

2018 RAAFA WA LEADERSHIP AWARD NOMINATION FORM

Application Deadline: 24 November 2017

Full Name: _____

Date of Birth: _____

Postal Address: _____

Contact No. _____

Email: _____

1. Are you currently a No 7 Wing Australian Air Force cadet?

- Yes
 No (*you are not eligible to apply for this award*)

2. Are you 18 years of age or will you turn 18 by 31 January 2018?

- Yes
 No (*you are not eligible to apply for this award*)

3. Will you be a current AAFC cadet during 2018?

- Yes
 No

4. Are you able to undertake the work experience component during 2018?

- Yes
 No

5. How have you applied your Leadership skills during your time in the AAFC and / or the wider community?

6. Which of the business unit work opportunities listed at Appendix 1 would you be interested in undertaking; and why:

a. Preference -1

b. Preference -2

7. Please indicate when you would like to undertake your work experience placement:

- a. One or two-month block anytime during the year
- b. Mid semester (1 & 2) and the July semester breaks
- c. School vacation periods
- d. 1-2 days per week for up to 60-days
- e. Any of the above

DECLARATION AND CONSENT

1. I declare the information supplied by me to the Royal Australian Air Force Association (WA Division) Inc. ("RAAFA WA") is complete and accurate in every aspect.
2. I consent to RAAFA WA using my personal information supplied for the following purposes:
 - (a) for RAAFA WA staff and selection committee members to make the award selection;
 - (b) for the administration of the award;
 - (c) for promotion and publicity.
3. I acknowledge that I have read and understood RAAFA WA's Privacy Policy located at <http://www.raafawa.org.au/about-raafa/privacy-policy>. I understand this Privacy Policy describes how RAAFA WA handles personal information in its possession or control.

Signature: _____ **Date:** _____

SUBMISSION

Submit completed nomination form via one of the following options:

By Post:

2018 RAAFA WA Leadership Award
RAAFA
2 Sleat Road
APPLECROSS WA 6153

By Email:

enquiries@raafawa.org.au

Please note: All applications must be signed

ENQUIRIES

RAAFA (2018 Leadership Program)

Email: enquiries@raafawa.org.au

Telephone: (08) 9288 8400

APPENDIX 1

WORK EXPERIENCE BUSINESS UNIT CHOICE

BUSINESS UNIT	KEY LEARNING AREAS
<p>Operational Management 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>Operational Management 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>Finance</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>People and Culture</p>	<p><i>Organisational Culture</i></p> <p>Positive Leadership & Team Work – building a supportive and collaborate environment for all to work.</p> <p><i>Learning & 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 & 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>Information Technology and Communication</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>