



Australian Government

Attorney-General's Department

National Security

Capability Development Division

Nomination Form

Information for applicants

If you need help completing your nomination form, please contact your State/Territory Nominating Authority.

What to do with your application form

Ensure all sections of the application form are complete

Sign the form (Applicant's Signature)

Forward to your State or Territory Nominating Authority at least 6 weeks before an activity. It is the responsibility of your State or Territory Nominating Authority to give their approval for your nomination and forward the form to AEMI.

What happens next?

When your nomination arrives at AEMI it will be processed and an acknowledgment of receipt of your nomination will be forwarded to your nominating authority within 5 working days.

Late nominations

Nominations received late will only be considered if vacancies still exist or become available.

Should you be applying for Recognition of Prior Learning?

If this program is nationally recognised, you may be in a position to gain Recognition of Prior Learning (RPL). RPL is described in the AEMI Handbook (available at www.ema.gov.au) further information is also available from the Registrar on (03) 5421 5100

Please note:

AEMI programs may be cancelled or rescheduled at short notice. AEMI will not be held liable for any expenses incurred due to cancellations or rescheduling of training programs or workshops.

Code of Conduct

Purpose: To define the responsibilities for those people attending the Institute.

Scope: This policy applies to all people attending the Institute.

Definitions: **Institute** means Australian Emergency Management Institute, Mt Macedon

Staff means an employee of Australian Emergency Management Institute or their contractor

Misconduct means any behaviour contrary to the Code of Conduct. This may mean that behaviour has been prejudicial to the good order and running of the Institute, impairs the freedom of other person/s, or may bring the Institute into disrepute.

Property means the buildings, contents of the buildings, grounds and equipment

Code

All attendees will act in accordance with any reasonable direction from a member of staff relating to their behaviour.

Australian Emergency Management Institute expects that attendees will **not**:

- use language or behaviour that may cause offence to other people
- engage in behaviour that may be seen as discriminatory which includes but is not limited to sexual, religious, racial, or gender
- bring onto site any alcohol or illicit drugs (as defined by the *Crimes Act 1958* and the *Controlled Substances Act 1981*)
- wilfully or negligently damage, or remove any property
- harass others (either physically or verbally)
- cheat or plagiarize in respect to assessment.

Anyone feeling offended by the actions of another person attending AEMI has the right to ask for the actions to stop. If this person's actions do not cease, you should notify an AEMI staff member.

Australian Emergency Management Institute reserves the right to remove any person for misconduct and notify their employer/State Authority of their behaviour and seek recompense for any damage incurred.

I have read this document and understand my rights and responsibilities.

Signed:

Print name:

Date:

Additional information

Do you require assistance with your studies because of:

Disability? Language / literacy issues?

Do you have any specific dietary requirements? Yes (please provide details below) No

Do you have any medical conditions? Yes (please provide details below) No

Should you require non urgent medical assistance, Australian Emergency Management Institute will assist in making an appointment at the nearest medical facility and arranging for your transport to and from the medical facility by taxi. All costs and charges associated with the transport and medical appointment and subsequent prescriptions are to be borne by the requesting individual.

Why would you like to participate in this activity?

Please note that your results will be released to your Nominating Authority if requested by them.

Secondary School Education (highest qualification)

Year 10 Year 11 Year 12

Education / Training since leaving secondary school

(TAFE, University or other relevant studies including any training conducted by EMA.)

Course Name	Institution	Year Finished

The Institute will not disclose the information provided by you on this form to third parties except to other educational institutions, to government bodies, as required or authorised by law or in accordance with the Institute's Code of Practice Policy and the Commonwealth Privacy Act 1988. You may obtain access to your personal information held by the Institute by contacting AEMI Administration on (03) 5421 5100 and submitting the required authorisation.

Applicant's Signature: _____

Agency Endorsement

Assessment of this program may include some workplace-based activity. A certificate/statement of attainment shall only be issued upon successful completion of the assessment.

In recommending this applicant we agree to provide opportunities for work-based assessment activities.

Name	Agency
Position	Contact No.
Signature	Date

State/Territory Nominating Authority Endorsement

Name:

Signature:

Office use only

ADMIN	ADPE