

# SKILLED National Apprentice & Trainee of the Year Award



## NOMINATION FORM

### CONDITIONS OF ENTRY (please read carefully)

Closing date for all entries is 5pm, January 28.

Nominees for each of the awards must:

- Currently have a registered training agreement with SKILLED
- Be nominated by their SKILLED supervisor or New Apprenticeship Coordinator
- Have training agreements registered with the State Training Authority
- Be prepared to attend interviews/teleconferences as required
- Agree to abide by the decision of SKILLED.

All matters relating to the awards shall be final and no correspondence will be entered into. Selection of winners will be in accordance with the principles of equal opportunity (EO).

<b>NOMINATION DETAILS:</b>		<b>Date of Submission:</b> _____	
<b>Nominee's Surname:</b> _____		<b>Given Names:</b> _____	
<b>Home Address:</b> _____			
<b>City:</b> _____		<b>Post Code:</b> _____	
<b>Telephone Number:</b> (W) _____		(H) _____	
<b>Email Address:</b> _____			
<b>Qualification Title:</b> _____		<b>Due Date for Completion:</b> _____	
<b>Name of Training Organisation:</b> _____			
<b>Name of SKILLED Client/Business Unit:</b> <i>(during apprenticeship/traineeship)</i> _____			
<b>Address of SKILLED Client/Business Unit:</b> <i>(during apprenticeship/traineeship)</i> _____			
<b>City:</b> _____		<b>Post Code:</b> _____	
<b>Telephone Number:</b> _____			
<b>Current Employer:</b> <i>(if different from above)</i> _____			
<b>Name of Nominating Organisation:</b> _____			
<b>Name of Representative:</b> _____		<b>Email Address:</b> _____	
<b>Telephone Number:</b> _____		<b>Fax Number:</b> _____	

It is a condition of these awards that the nominator and the nominee will comply with the conditions of entry and agree to any decision made by SKILLED in relation to this nomination and these awards.

Signature of Nominator: .....

Signature of Nominee: .....



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## ASSESSMENT CRITERIA

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Nominees are required to submit an application of no more than three (3) A4 pages in response to the following assessment criteria, in a brief format.

*Please note: In addition to your 3-page submission, please also attach a current copy of your résumé along with copies of relevant certificates. It is requested, however, that candidates keep attachments to a minimum.*

### **Career and Study Achievements:**

- a. What you have gained or achieved through your job and your studies
- b. Your awareness of the value of learning
- c. Your understanding of the value of integrating on-the-job and off-the-job training
- d. Your awareness and understanding of new developments and trends in your workplace or industry and the vocational education and training system

### **Personal Skills**

- a. Your communication skills and personal presentation
- b. Your skills in goal-setting and planning (especially for career and/or further study)
- c. Your leadership skills
- d. Your level of self-reliance and effective team participation
- e. Your capacity to be an effective ambassador for Skilled, your community and your State

### **Achievements in Other Pursuits**

- a. Your achievements in areas other than study and work
- b. Your involvement in any community activities
- c. Your awareness of current social, economic and political issues

Nominations close at 5:00pm, January 28. Nominations received after that date will not be accepted. The nomination should comprise the nomination form and response to the selection criteria as outlined above.

### **The submission may be e-mailed to;**

Belinda Shires  
[bshires@skilled.com.au](mailto:bshires@skilled.com.au)

**Or faxed to (03) 6278 1832**

**For all enquiries related to the awards please email Belinda Shires or call (03) 6278 1988**

