

2019 RAAFA WA LEADERSHIP AWARD NOMINATION FORM

Application Deadline: 14 December 2018

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 2019?
 Yes
 No (*you are not eligible to apply for this award*)
3. Will you be a current AAFC cadet during 2019?
 Yes
 No
4. Are you able to undertake the work experience component during 2019?
 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) 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:

2019 RAAFA WA Leadership Award
RAAFA (WA Division)
18 Bowman Street
SOUTH PERTH WA 6151

By Email:

enquiries@raafawa.org.au

Please note: All applications must be signed

ENQUIRIES

RAAFA WA (2019 Leadership Award)

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>Positive Customer Service – work with RAAFA stakeholders to meet and understand their IT needs.</p> <p><i>Problem Solving</i></p> <p>Development in problem solving in dealing with staff IT issues and access to latest ICT direction in aged care.</p> <p><i>ITC Security</i></p> <p>Maintaining a safe work environment in learning to deal with electrical devices and safe handling procedures.</p> <p><i>Projects</i></p> <p>Work on a ICT project (to be determined)</p>