



THE AGRICULTURAL AND MARKETING
RESEARCH AND DEVELOPMENT TRUST

IN-MARKET IMMERSION PROGRAMME GUIDELINES

The AGMARDT In-Market Immersion Programme is an extension of the existing In-Market Grant Programme.

These guidelines are to be read in conjunction with the In-Market Grant Guidelines and are intended to provide assistance to any Agribusiness Applicant wishing to apply for assistance under the AGMARDT In-Market Immersion programme.

Objective of the Programme

AGMARDT recognises the significant benefit to New Zealand Agribusiness from employees having international experience in the market place at an early stage in their careers.

The objective of this programme is to encourage transformational change within New Zealand Agribusinesses by providing an opportunity to place individuals with identified potential in a chosen international market place for a sufficient period, to develop their understanding and skills in the market end of the value chain.

The programme is designed to support successful Applicant Agribusinesses to provide employment opportunities through an **'internship'**, to deliver a transformative experience for talented individuals that will encourage long term commitment and benefits to NZ Agribusiness.

AGMARDT In-Market Immersion Programme provides an opportunity for any successful Agribusiness Applicant(s) to:

- Attract and retain high achieving individuals that have identified potential;
- Enable in market experiences that will inspire and transform individuals;
- Encourage commitment and long term employment within NZ Agribusiness;

Application Deadlines

Applications will be accepted throughout the year.

Selection Process

All suitable Agribusiness applications will be considered by the AGMARDT Board of Trustees and their advisors.

In-Market Internship Details

AGMARDT offers up to **five** individual In-Market internships per year to the value of up to **\$50,000 (Inc. GST)** for each internship awarded.

There is a requirement that successful Agribusiness Applicants will provide, as a minimum, matching cash funding on a **dollar for dollar basis**. (i.e. **50%** of total annual costs of placement).

The Trustees reserve the right to allocate a smaller amount than originally requested by the Applicant.

Should any additional funding be provided from another source(s), this must be clearly disclosed by the applicant during the application process.

The expected term for the In-Market placement programme is between **9 - 12 months**.

Eligible Applicants

New Zealand Agribusiness Applicant

To be eligible for an AGMARDT In-Market Immersion Programme, the Agribusiness applicants must:

- be one or more businesses, or a representative of an established industry group, operating in the New Zealand agricultural, horticultural or forestry sectors;
- be a New Zealand registered company or Industry Group;
- clearly demonstrate how the programme will benefit them and attract and retain the individual with potential;
- identify what difference AGMARDT's funding will make;
- demonstrate to AGMARDT's satisfaction that the Applicant has the capability and financial resources to support the programme throughout its planned time and beyond;
- demonstrate to AGMARDT's satisfaction, intent to provide permanent employment for the selected individual should the internship be successful, for a period of not less than 2 years (subject to normal performance management criteria for the individual concerned);
- be committed to retain the value and benefits arising from the programme within New Zealand;
- complete an In-Market Grant Application form highlighting objectives and milestones for this programme;
- provide a personal development plan for the individual in support of their internship;
- acknowledge AGMARDT as a sponsor and allow the selected individual to be available for media promotion and AGMARDT branded events should attendance be requested; and
- Commit to completing all necessary reporting (progress and final reports) in a timely manner.

In-Market Intern

To be eligible for an AGMARDT In-Market internship, the selected individual must:

- be employed by the Agribusiness Applicant at the time of placement;
- have the desire to have a career in the New Zealand primary sector;
- clearly demonstrate how this In-Market internship will assist toward their individual goals and aspirations through a personal development plan;
- provide two independent referees to validate their personal factor;
- provide a CV with the application;
- be a New Zealand citizen and have a valid New Zealand passport;
- be committed to spend up to 12 months on an overseas placement;
- be committed to employment with the Applicant Agribusiness for two (2) years;
- be available for AGMARDT branded events should attendance be requested;
- be available for media promotion;
- publically acknowledge AGMARDT as a sponsor;
- Provide AGMARDT with a Final report on the success of the placement.

Preference will be given but not limited to applicants who:

- are recent tertiary graduates and have at least 2 years agribusiness experience within the applicants business sector;
- are between 20 and 30 years of age;
- are specialising in the agricultural, horticultural and/or forestry sectors;

Application Process and Forms

Applications for The AGMARDT In-Market Immersion Programme will be completed using the **online In-Market Grant Application form** at www.agmardt.org.nz. Please refer also to the In-Market Grant Guidelines for instructions on completing the application form.

If an interview between the In-Market intern and the Trustees is required, AGMARDT will only pay the costs of travel for applicants residing in New Zealand;

Reporting

The Agribusiness applicant must complete the **Progress and Final reporting** as per the In-Market Grant application (refer In-Market Grant Guidelines).

In addition to the normal reporting requirements of an In-Market Grant and at the completion of the 12 month placement, a **Final Report** is also required from the individual concerned

The In-Market Intern Final Report must:

- Summarise the outcomes of the personal development programme and link the achieved outcomes to the original goals and aspirations;
- Detail the results achieved against the milestones set out in the original application;
- Identify any additional achievements and/or learnings;
- Provide Trustees with an insight into what the future may hold following the completion of this programme;
- Provide a summary of the programme suitable for media release.

Payments

Successful Agribusiness applicants must have their own New Zealand bank account and payments are made in the name of the applicant.

Payments will be made according to a predetermined milestone schedule, as agreed between AGMARDT and the successful candidate, but not before receipt of an acceptable progress report. (Refer In-Market Grant Guidelines)

Eligible Expenses

The AGMARDT In-Market Immersion Programme funding **may only be used** to fund the following direct cash expenses to support the individual on placement:

- Travel and accommodation costs; and/or
- Supplementing the individual salary/wage costs while on placement; and
- AGMARDT approved further education/training opportunities while in-market

Dissemination/Commercial Sensitivity

As a not-for-profit trust, AGMARDT usually makes the information arising from its grants publically available.

Unless otherwise agreed to by AGMARDT and the applicant, AGMARDT will provide a summary of the aims of the project on its website, followed by a summary of the project when completed.

Should the project be commercially sensitive, AGMARDT and the applicant will discuss and agree on the information to be made publically available having regard to AGMARDT's policy obligations.

General

Declined Applications: It is AGMARDT's policy not to provide reasons why applications are declined. All applicants will be notified in writing.

Independent Audit: For financial performance and management of the programme, the Trustees reserve the right to ask for an independent audit by an auditor of AGMARDT's choosing. The Trustees may, through AGMARDT's advisors, or if required AGMARDT appointed specialists, undertake a review of the work in progress and eventual outcomes.

Funding Withdrawals: Funding may be withdrawn at the sole discretion of the Trustees where:

- Reports and payments account receipts have not been provided or have not been provided in a timely manner;
- There has been unauthorised variation to the agreed terms of the placement;
- No part of the funding has been uplifted within one year of the grant being approved;
- There has been no response to AGMARDT's correspondence;
- No satisfactory progress has been made;
- The Applicant is bankrupted; or
- The applicant receives a criminal conviction.

Confidentiality: Advisors' and referees' comments are confidential to AGMARDT.