STUDENT ENTRY FORM

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

Awarding excellence in vocational education and training

The NSW Training Awards are conducted by the NSW Department of Education and Training © 2008 NSW Training Awards
2008 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 will be invited to attend the Awards Presentation Dinner to be held at the Sydney Convention and Exhibition Centre, Darling Harbour on 4 September 2008 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 Darwin 20 November 2008.

ELIGIBILITY

Students who entered the 2007 NSW Training Awards are not eligible to enter in 2008.

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 2008 and 31 December 2008
- Trainees must have completed or be due to complete their traineeship between 1 July 2007 and 30 June 2008
- 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 2007 and 30 June 2008

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 Monday 5 May 2008
- 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 Darwin in November 2008

CLOSING DATE AND POSTAL DETAILS

Entry forms and required supporting information must reach the following address by 5pm on Monday 5 May 2008

2008 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. 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 carried out in the regions covered by DET’s State Training Centres, according to postcode of the training address. Each region will select one Vocational Student and one ATSI student 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.
FOR FURTHER INFORMATION OR EXTRA ENTRY FORMS
Please visit our website at www.skilling.nsw.gov.au or phone 1800 306 999 (toll free)

PRIVACY NOTICE
The information provided by you on this entry form will be used by the Department of Education and Training for the purpose of administration, judging and general communication in regard to the 2008 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 2008 NSW Training Awards. You may access, correct or amend your personal details by contacting 2008 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, Darlinghurst NSW 2010.
REQUIREMENTS FOR ENTERING THE 2008 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**: Nominees should provide information on the selection criteria using no more than five pages plus five pages of attachments.
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.

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Copies

Please provide:

- One bound submission including any attachments; and
- Three unbound, clipped or stapled copies without attachments-photocopies are acceptable

SELECTION CRITERIA

**2008 NSW Training Awards**

Students will be assessed using the **following three assessment criteria**. Nominees should provide information on the selection criteria using no more than five pages plus five pages of attachments.

**Section A**

Provide details of the qualification you are enrolled in, your Registered Training Organisation and employer (if applicable) as well as why you chose this industry.

**Section B**

Criteria 1: Describe how your training* has contributed to your career and study plans including your achievements to date.

Criteria 2: Demonstrate how your training* has contributed to the development of both personal and technical skills, including any achievements in activities outside your training.

Addressing the criteria

In your application, you must present your information in a way that clearly addresses the award criteria. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve other pursuits.

In developing your application, you may wish to take into account some of the considerations outlined below.

These suggestions are **not** additional criteria, but are provided to give clarification of what may be relevant to include when writing against the criteria.

1. **Career and Study Achievements**
   - What you have gained or achieved through your job and your studies?
   - How have you demonstrated your understanding of the value of learning?
   - How have you integrated on-the-job and off-the-job training and what value has this held?
   - What knowledge and understanding of new developments and trends in your workplace or industry and the vocational education and training system has your training provided?

2. **Personal skills**
   - effective communication, both oral and written
   - goal-setting and planning (especially for career and/or further study)
   - leadership and promotion skills
   - your level of self-reliance and effective team participation
   - your capacity to be an effective ambassador for your industry, community and Australia

3. **Achievements in other pursuits**

   - your achievements in areas other than study and work
   - your involvement in any community activities
   - your awareness of current social, economic and political issues

See page 7: Tips for submitting your application and Submission checklist
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 Registration Number (essential)
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

Signature of nominee  Date
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NOMINATOR’S DETAILS

Name

Position

Organisation

Address

Postcode

Telephone (W)  Fax no:

Mobile no.  E-mail

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 reason 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

Signature of employer  Date
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
      - your involvement in any community activities
      Examples
      - Participation in community organisations and/or political activities
      - Voluntary work
      - Sports club/associations
      - Impact of current events and social trends at macro level (e.g. globalisation) and micro level (e.g. the workplace)
      - Social and economic pressures for changes in society and the workplace

SUBMISSION CHECKLIST

☐ Confirmed Eligibility to enter 2008 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.
☐ Complete the entry form. Copies can be downloaded from www.skilling.nsw.gov.au or telephone the 2008 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 your application form, responses to the selection criteria and any attachments. Please also submit three copies without attachments – photocopies are acceptable.
☐ Post or deliver your application to:
  2008 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 Monday 5 May 2008.
☐ You will receive written confirmation when we receive your application.

If you have any further queries, please contact us at the 2008 NSW Training Awards on 1800 306 999