The nomination form for the 2009 Training Awards needs to be filled out and signed by three parties: the employer (or host employer), the training provider and the student. This nomination form can be opened in Word 2000 or later and can be filled in and saved. Grey parts of the form can be filled in. Click on any grey part has “(Please select)” to open a drop down list with options to select.

At any stage you can press the F1 key to bring up more help relating to that specific field.

**Award you are nominating for:**
Please click on the grey field to bring up the drop down list and select the award you wish to nominate for.

**Section 1: Student's personal details**

- **Family name & Given name(s):**
  These fields are for the surname and the first name and middle name(s) (if applicable) of the nominated student.

- **Date of birth:**
  This is the date of birth of the student. Date fields are to be filled in using the dd/mm/yyyy format, e.g., 28/04/1989.

- **Gender:**
  Please select the appropriate gender from the drop down list.

- **Address fields:**
  These fields allow for the students address, suburb, state (drop down list) and postcode to be provided.
  *Note: These details will be used to send official correspondence to. Please verify the accuracy prior to submitting the application.*

- **Contact details:**
  Please provide as many contact details as possible. Please ensure that at least the home phone number or mobile number is provided. If the student has an email address, please provide this.
  *Note: The contact details for the nominated learner can be used to schedule interviews. Please ensure the accuracy of these details prior to submitting the application. The Training Awards will not release these details and email addresses will only be used for official correspondence.*

- **Optional question:**
  Does the nominee speak any other language than English at home? This is an optional question. Answers provided here are recorded for statistical purposes only. Answering this question will not affect the nomination in any way. To answer, please click the grey area and select “Yes” or “No”.

**Section 2: Student's training details**

- **Vocation / Trade:**
  This is the name of the vocation or trade that the student is to be nominated for. Please use the full name, e.g., “Certificate IV in Business (Administration)” or “Electrical (Mechanic) – (Electrotechnology Systems Electrician) – Certificate III”.

- **Training Contract Number (TC ID):**
  This is for apprentices and trainees only. This number can be found on official correspondence from the Department relating to the apprenticeship or traineeship, for instance 1568234\1 or 784557\3.

- **Completion date of training:**
  For apprentices or trainees, this is the completion date as stated on the training contract. For vocational students, this is the completion date of the training course undertaken. Date fields are to be filled in using the dd/mm/yyyy format, eg 15/02/2009.

- **Name of registered training provider:**
  This is the name of the Training Provider that delivers the training that is mentioned in the Vocation / Trade field.

- **Location of training:**
  In order to identify the specifics of the Training Provider, please provide the location where the training took place. This can be the name of a campus or the name of the suburb.

- **For School Based Student’s – name of school:**
  For students being nominated for the School Based Apprentice of the Year Award or VET in School Student Award, please provide the name of the school that this student attends.

**Section 3: Student's employment details – Group Training Organisation (GTO)**

If the student is employed by a GTO, fill in this section. If the student is not employed by a GTO, continue to section 4.
Student nominations
Instructions

GTO Name:
Please enter the name of the GTO here.

GTO address fields:
These fields allow for the GTOs address, suburb, state (drop down list) and postcode to be provided.

GTO Contact name:
Please provide the name (first name and surname) of a contact person at the GTO.

Phone number:
Please provide the phone number for the contact person at the GTO (direct contact number is preferred).

Section 4: Student's employment details

If the student is employed by a GTO (see section 3), please fill in the host employer's details in this section; else fill in the employer's details.

Employer Name:
Please enter the name of the employer here.

Employer address fields:
These fields allow for the employers address, suburb, state (drop down list) and postcode to be provided.

Employer contact name:
Please provide the name (first name and surname) of a contact person at the employer.

Phone number:
Please provide the phone number for the contact person at the employer (direct contact number is preferred).

Section 5: Nominator's details

This section is to be filled in by the person nominating the student for the award. The nominator can be:
- the training provider, or
- the employer (or host employer if the person is employed by a Group Training Organisation)

Family name & Given name(s):
These fields are for the surname and the first name and middle name(s) (if applicable) of the nominator.

Position:
Please provide the position that the nominator holds in the organisation

Relation to student:
Using the drop down list, please select the relation between the nominator and the nominee. This can be employer, GTO or training provider.

Nominator address fields:
These fields allow for the nominator's address, suburb, state (drop down list) and postcode to be provided.

Contact details:
Please provide as many contact details as possible. Please ensure that at least the phone number or mobile number is provided. If the student has an email address, please provide this.
Note: The Training Awards will not release these details and email addresses will only be used for official correspondence.

Section 6: Nominator's comments

As nominator, please explain briefly the reasons for making this nomination. The reasons are divided into Job Skills, Personal skills and knowledge of the Industry and Training System.

Section 7: Student's comments

In this section, the student is requested to explain why he or she should be chosen for this award. Note that tips document on www.trainingawards.nsw.gov.au contains suggestions on how to answer these fields.

Submission checklist

Please ensure that you have confirmed eligibility and that you have completed the entry form. When submitting the form, attach your supporting documentation. Please ensure that you have read the conditions of entry to the 2009 NSW Training Awards and ensure that all parties are aware of this nomination and that all parties endorse its content.

If you submit this nomination form via email, a staff member from the local State Training Services regional office will contact all parties to obtain signature from the student, nominator and employer.

If you have any questions, please contact State Training Services on 13 28 11.

You can lodge your nomination via:
- email: nswtrainingawards@det.nsw.edu.au
- fax: (02) 9244 5031
- mail: 2009 NSW Training Awards NSW Department of Education and Training Level 12, 1 Oxford Street (Locked bag 53) DARLINGHURST NSW 2010

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