

Tips for writing your application

Training Awards' judges, both in Tasmania and nationally, are experienced in their roles and are on the look-out for candidates that stand out from the crowd. To make their job easier make sure you submit a quality application which addresses the overview and the assessment criteria in a clear and concise manner, with the criteria addressed in order.

An important point to remember, should you win your category, is your original application will be used when nominating for the Australian Training Awards (in aligned categories). The application will be used in judging and you won't be able to make changes. So when you write your application, keep in mind it will be competing with other state/territory winners' applications.

Complete your application using the nomination pack. The pack includes a nomination form, an overview and selection criteria. When you have completed your application it should be emailed to: jacqui.maclaine@skills.tas.gov.au (email attachments as separate documents). **Please note it is not compulsory to use this method.** You may fill out the nomination form and attach it to a word or pdf document containing your responses to the overview and selection criteria, together with any attachments.

To help you write your application here is some advice:

Don't wait until the last minute!

Give yourself enough time to write your application. Applications close at 5:00 pm on Thursday, 31 May. No late applications will be accepted.

- Read the *Conditions of Entry* carefully.
- Read the *Selection Criteria* carefully. Make sure you address each criterion.
- Remember you will be assessed and shortlisted from the information provided in your application so back up your statements with practical examples and demonstrated evidence.
- Assume the judges do not know you or your organisation. Give them a clear understanding of your training and work achievements and/or organisation's achievements.
- In your application highlight what you think might make you/your organisation stand out above all other applicants.
- Check how many words you should write for the overview (where applicable) and each criterion. Do not exceed the maximum number.
- Do not embed graphs, tables, etc in your document. These must be attached separately and will form part of the overall pages permitted.
- Don't use original documents, such as certificates, in your attachments.
- Incomplete or late nominations will not be accepted.

Selection Process

- All applications will be checked to ensure they meet the eligibility criteria.
- Eligible applications will be provided to a panel for shortlisting.
- shortlisted applicants will be interviewed

You are unique:

The selection criteria, and considerations underneath each one, will allow you to tell your/your organisation's training story and successes.

- **Note the word limit for your category:** Check the conditions of entry relevant to your category to see how many words you can use for the overview (where applicable) and each criterion.
- **Attachments:** Check the conditions of entry relevant to your category to see the number of attachments you can submit with your application.
- **Language:** Don't use slang or jargon or too many acronyms. Keep your language simple, clear and concise.
- **Australian Training Awards:** As mentioned above, should you win your award, the application you submit for the Tasmanian Training Awards will be used in judging for the Australian Training Awards and you won't be able to make changes.