



TASMANIAN TRAINING AWARDS

Trainee of the Year

2019 Selection criteria and
nomination form



Federal Group

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2019 Tasmanian Training Awards summary

The Tasmanian Training Awards are conducted annually by Skills Tasmania, Department of State Growth. The Department is committed to the development of a high quality, efficient system of vocational education and training and workforce development. The commitment represents a major contribution to the development of competitive advantage for Tasmanian industry.

The Awards recognise the achievements of apprentices, trainees and vocational students who strive for the highest standards of knowledge and skills within their industry. They also recognise industry, employers and training organisations dedicated to providing high quality training and improving the skills of the workforce in this State. The Awards offer finalists the chance to gain personal satisfaction and the prestige of being part of an elite group who unequivocally represent the State's best in vocational education and training.

Winners from the Tasmanian Training Awards (in aligned categories) have the opportunity to compete with other states and territories to be named the best in Australia at the 2019 Australian Training Awards which will be held in Brisbane, in November.

2019 Award categories and progression to the Australian Training Awards

Business and Training Provider Awards:

Industry Collaboration Award	Australian Training Award
Small Employer	Australian Training Award
Employer	Australian Training Award
Training Provider	Australian Training Award

Individual Awards:

Apprentice	Australian Training Award
Trainee	Australian Training Award
Aboriginal and Torres Strait Islander Student	Australian Training Award
Vocational Student	Australian Training Award
School-based Apprentice/Trainee	Australian Training Award
VET Teacher / Trainer	Australian Training Award
VET in Schools Student	State-only Award*

Equity Awards:

Equity Award – Apprentice or Trainee	State-only Award*
Equity Award – Vocational Student	State-only Award*
Equity Award – Employer	State-only Award*

*There are no national equivalents to the VET in Schools Student of the Year Award or Equity Awards.

Skills Tasmania reserves the right to not present an award in any category for which it considers the standard of entries did not meet the requirements stated in the conditions of entry and selection criteria.

Trainee of the Year

Part I: Eligibility and conditions of entry

The Trainee of the Year Award is presented to an individual who is undertaking a Traineeship and has been outstanding in all aspects of their training.

The Trainee of the Year Award is sponsored by Federal Group Tasmania.

The winner of this category is automatically nominated for the 2019 Australian Training Awards and will compete at the national level.

Eligibility

Nominees must:

- be a permanent resident of Australia
- have completed or be due to complete their training (i.e. completion date on the training contract) in the period between **1 October 2018** and **30 September 2019**, in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- have a Training Contract registered with Skills Tasmania
- be nominated by their employer or registered training provider.

Conditions of entry

Nominees must:

- apply for only one category and must meet all eligibility criteria. When an application does not meet the eligibility requirements, it will not be considered by the judging panel.
- agree to notify the Tasmanian Training Awards immediately should there be a change in circumstances with regard to your training or employment.
- be prepared to attend interviews in person as required and, if selected as a finalist, attend the presentation dinner in Hobart on Friday, 6 September 2019.
- abide by the decisions of Skills Tasmania whose decision shall be final on all matters pertaining to the award. No correspondence or justification for any decision shall be required of Skills Tasmania.
- acknowledge that should you win the Trainee of the Year Award you must be able to represent Tasmania at the 2019 Australian Training Awards in Brisbane. You will be required to take leave from work or study commitments for the week from 17 November to 22 November, including the awards dinner on Thursday, 21 November. Travel, meals and accommodation costs for the Australian Training Awards are covered.
- be prepared to undergo all preparations that Skills Tasmania considers necessary for the 2019 Australian Training Awards, including a professional development workshop in October.
- acknowledge that by entering the Awards, finalists and winners agree that Skills Tasmania may use non-confidential details, profiles, training details and/or photographs/videos for any publicity purpose pertaining to vocational education and training including, but not limited to, Tasmanian Training Awards, Australian Training Awards and the promotion of vocational education and training and workforce development.

Part 2: Application and selection processes

How to complete your application

- Review the eligibility requirements to ensure you meet the eligibility requirements and are nominating in the correct category.
- Read the conditions of entry and agree to these conditions.
- Complete the application at Part 4. Your application needs to include the nomination form, a short overview and responses to all selection criteria. Note a word limit applies:
- Applications are to be in 12 pt. Arial font and must be within the word count applicable for the overview and each criterion.
- Up to five (5) single A4 page attachments are permitted (this is optional). These pages can include testimonials, copies of certificates, etc.
- Should you win the Trainee of the Year Award your original application will be submitted to the Australian Training Awards for consideration. Applicants will not submit a new application or have the opportunity to rewrite it so make the most of the word limit and ensure you are putting your best application forward!
- Submit your application: Applications can be submitted via email, post or hand delivered. Keep a copy for your reference. Do not bind or laminate your application.
- If you are submitting your application via email please name the document with your name and the award you are applying for. For example; Sam Smith – Trainee. Once you have completed your nomination form, overview and selection criteria, and collated any supporting documentation, attach all documents in an email to jacqui.maclaine@skills.tas.gov.au
- We will send written confirmation on receipt of the application to the nominee and nominator.
- The overview and selection criteria should be the focus of your application; however any relevant evidence may be provided so long as it does not exceed the word and page limits. No multimedia items or discs will be accepted with applications.

Selection of finalists

- Applications for this award close on Friday, 7 June 2019 at 5:00 pm. No late applications will be accepted.
- Applications will be assessed against the selection criteria to shortlist applicants.
- All applicants will be advised in writing as to whether they have been shortlisted.
- Skills Tasmania reserves the right to reject an application, or rescind shortlisting, in the case of any non-compliance.
- Shortlisted applicants for the Trainee of the Year Award will be required to attend an interview in Hobart the week beginning Monday, 22 July.
- The decision of the judging panel is final and no appeals will be entered into.

Privacy notice

The information provided by you in this application will be used by Skills Tasmania for the purpose of administration, judging and general communication in regard to the Tasmanian Training Awards and Australian Training Awards (should you win your category). Provision of this information is essential to determine your eligibility for consideration for an award. The information will be stored securely.

Key dates

7 June 2019 (5:00pm)

Applications close (no late applications will be accepted).

11 June 2019 – 4 July 2019

Applications are shortlisted.

Applicants are notified by email as to whether they have been selected for an interview.

Week beginning Monday, 22 July

Trainee of the Year finalists are interviewed at Skills Tasmania offices, Level 4, 4 Salamanca Place Hobart. To remain eligible, finalists must attend this judging process.

6 September 2019

Finalists attend the Tasmanian Training Awards Presentation Dinner at Wrest Point Hobart.

17-22 November 2019

Individual award winners (in aligned categories) attend Australian Training Awards Week in Brisbane.

Tasmanian Training Awards gala dinner

The 2019 Tasmanian Training Awards will be announced at a gala dinner on Friday, 6 September in the Tasman Room at Wrest Point Convention Centre in Hobart. Over 500 guests are expected to attend this special evening.

Trainee of the Year finalists each receive two complimentary tickets to attend the dinner (one for themselves and one for a guest). Additional tickets will be available for family and friends to purchase from July until bookings close on 30 August (unless sold out sooner). It is a requirement that all finalists be present at the dinner.

Australian Training Awards

The Australian Training Awards are the peak, national awards for vocational education and training, recognising innovation and excellence in the training sector. The awards are hosted by the Australian Government and are the culmination of the state and territory awards.

Winners from the Tasmanian Training Awards (in aligned categories) will have the opportunity to compete with other states and territories to be named the best in Australia at the Australian Training Awards. This year's Australian Training Awards will be presented at a dinner in Brisbane on Thursday, 21 November. To find out more, visit: www.australiantrainingawards.gov.au



Part 3: Submitting your application

Checklist

I have:

selected the correct category and confirmed my eligibility to enter the 2019 Awards
written the overview and addressed all the selection criteria
completed all sections of the nomination form and attached it to the front of my application
ensured all parties to this application are aware of my application and endorse its content
enclosed copies of any testimonials, copies of certificates, etc

Ways to submit your application:

By email: jacqui.maclaine@skills.tas.gov.au

By post: Confidential Award Application
Jacqui Maclaine
Skills Tasmania
GPO Box 536
Hobart TAS 7001

Hand-delivered: Confidential Award Application
Jacqui Maclaine
Skills Tasmania
Department of State Growth
Level 4, 4 Salamanca Place, Hobart
(Opposite St David's Park)

Further information

For further information please visit www.skills.tas.gov.au/trainingawards or contact Jacqui Maclaine on 03 6165 6008 or jacqui.maclaine@skills.tas.gov.au

The Department of State Growth acknowledges the generous support provided by the following organisations



Federal Group



Part 4: Nomination form, overview and selection criteria

Nomination form – Trainee of the Year

NOMINEE'S PERSONAL DETAILS	
Given Name	
Surname	
Date of birth	
Home Address	
	Postcode
Telephone	
Email*	
*An email address is essential for communication between the Awards secretariat and nominees.	
TRAINING DETAILS	
Qualification	
Training Provider	Completion date
EMPLOYMENT DETAILS	
GROUP TRAINING ORGANISATION (if applicable)	
GTO Name	
Contact Name	Telephone
Email	
EMPLOYER or HOST EMPLOYER	
Employer	
Postal Address	
Contact Name	Telephone
Email	
NOMINATOR'S DETAILS	
Nominator's Name	Telephone
Organisation	
Email	

It is a condition of these awards that the nominator and the nominee agree to comply with the conditions of entry mentioned in the nomination information and agree to any decision made by Skills Tasmania in relation to this nomination and these awards. In signing this form you give permission for Skills Tasmania to use non-confidential details from this nomination and relevant photographs and/or film for any publicity purpose pertaining to vocational education and training and workforce development.

Signature of nominator

Signature of nominee

Overview and selection criteria

Section A: Overview (limit 300 words)

Provide a short overview covering a description of the qualification you enrolled in, your registered training organisation and employer, as well as your reason for choosing this industry and training pathway. **Note:** information in the Overview will not be considered or used for judging purposes, but may be used as your summary throughout the Awards process.

Section B: Selection criteria

Applicants will be judged against the following criteria

Criterion 1: Career and study achievements

Criterion 2: Team and communication skills

Criterion 3: Ability to be an Ambassador (representative) for training in Australia

Criterion 4: Other qualities and pursuits

Addressing the criteria

In your application, you must present your information in a way that clearly addresses each award criterion. Therefore, please respond to the criteria in order, under the given heading. 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 qualities and pursuits.

In developing your application, you may wish to take into account some of the considerations outlined below each criterion. These considerations are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the criteria.

Criterion 1: Career and study achievements (limit 400 words)

Consider things such as:

- Why did you choose your course?
- How has it changed or impacted on you?
- What have you gained from it?
- What have you been able to bring to your workplace?

Criterion 2: Team and communication skills (limit 400 words)

Consider any skills you have developed through your training, such as:

- What have you been able to tell others, work mates, employers, etc about your training?
- What do you like about working in a team setting?
- What traits do you think are important to positively influence others?

Criterion 3: Ability to be an Ambassador (representative) for training in Australia (limit 400 words)

- Provide examples where you have taken a leadership role inside or outside of work
- What other activities have you been involved in where you have been a representative?
- How would you describe the quality of your training?

Criterion 4: Other qualities and pursuits (limit 400 words)

You may wish to include information such as:

- Have you had to address any challenges that have impacted on your training?
- When have you been required to use initiative either in your training, your personal life or your workplace?
- What other qualities or activities do you feel would be useful in your role as Trainee of the Year?
- What other community or industry involvement have you had?



Skills Tasmania
Department of State Growth

4 Salamanca Place
GPO Box 536
Hobart TAS 7001 Australia

Phone: 03 6165 6008

Email: jacqui.maclaine@skills.tas.gov.au

Web: www.skills.tas.gov.au