



Government of **Western Australia**
Department of **Sport and Recreation**

Application Package – 2010/2011

Sport & Recreation Career Development Program

Emerging Professionals Package





Sport and Recreation Career Development Program

Application Package: Emerging Professionals

The program

The Sport & Recreation Career Development Program Emerging Professionals Package aims to increase the skill level of rising professionals in the sport and recreation workforce.

The program will provide selected participants with the following:

- Attendance at a specialised industry networking event with representatives from sport and recreation organisations.
- Professional development workshops on varying topics.
- Assistance to complete official accreditations in their area.
- Attendance at an industry conference.
- A mentor for the duration of the program.
- An official certificate of recognition.

The following will be required of participants throughout the program's duration:

- Attendance at all organised events and workshops.
- Undertake an individual volunteer project.
- Complete a short report and presentation.
- Completion of all evaluation surveys.

Please be prepared to attend sessions throughout the months of July 2010 to April 2011, as a part of the program.

Who can apply?

Employees in Western Australia, who have worked in the sport and recreation industry for no more than five years, hold a reasonable level of industry knowledge and display the potential to be a future leader.

Please be aware that all program events will be held in Perth. Regional applications will be accepted however please note that travel expenses to and from Perth for program events are the responsibility of the applicant.





Assessment of applications

Applications will be assessed by a panel of representatives from the Department of Sport and Recreation and key sport and recreation industry bodies. Applicants may be required to attend an interview.

Notification

All applicants will be notified of the result of their application in **June 2010**.

Applications

Please ensure you have read this entire document carefully before completing your application. In order for your application to be considered, the Department of Sport and Recreation must receive your application form no later than **4pm on Friday 14 May 2010**.

Please send your completed application to:

Department of Sport and Recreation
Attention: Catherine Tate
PO Box 329, LEEDERVILLE WA 6903
catherine.tate@dsr.wa.gov.au

We regret that DSR cannot be responsible for incomplete or late applications. Incomplete applications or those received later than 4pm on 14 May 2010 will not be considered.





Emerging Professionals Package

Please complete all sections of this application

Personal details			
Salutation	Mr / Miss / Ms / Mrs		
First name		Last name	
Address			
Mobile phone		Daytime phone	()
Email			
Date of birth			

Current employment details	
Organisation	
Job title	
Brief description of duties	
Commencement date of this position	
Commencement date of career in sport and recreation industry	

Practicum, placement, employment, volunteer history (professional and/or community and/or sport)

Please attach a brief resume of no more than one page outlining your employment and volunteer history in the sport and recreation industry. Please include dates, organisations, positions held and experience gained.



Education/qualifications *(please list most recent first, and attach another page if more than three)*

Course	
Major/s	
Institution	
Completion date	
Awards/grades achieved	
Course	
Major/s	
Institution	
Completion date	
Awards/grades achieved	
Course	
Major/s	
Institution	
Completion date	
Awards/grades achieved	



Short answers

Please provide answers to the following questions. Each response must be typed (½ page maximum) and attached to your application.

1. Please outline your career goals or aspirations and indicate how the Sport & Recreation Career Development Program will assist you in achieving these (typed, ½ page maximum).
2. Please provide an example of where you have utilised teamwork skills to achieve an outcome within your work, personal or sporting/recreation life and outline what other skills you developed in achieving this outcome (typed, ½ page maximum).

Long answer

Please pick one scenario from the list below and outline how you as a future leader would address the issue. Your response must be typed (1 page maximum) and attached to your application.

1. You work at an Outdoor Recreation Camp that has a high staff turnover. You are the newly appointed team leader of a group of camp instructors who are all new recruits at the camp. Explain strategies you would use to reduce the effects of staff turnover within the organisation.
2. You are the General Manager of a state sporting association that is facing the possibility of having to withdraw its team from the upcoming national championships due to the heavy financial burden placed on the athletes. What strategies would you use to reduce the financial burden on the athletes so that your association can still compete at the nationals?
3. You are a regional development officer for a sport whose current strategic plan has a focus on increasing participation of Indigenous youths in the sport in your region. Explain ways you would go about this.
4. You work for a recreation body and are on the organising committee for the annual conference. In the past there have been problems recruiting committed and interested volunteers to assist with the event. What strategies would you suggest to ensure that the planning for and management of volunteers is improved this year?



How Did You Hear About This Program?	
Search Engine	<input type="checkbox"/>
DSR Website	<input type="checkbox"/>
Flyer (Where did you see it?)	<input type="checkbox"/>
E-newsletter (Which one?)	<input type="checkbox"/>
Friend	<input type="checkbox"/>
Colleague	<input type="checkbox"/>
Lecturer/Unit controller	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Applicant's signature

I hereby apply as a candidate for the Emerging Professionals Package.

If chosen to participate, I agree to the instructions outlined within this document. I acknowledge that all the information contained herein is accurate and true to the best of my knowledge.

Signature _____ Date _____

Employer's signature

I give permission for _____ to attend all events involved with the 2010/2011 Sport & Recreation Career Development Program.

Signature _____ Date _____

Position _____





Application checklist: Please ensure you have completed all of the following before submitting this application	
Personal details	<input type="checkbox"/>
Current employment details	<input type="checkbox"/>
Previous education/qualification details	<input type="checkbox"/>
Applicant signature	<input type="checkbox"/>
Supervisor signature	<input type="checkbox"/>
Attachment 1: Brief resume, employment and volunteer history	<input type="checkbox"/>
Attachment 2: Short answers (2 out of 2)	<input type="checkbox"/>
Attachment 3: Long answer (1 out of 4)	<input type="checkbox"/>
How did you hear about this program checklist	<input type="checkbox"/>

Please direct any queries to Catherine Tate on:
(08) 9492 9840 or catherine.tate@dsr.wa.gov.au

