

ICCASkills | New Zealand Scholarship Application

Please complete **all** of the fields in the form below.

Your full name as per passport:

Your address:

Your phone number:

Your email address:

Business Events industry employment history:

- Employer
- Dates
- Key Achievements

Empty area for providing details on Business Events industry employment history.

Overview of recent Business Events experience & areas of interest:

[Empty text area for response]

A personal statement on what you hope to gain from completing the ICCASkills programme:

**A testimonial from your employer/manager (200 words max).
Please supply as an attachment, either email or letter:**

ICCASkills | New Zealand Scholarships 2024

ICCASkills offers practical professional development programmes, designed by global industry leaders & supported by ICCA (International Convention & Congress Association).

Scholarships are available for New Zealand-based Business Events professionals to complete either:

1. CICS: Certified International Convention Specialist – online course, start date 5 March 2024
2. CICE: Certified International Convention Executive – online course, start date 6 March 2024

Each programme will run for approximately 8 weeks and be a combination of self-study and online instructor-led sessions. Online support will be scheduled to ensure the time zone is appropriate for New Zealand participants (Asia Pacific time zone). Advice on who will be the industry instructor and the option to participate in a final face-to-face workshop will be confirmed soon.

3. **CICE: Certified International Convention Executive – 3 days in-person course in Christchurch, New Zealand from 10-12 September 2024 (recommended)**

Enhance your skills and accelerate your growth with this intensive course. Learn from ICCA's expert instructors:

[Deanna Varga](#) (BA Tourism, MBA, MAICD, CICE). Deanna is a business events and tourism professional with 25 years' experience working within the MICE sector.

[Juan José García](#) (MBA, CICE, Chief Sales & Marketing Officer BCO Congressos). Juan José is a senior consultant in business development, business strategies, planning and management of bids, destination marketing as well as association management.

TNZ anticipate there will be international professionals attending this 3-day course. Domestic learners will also have the opportunity to participate in a post-training activity programme (at their own cost), details to be confirmed. (Please apply early as places are limited).

For more information on the programmes please refer to: <https://www.iccaskills.org>

Application Content

Applicants are required to provide the following information in the application form:

- Business Events industry employment history: Employer, Dates, Key Achievements
 - Overview of recent Business Events experience and areas of interest
 - A personal statement on what you hope to gain from completing the ICCASkills programme
 - A testimonial from your employer/manager (200 words max)
- Please supply as an attachment, either email or letter.

How to apply

Please email your applications to iccaskillsnzhub@tnz.govt.nz

Applications will open on Monday 16th January 2024

Confirmation of your acceptance will be advised within 10 working days of application.

Any questions at all, please email iccaskillsnzhub@tnz.govt.nz

Terms & Conditions for your Application:

- All applicants must be New Zealand citizens or eligible to work in New Zealand and currently employed by an organisation that provides services in the New Zealand Business Events industry.
- To be eligible for the CICE-level course, applicants must have had a minimum of 3 years relevant work experience in a management role or have successfully completed the CICS-level course.
- Tourism New Zealand will support 50% funding of the programme cost only for each successful applicant. Lunch will be provided during the in-person course. The scholarship does not include New Zealand domestic travel, accommodation and additional food and beverage costs.
- Each applicant must have a commitment from their employer to support their participation through a 50% funding of the programme.
- All ICCA terms and conditions are applicable, **please read carefully** <https://iccaskills.org/iccaskills/terms-and-conditions> with specific attention to these items:

Your property: *The teaching material received by mail remains the property of ICCA after completion of the course/training. The copyrights remain with ICCA. Use of the teaching material, other than for the study of the learner, as well as transfer to third parties, is not permitted. Nothing may be reproduced and/or made public from the teaching material, in any form or in any way, whether electronic, mechanical, by photocopying, recording or any other way, without the prior written permission of ICCA.*

Graduation Policy:

CICS-level

1. A pass rate of 60% for the overall final grade must be observed to pass the CICS-level course.
2. The learner must attend 50% of the live classes to pass the course.
3. Submission of the overarching assignment.
4. The learner will have up to six attempts to successfully pass the final CICS-level exam within a year, starting from the end date of the course, with one attempt free of charge. Should retakes be required, exam retake fee applies.

CICE-level - 3 days in-person course

1. A pass rate of 60% for the overall final grade must be observed to pass the CICE-level course.
2. The learner must attend 100% of the in-person sessions to pass the course.
3. The learner will have up to six attempts to successfully pass the final CICE-level exam within a year, starting from the end date of the course, with one attempt free of charge. Should retakes be required, exam retake fee applies.

Cancellation policy for the in-person course:

If the learner cannot attend, or no longer requires a course, please provide notice of cancellation of the booking.

The following charges will apply:

- 12 weeks or more prior to the course date – 35% of charges apply
- Within 8 weeks prior to the course date – 50 % of charges apply
- Within 20 days prior to the course date – 100% of charges apply