

# 2018 RAAFA (WA DIVISION) INC LEADERSHIP AWARD

**Application Deadline: 24 November 2017**

## Program Description

The RAAFA Leadership Award is open to No 7 Wing, Australian Air Force Cadets who demonstrate exceptional leadership skills and ability, strive for excellence, and show a deep commitment to community service.

## Award Structure

The RAAFA will provide the following:

- The equivalent of two-months (paid) work experience; and
- \$1,000 cash (one-off payment).

## Eligibility

Interested applicants must meet the following criteria:

- Demonstrate leadership; and
- Be able to participate in a paid work experience program at RAAFA during 2018.

## Selection Process

The RAAFA leadership award is open to all No 7 Wing, AAFC cadets that have attained the age of 18 years or will turn 18 years by 31 January 2018. Selection is based on applicants meeting the program's objectives as well as displaying excellence, professional aptitude, leadership potential in the field of their chosen specialisation.

All eligible applicants will be reviewed by a selection committee consisting of members from RAAFA and the Australian Air Force Cadets.

- Applications must be submitted by COB Friday, 24 November 2017.
- The successful applicant will be announced in January 2018.
- RAAFA will confirm the work placement via email in February 2018.

## How to Apply

### Step 1: Download

Nomination form available to download from <http://www.raafawa.org.au/our-services/clear-skies> .

### Step 2: Complete

Complete self-nomination form. Sign and date the nomination form.

### Step 3: Submit

Submit nomination form to scholarships office by closing date.

### Step 4: Receipt

Nomination receipt will be sent via email within 10 working days of receiving nomination.

### Step 5: Outcome

Winner will be announced at the January 2018.

### Step 6: Acceptance

The successful cadet must return acceptance documents / RAAFA Letter of Offer by February 2018.

## **Nominations must be submitted in one of the following ways**

### **By Post:**

2018 RAAFA Leadership Award  
RAAFA  
2 Sleat Road  
APPLECROSS WA 6153

### **By Email:**

[enquiries@raafawa.org.au](mailto:enquiries@raafawa.org.au)

**Please note:** All applications must be signed

## **Need more information?**

### **Enquiries**

RAAFA (2018 Leadership Program)  
Email: [enquiries@raafawa.org.au](mailto:enquiries@raafawa.org.au)  
Telephone: (08) 9288 8400

## **Equal Opportunity**

RAAFA are committed to equal opportunity, and exercise that policy in relation to all admissions processes. The Leadership Award program does not discriminate on the basis of age, race, color, sex, religion, sexual orientation, or disability.

## **Unsuccessful Applications**

Please note that decisions made by RAAFA/AAFC are final.

**APPENDIX 1**

# WORK EXPERIENCE BUSINESS UNIT CHOICE

BUSINESS UNIT	KEY LEARNING AREAS
<p><b>Operational Management</b> Residential Care</p>	<p><i>Person Centred Care</i></p> <p><i>Understand the key to excellent customer service is to really know our residents and families, support their choice and decision making and embrace peoples’ differences</i></p> <p><i>Team Work</i></p> <p><i>Develop skills in what it takes to work collaboratively in order to deliver excellent resident outcomes</i></p> <p><i>Support Services</i></p> <p><i>Understand how support services such as Therapy, Catering, Cleaning, Laundry, and Maintenance positively impact on residents’ lives</i></p> <p><i>Funding</i></p> <p><i>Understand the way Residential Aged Care Services are funded and the obligations associated with funding (legislation, standards, compliance)</i></p>
<p><b>Operational Management</b> Retirement Living/ Community Services</p>	<p><i>Communication</i></p> <p>Developing skills in communicating effectively in a variety of ways with people from all backgrounds (staff, residents, other stakeholders via reports, newsletters, meetings, co-design)</p> <p><i>Compassion</i></p> <p>Supporting the welfare of our residents (LGBTI, Spirituality, access to services)</p> <p><i>Projects</i></p> <p>Work Experience on a project (to be determined)</p> <p><i>Funding</i></p> <p>Understanding the way different areas of the business are funded and the obligations associated with funding (legislation, standards, compliance etc)</p>
<p><b>Finance</b></p>	<p><i>Customer Service</i></p> <p>Understand the role Finance plays in dealing with customers.</p> <p><i>Functions</i></p> <p>Understand the various functions performed in Finance.</p> <p>Understand the operational models for retirement, residential and community care.</p>

	<p><i>Experience</i></p> <p>Undertake various processes within Finance including data entry, document scanning, customer liaison, accounts preparation, membership matters and more.</p>
<p><b>People and Culture</b></p>	<p><i>Organisational Culture</i></p> <p>Positive Leadership &amp; Team Work – building a supportive and collaborate environment for all to work.</p> <p><i>Learning &amp; Development</i></p> <p>Development (in many different forms) of employees to ensure services always delight our customers.</p> <p><i>Work, Health and Safety</i></p> <p>Maintaining a safe work environment, meeting our duty of care and encouraging healthy living and wellbeing.</p> <p><i>Job Design, Recruitment &amp; Selection</i></p> <p>Attracting and securing exceptional talent and positively branding RAAFA.</p> <p><i>Industrial Relations / Instruments</i></p> <p>Meeting our legal obligations in our management of employees.</p>
<p><b>Information Technology and Communication</b></p>	<p><i>Customer Service</i></p> <p><i>Positive Customer Service – work with RAAFA stakeholders to meet and understand their IT needs.</i></p> <p><i>Problem Solving</i></p> <p><i>Development in problem solving in dealing with staff IT issues and access to latest ICT direction in aged care.</i></p> <p><i>ITC Security</i></p> <p><i>Maintaining a safe work environment in learning to deal with electrical devices and safe handling procedures.</i></p> <p><i>Projects</i></p> <p><i>Work on a ICT project (to be determined)</i></p>