Applying to PACE International

TOP TIPS FOR PREPARING YOUR APPLICATION

Put your best foot forward and prepare for an experience of a lifetime with PACE International. This document includes further information about the PACE International application process including top tips for completing the application form, responding to selection criteria and confirming your referee.

PROGRAM ELIGIBILITY

Applications are open to all currently enrolled students at Macquarie University. We are looking for participants from diverse disciplines and backgrounds. We will not exclusively select high achieving students; rather we are looking for students who have an understanding and appreciation of the principles of the PACE program and who meet the eligibility and selection criteria for PACE International.

AM I ELIGIBLE?

1. You have completed one session at Macquarie University
2. You have a minimum Macquarie GPA of 2.0 (4 point scale) or 4.0 (7 point scale)*
   *LAWS452 and LAWS899 require a minimum Macquarie LAW GPA of 3.0 (4 point scale) or 5.0 (7 point scale)*
3. You are enrolled or eligible to enrol in a relevant PACE unit (if completing PACE for credit)

* If you do not hold the minimum required GPA you can apply for special consideration in your application form.

HOW TO APPLY

Follow the below steps to apply for a PACE International activity. Once applications open, the PACE International applications are found on the Current Opportunities page of the PACE website. Search for international opportunities on the right hand navigation. Applications open approximately 6 months before the start of the activity, to enable plenty of time to prepare.
SELECTION CRITERIA

We assess your application based on your understanding, appreciation and response to the selection criteria listed below.

FLEXIBILITY AND ADAPTABILITY

Open to new ideas and ways of doing things, willing to accept and adapt to change.

ABILITY TO WORK IN TEAM ENVIRONMENTS

You collaborate with others and value their contribution to team projects. You seek to build a harmonious culture of cooperation that facilitates information sharing, communication and learning.

OPEN TO CONSTRUCTIVE FEEDBACK

You listen when ideas are challenged, accept criticism of own ideas and respond in a thoughtful and considered way.

EMPATHY AND RESPECT FOR OTHERS

You appreciate and show respect for diverse backgrounds, experiences and perspectives. You recognise and adapt to individual differences and working styles.

SELF AWARENESS AND BEHAVIOUR

You can demonstrate an awareness of your own strengths, limitations, personal values and impact on others. You understand how your beliefs, thoughts and emotions can influence your behaviour and actions.

EFFECTIVE COMMUNICATION

You communicate clearly, actively listen to others and respond with respect to other points of view.

MOTIVATION AND COMMITMENT TO THE PRINCIPLES OF PACE

You are motivated to participate in PACE International for the both the personal and professional benefits of the experience. You believe in learning from and supporting your partner organisation along with the community it serves.

APPLICATION FORM REQUIREMENTS

When you complete an application form you will need to provide the following things:

• Contact details of your referee
• Updated curriculum vitae (CV)
• Copy of your academic transcript

APPLICATION TIPS

• Before you apply check which organisations have activities available in your academic unit or co-curricular option
• Relate your responses to the selection criteria and consider how your skills will be useful to PACE International partners
• Brainstorm situations when you have displayed the qualities listed in the selection criteria
• Practice writing your responses in word and get a friend or colleague to check before submitting your application
• Try not to use the same example twice, the more information we have about you the better picture we have of who you are
• Proof read and be careful of your spelling and grammar
• Use the STAR model to highlight examples in response to the selection criteria
• Keep your responses clear and concise

CONFIRMING A REFEREE

Your written reference is an important part of your application. Reference checks are due, at latest, one week after the application closing date.

Your referee may be one of the following:

• Academic Referee: e.g. Unit convenor, tutor or academic advisor
• Macquarie University Referee: e.g. GLP staff member, Career’s advisor, MQ mentors advisor, Campus wellbeing advisor
• Professional Referee: e.g. work manager, high-school teacher, sports coach

Where ever possible we recommend selecting an Academic or Macquarie University referee.

TOP TIPS FOR COMPLETING YOUR REFEREE CHECK:

• Before submitting your application, confirm with your referee that they are happy to complete a reference check for you.
• Apply early to give your referee sufficient time to complete the reference check.

UPDATING YOUR CURRICULUM VITAE (CV)

We recommend you update and tailor your CV to highlight your skills, knowledge and experience in relation to PACE International. Below are some of the key areas to consider when updating your CV:

• Include a personal statement describing how PACE International fits into your personal and professional aspirations
• Identify key transferable skills and experiences (paid and unpaid)
• List your experience in reverse chronological order
• Format your document correctly – name, page numbers, spell check
• Keep your CV to only 2 pages in length
• Include your full name in the file name: E.g. BenSmith_PACEInternational_2018

For more information and advice regarding your CV please contact the Career’s Hub.

T: (02) 9850 7372
E: careers@mq.edu.au

UPDATING YOUR CURRICULUM VITAE (CV)

We recommend you update and tailor your CV to highlight your skills, knowledge and experience in relation to PACE International. Below are some of the key areas to consider when updating your CV:

• Include a personal statement describing how PACE International fits into your personal and professional aspirations
• Identify key transferable skills and experiences (paid and unpaid)
• List your experience in reverse chronological order
• Format your document correctly – name, page numbers, spell check
• Keep your CV to only 2 pages in length
• Include your full name in the file name: E.g. BenSmith_PACEInternational_2018

For more information and advice regarding your CV please contact the Career’s Hub.

T: (02) 9850 7372
E: careers@mq.edu.au

USING THE STAR MODEL

The STAR model is a method of providing clear examples or evidence of your skills, knowledge and approach to work. The method helps you to break up your answer into a clear structure including four important elements:

SITUATION

Describe the situation/environment you were in.

TASK

What did you need to accomplish to deal with the situation? What was your role concerning the problem, issue or assignment?

ACTION

What did you do? Set out the steps you took to resolve the situation. Provide detail.

RESULT

What was the outcome? What did you learn? Promote yourself and your achievements.