



Sylvia Rodger Academy

Governance

Applicant Information Pack

2019



AutismCRC



Australian Government
Department of Industry,
Innovation and Science

Business
Cooperative Research
Centres Program

The Sylvia Rodger Academy is an initiative of Autism CRC, which receives funding from the Australian Government.

Table of contents

Introduction	3
Eligibility criteria	3
Program activities	4
Online modules.....	4
Residential workshop	5
Board observation.....	5
Online debrief	6
Graduation and evaluation	6
Application process.....	7
Key dates for applications	7
Completing Part A.....	7
Completing Part B.....	8
Selection questions.....	8
Being offered a place.....	9
Privacy.....	10
Find out more information	10
Appendices.....	11
Completing Part B (PowerPoint)	11
Completing Part B (Video).....	12



Introduction

Thank you for your interest in the Sylvia Rodger Academy Governance Program. The Sylvia Rodger Academy (an initiative of Autism CRC) is excited to be able to offer autistic adults from across Australia the opportunity to apply for our 2019 pilot program.

This Applicant Information Pack is intended to:

- explain the different training and development initiatives which form the Governance Program;
- help you to determine if this Program may be right for you, and;
- explain the application process.

Eligibility criteria

To be eligible to apply for the Governance Program you must:

- identify as autistic;
- be aged 18 or older as of the 12th of August 2019;
- live in Australia;
- be willing and available to participate in all of the Program activities, and;
- have an interest in both
 - contributing to corporate decision-making, and;
 - developing your potential in corporate governance.



Program activities

Online modules

The first part of the Governance Program to be completed is a series of 5 online modules. The first module will start on **Monday 7 October 2019**. Each module will run for 2 weeks before the next module opens. These modules act as a foundation-level introduction into corporate governance and the role of directors.

You will be asked to:

- **explore information** (articles, videos etc.) about different areas related to corporate governance;
- **reflect on that information** through the activities, and;
- **share your responses** to those activities and thoughts you have about the topic with others in the group.

It is estimated that you will need to allow approximately **4 hours a week** to work on the modules. There will be more content and activities available than you will be able to complete in this time, but not all of them are considered essential.

The resources and activities are broken into **3 categories** to help you to choose what to focus on:

- **Required** – These are resources you need to look at or activities **you need to complete** before the residential workshop.
- **Recommended** – These are resources or activities that you can **complete if you want more information** to better understand the topic.
- **Extension** – These are activities and resources that are available **if you would like to explore the topic further**. We do not expect you to view or complete these.

There will be **an online discussion** for each module, which you may attend via video conferencing software. It's recommended that you attend these sessions or watch the recording if you are unable to attend as it will provide further discussion on corporate governance as well as an opportunity to get to know other program participants and members of the Project Team.

At the end of the 5th Module there will be a 2-week period to enable you to **catch up on and complete any unfinished tasks and activities**.



Residential workshop

The residential workshop will be held in **January 2020** in an Australian capital city, taking place over a weekend. The workshop will be attended by all Governance Program participants and Project Team members. Meals, transport and accommodation will be provided.

Attendance and participation in the workshop is an essential part of the Governance Program. If you **won't be available** to attend, you should not apply for this Program.

Activities at the workshop may include:

- Presentations and discussions;
- Practical activities;
- Question and answer sessions, and;
- Optional social activities (such as a movie night or walk around the local area).

The workshop will be a flexible space. Attendees are free to position themselves in a way that makes them feel comfortable and able to participate (move about the room, stim, colour, etc.). The workshop will also take place at the same site as the accommodation to allow participants to use their rooms as a retreat space. If you already live in the same city as the workshop, you still have the option to stay at the hotel with the rest of the group.

All participants will be given an information booklet prior to the workshop. This will help you prepare and will include information about the workshop venue including menus, photos of the venue and the people who will be there.

Board observation

The board observation placement is a practical opportunity to see board meetings in action. The placements are for 1 to 2 board meetings.

Everyone's board observation will be different. Placement decisions will be based on a number of different factors including:

- which organisations have offered to have board observation placements;
- where you live;
- the skills and experiences you shared in your application, and;
- what we know about your interests from what you shared in your application.



Please note that the Governance Program is **not** an employment program and it is not anticipated that board observation placements will lead to employment or board roles with the provider.

Online debrief

As part of the Program, participants will have **online debrief sessions** after your board observation. These sessions will be with a Project Team member and will give you an opportunity to ask questions and discuss your board observation experiences.

Graduation and evaluation

After completing the Program, participants will receive a certificate of graduation and membership into the Sylvia Rodger Academy.

Participants will be invited to take part in evaluation activities related to the Program. This will assist the Sylvia Rodger Academy to improve future Programs and may include online surveys, focus groups and/or interviews. Each participant will be provided with information sheets and asked for their consent before participating in any evaluation activities. These activities may take place at various intervals throughout the Program and after participants have graduated.



Application process

Applications for the 2019 Program will **close at midnight AEST on Sunday 25 August 2019**.

There are 3 sections to the application.

- **Part A** is an online form that will ask you questions about yourself and your experience.
- **Part B** is a series of selection questions that can be answered through your choice of an online form, PowerPoint presentation or video.
- **Part C** is a series of marketing questions and a declaration. You will be asked to confirm that you are eligible to apply for the Program and that to the best of your knowledge everything you have recorded as part of your application is true and correct.

Applicants are required to submit **all parts** of the application **by midnight AEST on Sunday 25 August 2019**.

Key dates for applications

Applications open	Monday 12 August
Applications close	Sunday 25 August at midnight (AEST)
Notification of application outcome	Week of 23 September
Program starts	Monday 7 October

Completing Part A

Part A is an online form which asks some general information about you, your experience and your leadership journey.

The “**Demographic Information**” section asks you to provide information such as your name and your contact details.

The information requested in the “**Skills and Experience**” section will allow us to understand more about your background and build a profile of your interests and experiences. This helps us understand where you have come from and what you are currently doing. It will also provide us with information that may help us to match you to an appropriate board observation placement if you are accepted into the Program.

You do not need to have experience relevant to every question in this section to be considered for the Program. For instance, you do not need to be currently working or have formal qualifications.



Completing Part B

Part B is a series of 5 selection questions that can be answered via the online form, in a video or in a PowerPoint presentation. Whichever format you choose, you will still complete Part A (About You/Skills and Experience) and Part C (Marketing Questions and Declaration) via the online form.

If you complete Part B via the online form, you will have **150 to 250 words** to answer each question. For information on **how to submit a video or PowerPoint response** to Part B, check the Appendices of this Pack.

Selection Questions

1. Why would you like to be part of the Governance Program?

Hint: Think about why you are ready for this opportunity.

2. Why do you think it is important to have autistic people involved in corporate governance?

Hint: Consider the role you feel autistic people can play in corporate governance and the importance of diversity.

3. What is your motivation to be involved in the governance of companies and/or organisations?

Hint: Think about why you want to be involved in corporate governance and if relevant, your past experience in governance or leadership roles.

4. What are the skills and personal characteristics you have that give you potential to be successful in corporate governance?

Hint: Some examples of skills and personal characteristics that can make someone successful at corporate governance include being motivated, organised and being able to work well with others.

5. What are the gaps in your skills and/or knowledge with regard to corporate governance?



Hint: *You may want to research corporate governance to help identify gaps. You should also consider your ability to work collaboratively with a team in decision making.*

Being offered a place

Applicants will be offered a place via email or be notified that they were unsuccessful between **Monday 23 September and Friday 27 September**.

The first online module for successful applicants will start on **Monday 7 October**.



Privacy

The Sylvia Rodger Academy recognises the importance of protecting your privacy when it comes to your personal information. Any information that is collected from you, including your application, is protected under Australian law and kept private. This means that your application is stored securely and that the Governance Project Team legally cannot share details of your application (or that you've applied to this Program) with unauthorised staff, visitors, or the general public. This includes family members and support persons.

For more information on Autism CRC's Privacy Policy, which has been guided by the *Privacy Act 1988*, [please click here](#).

Find out more information

Please see [our website](#) for more information about the Program, including answers to some of the questions you may have.

If the question you'd like to ask is not answered on the website (including the FAQs) or in this Applicant Information Pack, please email our Project Officer Ashton at abartz@autismcrc.com.au. Please note that Ashton works part-time and will take 2 to 3 business days to respond to your email.



Appendices

Completing Part B (PowerPoint)

You are welcome to answer selection questions using a PowerPoint presentation instead of the online form. This method allows you to incorporate both writing and images into your responses.

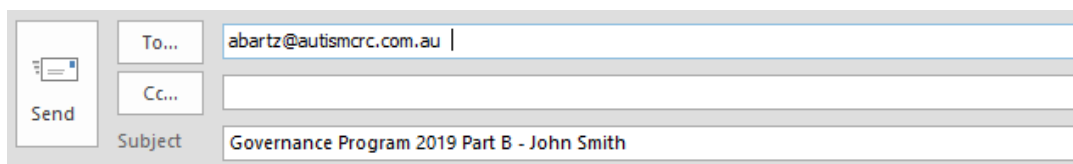
You will have up to **3 slides** of content to address **each** question.

In addition to this, you can also have:

- a **title slide** at the start of your presentation; and,
- a slide showing each **question** (as long as those slides do not contain any other text).

Please use a minimum 20pt easy-to-read font (such as Arial) with no embedded video addressing the questions or additional notes beyond the slides. Any embedded video or additional notes included will not be considered by the selection panel.

There will be a question in the online form after the Part A questions asking how you want to complete Part B. Select “Via PowerPoint”. Then continue to answer the Part C questions before submitting the form. After you have completed and submitted the online form you will need to email your completed presentation to abartz@autismcrc.com.au by **midnight AEST on Sunday 25 August 2019** with “Governance Program 2019 Part B” and your full name in the subject line.



The image shows a screenshot of an email composition interface. On the left side, there is a 'Send' button with a paper plane icon. To the right of the button are three input fields: 'To...' containing the email address 'abartz@autismcrc.com.au', 'Cc...' which is empty, and 'Subject' containing the text 'Governance Program 2019 Part B - John Smith'.

Please ensure you include your full name in both the email subject line and the title slide of your presentation to enable collation of parts A, B and C of your application.

It will take a few days for our Project Officer to respond to your email containing your PowerPoint to confirm we have received it (especially if you submit it over the weekend or on the closing date).



Completing Part B (Video)

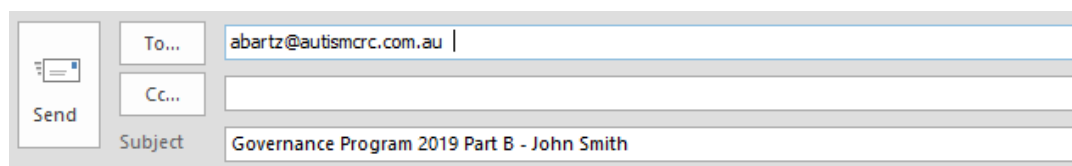
You are also welcome to answer selection questions using a video instead of the online form.

This might involve you speaking to the camera directly or having a friend or family member interview you using the selection questions. You will have up to **90 seconds** of edited video to address **each** question. After filming your video you will need to edit it and upload it to either DropBox or as an **unlisted** YouTube video (we won't be able to access it if it is listed as private).

Instructions for uploading and sharing videos on both of these websites can be found online, including the examples listed below:

- <https://blogs.dropbox.com/dropbox/2015/05/share-large-files/>
- <https://blogs.constantcontact.com/how-to-upload-video-to-youtube/>

There will be a question in the online form after the Part A questions asking how you want to complete Part B. Select “Via video” and you will then continue to answer the Part C questions before submitting the form. After you have completed and submitted the online form you will need to email your completed presentation to abartz@autismcrc.com.au by **midnight AEST on Sunday 25 August 2019** with “Governance Program 2019 Part B” and your full name in the subject line.



The image shows a screenshot of an email composition interface. On the left, there is a 'Send' button with a paper plane icon. To the right, there are three input fields: 'To...' containing 'abartz@autismcrc.com.au |', 'Cc...' which is empty, and 'Subject' containing 'Governance Program 2019 Part B - John Smith'.

Please ensure you include your full name in both the email subject line and the title/file name of your video to enable collation of parts A, B and C of your application.

It will take a few days for our Project Officer to respond to your email containing your video link to confirm we have received it (especially if you submit it over the weekend or on the closing date).





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