

# UNITED ASSOCIATION INSTRUCTOR TRAINING PROGRAM SCHOLARSHIP

## 2024 APPLICATION FORM



### Scholarship Sponsor: United Association (UA)

#### SUMMARY:

This scholarship (grant) is awarded annually to a Trainer, Instructor or Teacher (or trainee instructor or teacher) from the plumbing industry (plumbing, sprinkler fitting or HVAC), to travel to the United States to take part in the annual UA Instructor Training Program (ITP). The ITP is held each August in Ann Arbor, Michigan, USA. The Scholarship recipient will take part in a range of courses that are available over the course of one week.

**Note:** This scholarship is conditional on the recipient successfully entering the USA. Please refer to the Requirements Overview on Page 2 and the Terms of Agreement on Pages 9 and 10 for further information.

The World Plumbing Council (WPC) wishes to promote and assist plumbing industry education and facilitate international recognition of plumbing competencies and standards. More specifically it wishes to:

- facilitate an exchange of people involved in the plumbing industry to expose them to different techniques, new innovations and training systems
- obtain information on the approach taken to the plumbing industry in different countries relative to the health and environmental aspects of plumbing
- stimulate interest in the plumbing industry
- recognize and promote innovative research
- provide an opportunity to live and work in the host country and therefore develop networks and increase global awareness of the contribution of plumbing to our society
- all to the benefit of the plumbing industry in the recipient's country of origin

#### UA INSTRUCTOR TRAINING PROGRAM (ITP)

Please refer to the attached Instructor Training Program – Course List, in particular the courses in the section Applied and Technical Courses for an indication of the courses available to undertake at the ITP.

In Part D of the Application form, please indicate which courses from the list you are interested in taking.

#### VALUE:

Up to a maximum of USD \$15,000.

#### APPLICATION DEADLINE:

**31 December 2024** – Applications must be lodged with the secretariat ([secretariat@worldplumbing.org](mailto:secretariat@worldplumbing.org)) by this date.

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## 2024 APPLICATION FORM



### ELIGIBILITY REQUIREMENTS:

The successful candidate will need to demonstrate their role as a Trainer while currently working in the plumbing industry in their own country, and must be a citizen of either a least developed country or a developing country.

### REQUIREMENTS OVERVIEW (further details are provided on pages 7 and 8):

- You will need to fill out the attached application form and submit it to the WPC Secretariat
- Your application will need to include at least one reference and a letter of support (usually from your employer indicating their willingness to provide leave for travel if you are successful, but this is not compulsory)
- Applications must be in electronic format and submitted by email
- The WPC Executive Board will appoint a judging panel to assess all applications and make recommendations with an announcement of the successful applicant being made no later than **the end of Q1 2025**
- If you are chosen for this scholarship, you will need to secure a visa within three months of receiving the award letter. An extension of time may be granted by the Scholarship Committee, if requested by awardee. Awardees who are unable to secure a visa may forfeit the scholarship and an alternate selected
- The scholarship is awarded based on the recipient successfully entering the USA. If the recipient is denied entry to the USA for any reason, the scholarship committee may withdraw the scholarship even after the recipient has been announced. The scholarship committee acts at its own discretion in determining if the scholarship's withdrawal is warranted
- Applicants will be required to provide a written report of their scholarship experience. The Report should be approximately 500 words plus photos and must be submitted to the WPC Secretariat by **31 October 2025**
- Reimbursements will be provided to cover approved travel, accommodation, subsistence and incidental costs **supported by receipts** up to a maximum of US \$15,000 *Note: Flights and accommodation will be pre-booked on your behalf, so that there should be minimum out of pocket expenses prior to the scholarship*
- Applicants may be expected to attend industry meetings and participate in photographs and publicity for the program and sponsoring organizations
- Successful applicants will be required to have completed their program and presented their **Final Report** no later than **31 October 2025**

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## 2024 APPLICATION FORM



### APPLICATION FORM – PART A

PERSONAL DETAILS	
Full name (as per passport):	
Email address:	
Date of birth (DD/MM/YY):	
Place of birth (City, State or Province/ Country):	
Citizenship(s):	
Home telephone number (including country and area code):	
Mobile telephone number (including country and area code):	
Home mailing/postal address:	
Have you ever applied for a WPC scholarship before?	
Please provide details including year of application and whether you were successful	
How did you first learn about the WPC scholarship? (Eg. Colleague, internet search, WPC member, friend...)	
Is there any reason that you would not meet the Visa requirements to travel to the country of your choice? (Please review Page 7 - Obligations regarding Visa approval)	
Do you have any disabilities that will need to be considered to ensure safe travel? If yes, please provide details	

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## 2024 APPLICATION FORM



### APPLICATION FORM – PART B

#### EMPLOYMENT DETAILS

Current occupation:

Company or Organisation name:

Company address:

Name and contact details of  
your manager or supervisor  
(phone number and email  
address) if applicable:

Please list any previous employment below:

Dates (from/to)

Position/Title

Name and Address of employer

Please indicate if you are a member of any educational or professional associations:

# UNITED ASSOCIATION INSTRUCTOR TRAINING PROGRAM SCHOLARSHIP

## 2024 APPLICATION FORM



### APPLICATION FORM – PART C

#### EDUCATION

Indicate your highest level of education completed and the date received:

(Middle School, High School, Certificate, Diploma, Degree, Higher degree)

Name your most significant publications/honors/awards/projects or other academic accomplishments:  
(Use additional pages as necessary)

Please list all education:

#### Training and Educator Experience

Current subjects being taught	Teaching hours per week	Grade level of students	Ages of students	Number of students

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## 2024 APPLICATION FORM



### APPLICATION FORM – PART D

#### TRAINING AND EDUCATION EXPOSURE

Please list the different tools and materials that you use during classes (to train your students) and any further tools and materials that you are familiar with using.

What codes and standards does the plumbing industry in your country follow (if any)? Are you familiar with any further codes and standards?

Do you train your students using hands-on training, computer-based training, or a combination of both? If you use computers, which subjects are taught by computer?

Please list any specific subjects that you would like to train in at the UA's Instructor Training Program (refer to the current ITP - Course List: [https://itfinstructor.uanet.org/Documents/Documents/itp\\_brochure.pdf](https://itfinstructor.uanet.org/Documents/Documents/itp_brochure.pdf))

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## 2024 APPLICATION FORM



### LIST OF ITEMS TO BE INCLUDED WITH THIS APPLICATION FORM

1. Photocopy or scan of photo page of your current passport
2. Your current CV/resume
3. At least one letter of reference and a letter of support along with any further written references that you believe will assist your application

### OBLIGATIONS OF SCHOLARSHIP RECIPIENT TO FULFILL THE TERMS OF THE SCHOLARSHIP

#### A. VISA REQUIREMENTS

1. Scholarship recipient must take steps to find out what is necessary to secure a visa for their visit.
2. If you are chosen for this scholarship, you will need to secure a visa within three months of receiving the award letter. An extension of time may be granted by the Scholarship Committee, if requested by awardee. Awardees who are unable to secure a visa may forfeit the scholarship and an alternate selected.
3. The recipient should contact the WPC Secretariat by email to request any documentation that will assist their visa application and their planning.

#### B. TRAVEL

1. The recipient will research the flights or other travel that will take them to their destination and provide details of their preferred flights to the Secretariat. Note: Flights shall only be purchased following a successful visa application
2. Prior to travel, the recipient must provide a detailed (day-by-day) itinerary (template 1.1) to the WPC secretariat, preferably one month prior to travel. Where possible, the recipient should complete this together with contacts from the host country. The WPC Secretariat will assist where possible.

#### C. EXPENSES

1. The recipient must provide bank account details to the WPC Secretariat so that the expenses reimbursements can be deposited directly.
2. The recipient must provide clear copies of all scholarship related expense receipts and complete the expenses spreadsheet (template 1.2). The receipts should be numbered to correspond with the numbered line item on the spreadsheet. The WPC Secretariat can provide examples.

#### D. REPORT

1. Within one month of the end of the trip, the recipient must provide an Executive Summary of 500 words or less plus at least three photos.
2. The Final Report including photos, charts etc. must be submitted to the WPC Secretariat by **31 October 2025\***
3. The scholarship recipient is thereafter expected to promote the WPC scholarship where possible when requested, such as in interviews, speaking engagements etc.

***\*All photos must be original, taken by applicant. We are not permitted to utilize images copy-written by other organizations or individuals.***

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## 2024 APPLICATION FORM



### WHAT IS COVERED (WHAT WILL BE REIMBURSED)?

- Visa application cost
- Travel insurance
- All travel costs to get to, from and within your destination country such as flights, train tickets, taxi's etc.
- Any costs associated with visiting or taking part in scholarship related activities/training
- All accommodation expenses (hotels during your stay)
- All daily expenses (meals, drinks, snacks). These expenses should be reasonable.
- Laundry
- Sightseeing/tourist activities – within reason
- Interpreters

### WHAT IS NOT COVERED (WHAT WILL NOT BE REIMBURSED)?

- Passport application cost
- Cost of memberships to professional bodies
- Personal expenses such as gift shopping, souvenirs, haircuts or clothing
- Expenses for any person accompanying the recipient. Please advise if you will be accompanied on your trip

### ITINERARY

Date/Time	Plan



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## 2024 APPLICATION FORM



### TERMS OF AGREEMENT IF SELECTED AS THE SCHOLARSHIP RECIPIENT

1. I agree to observe and obey the laws of the country in which I will be staying
2. Upon request, I will have a complete physical examination and will submit a physician's "Report of Medical Examination". I will also submit a "Statement of Health for Dependents" report from a physician for all who accompany me. All medical examinations will be at my expense. In addition, I guarantee that I and anyone accompanying me will have comprehensive medical insurance sufficient to cover any major medical contingency, which may occur while abroad
3. I am aware that any travel before a scholarship has been awarded is not reimbursable
4. I will attend all orientation activities if requested
5. I understand that the scholarship is awarded based on being able to successfully gain entry to the USA and if I am denied entry to the USA for any reason, the scholarship committee may withdraw the scholarship
6. If selected for the scholarship, I will complete my assignment in the country nominated (changes may be permitted on a case-by-case basis and must be approved by the administering organization (WPC). I will return to my normal role following the trip unless my normal employer authorizes an extension of my leave
7. I will accept no employment other than my scholarship position during my stay abroad, unless approved in writing by the administering organization (WPC)
8. I understand that reimbursement of expenses is solely for the scholarship recipient and does not extend to expenses of any accompanying persons and that receipts must be provided for all expenses claimed
9. I understand that up to US \$15,000 is available to cover the expenses of the scholarship, but that reimbursement is provided for reasonable costs only (*The aim of the Scholarship is not about spending the entire amount*)
10. I am aware that, should the scholarship be terminated as a result of my inability to fulfill the obligations, I may be asked to reimburse funds expended
11. I agree that I will provide the Final Report by **31 October 2025** unless otherwise approved in writing by the administering organization (WPC)
12. I am aware that none of the following will be liable for any claim or claims resulting from any aspect of my participation in, or failure to complete the program outlined in the grant: the World Plumbing Council, the United Association, or their members, and any other organization or person participating in the program.
13. I agree that I will use original photos that I have captured in my work. I agree not to use images that are copywritten by other organizations or individuals.

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## 2024 APPLICATION FORM



I certify that I have read and understand the “Terms of Agreement” and that the information provided in this application is, to the best of my knowledge, true and correct. I am aware that a false statement may be grounds for non-selection or termination of my grant. I further certify that I have notified the WPC of any misdemeanor (except minor traffic violation) or felony convictions or pending indictments. My signature confirms that I will abide by the “Terms of Agreement” if selected for program participation.

**NAME OF APPLICANT IN FULL (AS PER PASSPORT):**

**SIGNATURE:**

**DATE:**