Awards for excellence in vocational education and training

2006 NSW TRAINING AWARDS
BE RECOGNISED

ENTRY DETAILS
Student Awards

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

2006 NSW TRAINING AWARDS
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 reward and honour 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 7 September 2006, 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 Adelaide on 16 November 2006.

ELIGIBILITY
Students who entered the 2005 NSW Training Awards are not eligible to enter in 2006.
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.skilling.nsw.gov.au

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 2006 and 31 December 2006
- Trainees must have completed or be due to complete their traineeship between 1 July 2005 and 30 June 2006
- 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 2005 and 30 June 2006

Aboriginal and Torres Strait Islander Student nominees
- Candidates may be nominated by either their registered training provider or employer
- Candidates must be final year apprentices, trainees or vocational students who identify as being of Aboriginal or Torres Strait Islander descent.

The nominee must meet the eligibility criteria for the relevant award, as specified in preceding information.

CONDITIONS OF ENTRY
- The closing date for entries is Thursday 11 May 2006
- 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 regional and state finalists for promotional purposes
- Award winners must be able to represent NSW at the Australian Training Awards in Adelaide on 16 November 2006

CLOSING DATE AND POSTAL DETAILS
Entry forms and required supporting information must reach the following address by 5pm on Thursday 11 May 2006
2006 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 on the information provided in their submission (see ‘Documents and information to be provided’)

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. The employers of applicants may be contacted during the selection process. 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.

Please visit our website at www.skilling.nsw.gov.au for extra entry forms and tips on preparing a submission, or phone 1800 306 999
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 state finalists.

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 2006 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 2006 NSW Training Awards. You may access, correct or amend your personal details by contacting 2006 NSW Training Awards, NSW Department of Education and Training by telephone on 1800 306 999 or (02) 9244 5507, by fax (02) 9266 8590 or by writing to address Level 12, 1 Oxford Street, Darlington NSW 200.

REQUIREMENTS FOR ENTERING THE 2006 NSW TRAINING AWARDS
The assessment criteria for these awards comply with those required for entry to the Australian 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.

ASSESSMENT CRITERIA
2006 NSW Training Awards
Students will be assessed using the following three assessment criteria. Nominees should provide information on the three assessment criteria.

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

See page 5: Tips for submitting your application and Submission checklist

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Appendix

Student Awards
Awards for excellence in vocational education and training 2006 NSW TRAINING AWARDS BE RECOGNISED

ENTRY FORM Student Awards

Please attach this form to your submission – see Requirements for Entering the 2006 NSW Training Awards

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

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)

Family name
Given names
Date of birth
Please tick  ☐ male  ☐ female
Home address
Postcode
Telephone no. (H)  Fax no.
Mobile no.  E-mail

Optional question: Do you speak a language other than English at home?  ☐ no  ☐ yes

NOMINEE’S TRAINING DETAILS

Title of Apprenticeship, Traineeship or vocational course
Completion date of Apprenticeship, Traineeship or vocational course
Apprenticeship/Traineeship Training Contract Identification Number (TCID)
Name of registered training organisation

NOMINEE’S EMPLOYMENT DETAILS

Name and address of employer organisation
Postcode
Telephone no:
If employed by a Group Training Company, please provide Group Training Company’s name
Address
Postcode

I have read and understood the Conditions of Entry

Signature of nominee  Date
**ENTRY FORM Student Awards**

**NOMINATOR’S DETAILS**

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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.

**NOMINATOR COMMENTS**

The Nominator is requested to briefly explain their reasons for nominating this Student

1. **Job Skills**
   Please comment on the nominee's achievements in the workplace. e.g. level of on the job skills, commitment to work, demonstrated initiative, positive attitude to work etc.

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2. **Personal Skills**
   Please comment on the nominee's communication and presentation skills, with emphasis on goal-setting, self-reliance and effective team participation and leadership skills.

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. **Industry and Training System Knowledge**
   Please comment on the nominee's understanding of developments and trends in their industry, and their capacity to act as an ambassador to promote the benefits of apprenticeship or traineeship training in NSW.

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

**Signature of nominator**

**Date**

**Name of nominator**
Awards for excellence in vocational education and training

2006 NSW TRAINING AWARDS
BE RECOGNISED

ENTRY FORM Student Awards

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TIPS FOR SUBMITTING YOUR APPLICATION

Assessment Criteria Tips

1. Career and Study Achievements
   a. what you have gained or achieved through your job and your studies
      Examples:
      - Consistent high grades
      - Additional studies undertaken
      - Rapid development of competencies
      - High level skills developed
      - Additional skills developed
   b. your awareness of the value of learning
      Examples:
      - Use of mentors, coaches, peer support in learning
      - Self-driven knowledge and skills development
   c. your understanding of the value of integrating on-the-job and off-the-job training
      Examples:
      - Practice and reflection in the learning process
      - Implementation of newly attained skills
   d. your awareness and understanding of new developments and trends in your workplace or industry and the vocational education and training system
      Examples:
      - Training and career pathways in your industry
      - Industry involvement in training system
      - New technologies in workplace and study
      - Workplace change using new technologies
      - Various means of attaining competencies

2. Personal Skills
   a. your communication skills and personal presentation
      Examples:
      - Effective written or oral communication
      - Presentations carried out
      - Feedback about successful communication
   b. your skills in goal-setting and planning (especially for career and/or further study)
      Examples:
      - Personal career plans
      - Work involving goal setting and attainment
      - Self-started projects (work or otherwise)
      - Team roles taken
      - Additional courses taken
      - Career or qualifications plan
   c. your leadership and promotion skills
      Examples:
      - Representational roles undertaken
      - Successful negotiations
      - Organising others
   d. your level of self-reliance and effective team participation
      Examples:
      - Self-started projects (work or otherwise)
      - Team roles undertaken
   e. your capacity to be an effective ambassador for your industry, community and NSW
      Examples:
      - Public speaking, presentation and advocacy abilities
      - Broader social and political issues

3. Achievements in Other Pursuits
   a. your achievements in areas other than study and work
      Examples:
      - Positions achieved
      - Prizes, awards attained
      - Sporting achievements
   b. your involvement in any community activities
      Examples:
      - Participation in community organisations and/or political activities
      - Voluntary work
      - Sports clubs/associations
   c. your awareness of current social, economic and political issues
      Examples:
      - Impact of current events and social trends at macro level (eg. globalisation) and micro level (eg. the workplace)
      - Social and economic pressures for changes in society and the workplace

SUBMISSION CHECKLIST

☐ Confirmed Eligibility to enter 2006 NSW Training Awards
☐ Provided Apprenticeship/Traineeship Training Contract Identification Number (TCID)
☐ Select correct student category on entry form.
☐ Address each selection criteria
☐ Provide a response to each main heading – ensure you answer every question. You may submit no more than ten pages addressing the criteria (not including attachments).
☐ Complete the entry form. Copies can be downloaded from www.skilling.nsw.gov.au or telephone the 2006 NSW Training Awards on 1800 306 999 to have one posted to you.
☐ Attach copies of supporting documentation, copy of resume, certificates etc
☐ Ensure the Nominator Form is completed.
☐ Collate and bind your application form, responses to the selection criteria and any attachments. Please also submit three unbound, clipped or stapled copies without attachments – photocopies are acceptable.
☐ Post or deliver your application to:
   2006 NSW Training Awards
   NSW Department of Education and Training
   Level 12, 1 Oxford Street
   (Locked Bag 53)
   DARLINGHURST NSW 2010
☐ We must receive your application by the deadline of 5.00pm on Thursday 11 May 2006.
☐ You will receive written confirmation when we receive your application.

If you have any further queries, please contact us at the 2006 NSW Training Awards on 1800 306 999.