The NSW Department of Education and Training (DET) conducts the NSW Training Awards each year to recognise outstanding achievement in the vocational education and training sector. The Awards honour and reward the achievements of students, teachers, training organisations and employers.

All finalists and their nominators will be invited to attend the Awards Presentation Dinner to be held at The Ballroom, Sydney Convention and Exhibition Centre, Darling Harbour on 8 September 2005, where the Minister for Education and Training will announce the winners.

State winners of the Apprentice, Trainee, Aboriginal and Torres Strait Islander Student and Vocational Student awards will represent NSW at the Australian Training Awards to be held in November at the Perth Convention Centre.

student awards
- apprentice of the year
- trainee of the year
- aboriginal and torres strait islander student of the year
- vocational student of the year

entry details + entry form
eligibility
Students who entered the 2004 NSW Training Awards are not eligible to enter in 2005.

HSC students are not eligible to enter these categories, but are encouraged to enter the Vocational School Student of the Year Award – a separate nomination form is available on our website at www.det.nsw.edu.au/trainingawards

apprentice and trainee nominees
- Candidates may only be nominated by either their registered training provider or employer
- Candidates must have training agreements registered with the NSW Department of Education and Training
- Apprentices must have completed or be due to complete their apprenticeship between 1 January 2005 and 31 December 2005
- Trainees must have completed or be due to complete their traineeship between 1 July 2004 and 30 June 2005
- Completion refers to the completion date on the training agreement

vocational student nominees
- Candidates may only be nominated by their registered training provider
- The nominee may be any full-time or part-time student in a vocational education course that leads to a nationally recognised outcome or qualification, who is not eligible for the Apprentice or Trainee awards
- Candidates must have completed or be due to complete their vocational studies between 1 July 2004 and 30 June 2005

aboriginal and torres strait islander student nominees
Candidates nominated in this category may be undertaking any accredited vocational education and training program, including an apprenticeship or traineeship. The nominee must meet the eligibility criteria for the relevant award, as specified above

conditions of entry
- The closing date for entries is Thursday 26 May 2005
- Candidates may only be nominated for one category and must not accept nomination for an equivalent award in another State or Territory in this calendar year
- Candidates may only have one nominator
- Candidates must agree to abide by the decisions of the NSW Department of Education and Training (DET)
- DET reserves the right to use photographs and non-confidential information about finalists for promotional purposes
- Award winners must be able to represent NSW at the Australian Training Awards to be held in November at the Perth Convention Centre

closing date and postal details
Entry forms and required supporting information must reach the following address by 5pm on Thursday 26 May 2005

2005 NSW Training Awards
Department of Education and Training
Level 12, 1 Oxford Street
(Locked Bag 53)
Darlinghurst NSW 2010

selection process
Candidates will be assessed from the information provided in their submission.

Apprentices and Trainees Initial selection will be carried out in the regions covered by DET’s State Training Centres, according to the post code of the candidate’s employment address. For those employed by a Group Training Company, the host employers’ address will be used. Each region will select one apprentice and one trainee to attend an interview in Sydney from which finalists will be selected. All finalists will be invited to attend the Presentation Dinner for the announcement of the winner.

Vocational Students and ATSI Students Selection will be undertaken by a panel of judges at DET’s Sydney office where interviews will be held to select finalists.

for further information or extra entry forms
Please visit our website at www.det.nsw.edu.au/trainingawards or phone 1800 306 999 (toll free)

requirements for entering the 2005 nsw training awards

DOCUMENTS AND INFORMATION TO BE PROVIDED
The submission should comprise:

1. Student Entry Form (fully completed and signed)
2. Information to be provided by nominee: no more than ten pages covering the three assessment criteria set out below
3. Information to be provided by nominator: no more than one page, giving brief comments on the nominee’s career and study achievements, and personal skills
4. Attachments e.g. copies of certificates, awards, photos etc. related to the nominee’s study or work (no videos, tapes or CDs please) NB: Do not send originals as the Department is unable to return submissions.

COPIES
Nominees should submit:
- one bound submission including any attachments; and
- three unbound, clipped or stapled copies without attachments – photocopies are acceptable
assessment criteria

The assessment criteria for these awards comply with those required for entry to the Australian Training Awards. This allows the winner's submission to be entered directly into the Australian Awards.

Students will be assessed using the following three assessment criteria. Nominees should provide information on the three assessment criteria using no more than ten pages:

1. 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

2. 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 and promotion skills
   d. your level of self-reliance and effective team participation
   e. your capacity to be an effective ambassador for your industry, community and NSW

3. 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


Privacy Notice

The information provided by you on this entry form will be used by the Department of Education and Training for the purposes of administration, judging and general communication in regard to the 2005 NSW Training Awards. Provision of this information is essential to determine your eligibility for consideration of an Award. Information will be stored securely. If you do not provide all or any of this information then you may not be eligible for entry in the 2005 NSW Training Awards. You may access, correct or amend your personal details by contacting 2005 NSW Training Awards, NSW Department of Education and Training by telephone on 1800 306 999 (toll free) or (02) 9266 8184, by fax on (02) 9266 8590 or by writing to address Level 12, 1 Oxford Street (Locked Bag 53) DARLINGHURST NSW 2010.
Please attach this form to your submission – see Documents and information to be provided on page 2

Please tick one box

- □ Apprentice of the Year
- □ Aboriginal and Torres Strait Islander Student of the Year
- □ Trainee of the Year
- □ Vocational Student of the Year

**Nominee’s personal details** (Please print clearly)

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
</tr>
<tr>
<td>Given names</td>
<td>Date of birth</td>
</tr>
<tr>
<td>Please tick male</td>
<td>female</td>
</tr>
<tr>
<td>Do you speak a language other than English at home? (optional question)</td>
<td>no yes</td>
</tr>
<tr>
<td>Home address</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Telephone no.</td>
<td>Fax no.</td>
</tr>
<tr>
<td>Mobile no.</td>
<td>E-mail</td>
</tr>
</tbody>
</table>

**Nominee’s training details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Apprenticeship, Traineeship or vocational course</td>
<td></td>
</tr>
<tr>
<td>Completion date of Apprenticeship, Traineeship or vocational course</td>
<td></td>
</tr>
<tr>
<td>Apprenticeship/Traineeship Registration Number (essential)</td>
<td></td>
</tr>
<tr>
<td>Name of registered training organisation</td>
<td></td>
</tr>
</tbody>
</table>

**Nominee’s employment details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and address of employer organisation</td>
<td>Postcode</td>
</tr>
<tr>
<td>Telephone no.</td>
<td>Fax no.</td>
</tr>
<tr>
<td>If employed by a Group Training Company (GTC), please provide:</td>
<td></td>
</tr>
<tr>
<td>GTC name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Postcode</td>
</tr>
<tr>
<td>Signature of nominee</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Nominator’s details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>Organisation</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Postcode</td>
</tr>
<tr>
<td>Telephone no.</td>
<td>Fax no.</td>
</tr>
<tr>
<td>Mobile no.</td>
<td>E-mail</td>
</tr>
</tbody>
</table>

The nominator must ensure that the nominee meets the eligibility criteria and conditions of entry as described in this entry form. Failing to address the criteria may result in the student being ineligible.

Signature of nominator Date

Fax no. Mobile no. E-mail

Signature of nominator Date