed 200 words. You'll be asked to answer the following:

- *Why have you chosen to undertake your course of study, and what are your long-term career goals?*
- *Discuss your academic performance and achievements in your studies.*
- *How do you intend to use the scholarship funds?*



You should use your statements to set yourself apart from the other applicants. See p. 24 for more tips on writing your applicant statements!

# ■ FINANCIAL HARDSHIP.

If you are experiencing financial hardship then you can apply for equity through this category.

We understand that financial hardship can impact international and domestic students differently, so there are different application requirements for both international and domestic students.

## DOMESTIC STUDENTS

### **General Financial Hardship:**

If you are a domestic student and you are experiencing financial hardship, then you can apply through 'General Financial Hardship'. To apply for this, you must:

- Select your current living situation (living independently; supported by parents/spouse; other)
- Provide a copy of your ATO income statement for the most recent financial year
- Write a statement that details your current financial and living circumstances including how they are affecting your study

### **Centrelink Benefits:**

If you are also receiving Centrelink benefits, then you can include this in your application. To include this, you must:

- Outline which benefit you are currently receiving
- Provide supporting documentation to prove that you are receiving this benefit

# ■ FINANCIAL HARDSHIP.

## INTERNATIONAL STUDENTS

If you are an international student and experiencing financial hardship, then you must provide the following:

- One to three of your most recent payslips
- A copy of your bank statement
- Any additional supporting documentation
- Write a statement that details your current financial and living circumstances including how they are affecting your study

## FROM A RURAL OR REGIONAL OR INTERSTATE AREA.

If you are from, or intending to move from, a rural, regional or interstate address, then you can apply for equity through this category. Although there is no remoteness requirement, the Committee will consider the 2016 ASGC remoteness of your address.

### If you have moved within the last two years

To apply for this, you must:

- Provide evidence of your current address
- Provide evidence your previous address
- Outline when you moved

### If you are planning to move

To apply for this, you must:

- Provide evidence of your current address that demonstrates that you are from a rural, regional, or interstate area

## ABORIGINAL OR TORRES STRAIT ISLANDER HERITAGE.

If you identify as an Aboriginal and/or Torres Strait Islander, you can apply for a scholarship through equity.

Reach out to the Institute's Koorie Liaison Office for more information regarding application requirements and support throughout the application process.



Reach out to the Institute's Koorie Liaison Office for support with the application process for Aboriginal and Torres Strait Islander Scholarships.

Email: [koorie.liaison@angliss.edu.au](mailto:koorie.liaison@angliss.edu.au)

## DISABILITY, LONG-TERM MEDICAL OR MENTAL HEALTH CONDITION.

If you have a disability, long-term medical or mental health condition that impacts your ability to study, then you can apply through this category.

To apply for this, you must:

- Outline which disability, medical illness or mental health condition(s) you are living with
- Detail how your condition affect your ability to participate in your course
- Provide a current detailed letter from a local medical health provider, or evidence disability payments

## ■ EXPERIENCE DIFFICULT CIRCUMSTANCES.

Sometimes, difficult circumstances don't fit into neat categories. If something you are facing is having a negative impact on your education and you wish for it to be considered as part of your scholarship application, you can provide a document as evidence.

To apply for this category, you must:

- Write a statement that describes your circumstances
- Provide one to two supporting documents

## ■ ■ YOUR ACADEMIC TRANSCRIPT.

Your academic transcript is your official record of study at the William Angliss Institute (WAI). You are required to provide your academic transcript for both merit and equity applications.

You can attain your unofficial transcript from WAI Information Centre.

If you have recently started studying at WAI, and your final results are yet to be released, then you can collate evidence of your current results.

Academic transcripts from the Institute are preferred if they're available; however, if you are yet to start your studies at WAI, then you can provide your academic results from another educational setting instead (e.g. school report, previous academic transcript etc.).



WAI Information Centre can provide you with your academic transcript.

**Email: [information@angliss.edu.au](mailto:information@angliss.edu.au)**

**Ground Floor, Building A**

## WRITING YOUR STATEMENTS.

Your applicant statements are your opportunity to explain your situation to the committee assessing your application. The panel assessing your application wants to get to know you and get an idea of who you are.

You should consider the following when writing your statements:

- What sets you apart from your peers?
- What are your goals? What path are your studies taking you on?
- Why do you need or deserve the scholarship?
- Why you?

While your statements should indicate that you have invested time and effort into your application, each statement should not exceed 200 words.



Your written statements are your only opportunity to ‘speak’ to the Scholarship Selection Committee. Make sure that you are reflecting yourself the best you can!



Our Learning Advisors can help you review your statements!  
Email: [learningadvisors@angliss.edu.au](mailto:learningadvisors@angliss.edu.au)

## STANDARD OF EVIDENCE.

Your documentation provided should reasonably ‘prove’ your situation.

Any document you provide should be current. This means that it should be dated within the last three months. The only exception to this is rural/regional documentation, which can be dated within the last two years (see p.23).

Here are some general rules to ensure that your documentation is reliable and verifiable:

- It should be written by someone in a position of authority (not yourself or a family member/friend) who is qualified to comment on your circumstances, i.e. teacher, lawyer/accountant/health care provider
- Preferably as specific as possible
- Dated
- Either on official letterhead or containing an original signature
- All documentation must be written in English

## SOME SPECIFICS...

### Centrelink Documents

Centrelink documents must include:

- Your name
- Date
- Address
- Date of birth

You can include a Centrelink income statement or card. Which documentation you use is whichever you believe will best reflect your circumstances.

### Rural or Regional Living

If you've already moved within the last two years, you must provide proof of previous address (e.g. a copy of a utility bill, or a rental agreement demonstrating when you moved in).

If you're planning to move, you must provide evidence of current address (e.g. a copy of a recent utility bill, or a rental agreement).

### Bank Statements

If you are an international student applying through financial hardship, then you must provide a bank statement. Screenshots are not accepted.

## IMPORTANT CONTACTS.

### Scholarship Office

Building C, Level 1

Ph: 03 9606 2131

studentservices@angliss.edu.au

### Information Centre

Building A, Ground Floor

Ph: 03 8595 5144

information@angliss.edu.au

### Careers and Employability

Building C, Level 1

Ph: 03 9606 2473

careers@angliss.edu.au

CareerHub

### Koorie Student Support

koorie.liaison@angliss.edu.au

### Learning Advisors

Library

Building C, Ground Floor

learningadvisors@angliss.edu.au

### SCHOLARSHIPS PAGE:





# DOCUMENTATION CHECKLISTS.

## I'm applying for merit:

- Resume
- Academic letter of support
- External letter of support
- Academic transcript

## I'm applying for equity:

- Academic transcript

### Financial Hardship (i'm an international student):

- 1-3 of most recent payslips
- Copy of bank statement
- Any additional supporting documentation (if relevant)

### Financial Hardship (i'm a domestic student):

- ATO income statement
- Evidence of Centrelink benefit (if relevant)

### Rural, Regional or Interstate

- Evidence of current address
- Evidence of previous address (I've moved within the last 2 years)

### Disability, Long-term Medical or Mental Health Condition

- Current, detailed letter from medial health provider
- Evidence of disability payments (if relevant)

## DECLARATIONS

*William Angliss Institute has used its best endeavours to ensure that the material contained in this publication was accurate at the time of printing. The Institute gives no warranty and accepts no responsibility for the accuracy or completeness of information. The Institute reserves the right to make changes to, among other things, course schedules, location, admission requirements, fees and staffing without notice at any time (even once you have enrolled in the course) at its absolute discretion. You should frequently check with the Institute's website for the most current information available.*



You don't need to apply for every equity sub-category. Apply for whichever areas you believe reflect your situation.

**ANGLISS.EDU.AU**

**QUESTIONS? GET IN TOUCH!**

Email: [studentservices@angliss.edu.au](mailto:studentservices@angliss.edu.au)

