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## **GUIDELINES FOR APPLICANTS**

### **AIOH ASSOCIATE MEMBER EDUCATION AWARD - 2011**

#### **1. INTRODUCTION:**

This award has been inaugurated by Thermo Fisher Scientific Australia, Honeywell Analytics Australia and the AIOH Inc. to facilitate the development of technician training in occupational hygiene. This is being achieved by way of supporting the continuation of open access to [www.OHlearning.com](http://www.OHlearning.com) in combination with the direct training of AIOH Associate Members by way of grants to cover attendance at one of the module courses delivered by an Australian based approved training provider.

It is expected that a number of such grants will be provided each year. Any financial **Associate Member** of AIOH (or those whose applications for membership are already being processed in the system) is eligible to apply, with exceptions of employees of Thermo Fisher Scientific Australia, Honeywell Analytics Australia, and members of their families, and employees of firms which compete in the business world with Thermo Fisher Scientific Australia or Honeywell Analytics Australia.

Since all parties are eager to have the award presented in year 2011, they have decided to encourage applications now and, in the first instance, to leave it to the applicant by way of indicating the benefit that they perceive from attending the module to convince the Awards and Sponsorships Committee (and AIOH Council) that he/she would be a worthy recipient of the award.

The award is a generous one and provides funding towards:

- Fees associated with enrolment in the course module, and;
- A contribution to reasonable travel costs as agreed by the AIOH (including options where necessary, economy class airfare, car mileage allowance, bus, train etc.), and;
- A contribution towards accommodation.
- The presentation of a certificate at the AIOH Conference Dinner
- The support to meet items such as tuition fees, texts, accommodation and travel associated with the course work is not unlimited and the successful Applicant may need to supplement it to meet the costs associated with the chosen course. Recreation/personal leave may NOT be taken in conjunction with the award

Details of the level of support currently provided by the sponsor are available from the AIOH Administrator or the members of the Awards and Sponsorship Committee.



## 2. APPLYING FOR THE AWARD

Applicants need to check the web page [www.ohlearning.com](http://www.ohlearning.com) for a list of the available occupational hygiene modules and how they suite their training needs.

They then need to contact the AIOH administrator (Laura) for the current list of AIOH approved local providers. (note that the list of Australian providers on [www.ohlearning.com](http://www.ohlearning.com) does not necessarily reflect the AIOH approval process).

Only AIOH approved provider training modules will be considered for the award.

Following the above steps applicants then need to contact the AIOH approved local providers to confirm that they will be running the module in the coming year, the approximate date of the course, the cost, and whether you would be accepted as a participant in the module they present.

Having obtained the above information applicants need to complete the *Application Form for the AIOH Associate Member Education Award*.

It is understood that persons undertaking the OHlearning courses are starting their learning pathway and may not have a traditional academic background. Assessment of the Award includes academic qualifications but also has a heavy weighting on the perceived benefit to that person.

The main means of judging the applicants will be the information provided in Part 4 of the application form relating to the perceived benefit you will receive from attending the training module.

The Awards and Sponsorship Committee may not necessarily have knowledge of your involvement in the practice of occupational hygiene hence **it is up to you to convince them in your 1 page typed essay attached to the application form of your demonstrated enthusiasm for, commitment to, and perception of how completion of the training module will assist in your development in the field of occupational hygiene**

You need to submit a total of seven (7) copies of the application form and the 1 page attachment which will become the property of the Institute and will remain **confidential**.

**DO NOT** send copies of professional reports or thesis as supporting material as these are not required and will not be viewed by the Awards and Sponsorship Committee.

Closing date for applications is usually the end of the first week in September but this may vary from year to year, so please contact AIOH Administrator for the specific date this year.

***For 2011 the closing date will be the end of the first week in October***



### **3. RESPONSIBILITIES OF THE RECIPIENT OF THE AWARD**

The recipient of the award must comply with the following:

- Sign the formal award agreement which outlines the following terms and conditions,
- arrange entry to the approved module course of study, travel and accommodation,
- take out suitable travel insurance to cover medical emergencies and for any loss and damage associated with attending the training module,
- notify the AIOH just prior to commencing the course,
- immediately notify the AIOH if suspension of studies occurs or is contemplated,
- immediately notify the AIOH of any changes affecting the funding arrangements between the sponsor and recipient, including the receipt of funding from other sources,
- notify the AIOH when the approved course of study has been completed and furnish it with a copy of any certificate of achievement and or examination results associated with the course,
- in all activities associated with the course, conduct himself/herself in a manner befitting a professional occupational hygienist,
- submit to the AIOH Administrator all claims for reimbursement of expenditure, with appropriate receipts, for approval by AIOH.
- agree that if they fail to complete the OHLearning course then they may be required to repay any monies advanced to them or the course provider in regard to the Award.

Please feel free to contact the members of the Awards and Sponsorship Committee to clarify any of the above points or to seek information when making your application.

The Awards and Sponsorship Committee around September/October each year considers each application for the Award and ranks them according to the above merits. It then makes its recommendation to Council. The decision by the AIOH Council is final and no correspondence will be entered into on the matter.

The AIOH reserves the right to withhold the award if, in the opinion of the AIOH Council, none of the applicants or course modules meet the required standards.

#### **AIOH Awards & Sponsorship Committee - August 2011**