

## 2019 Tasmanian Training Awards – Tips for completing your application

When applications are received they undergo rigorous shortlisting. Local (and national) panels are experienced at identifying individuals and organisations that stand out from the crowd. To help you to impress the selection panel, here are a few tips to help you write a winning application:

- Give yourself enough time to write your application, don't leave it until the last minute! Nominations close at 5:00pm on Friday, 7 June 2019. Late applications will not be considered.
- Carefully read the specific conditions of entry and selection criteria for your category.
- Make sure you address all the selection criteria, in order. Each criterion is designed to allow you to tell your training success story. Consider the points you want to raise and draft an outline of what you want to cover.
- Check to see how many words you can use for each criterion and the total number of supporting documents you can submit.
- Supporting documents are not compulsory. However, if you are including attachments you must refer to them in the body of your application.
- Keep your language simple, clear and concise.
- Remember, panel members don't know you or your organisation – you have to convince them you are a worthy finalist.
- Before you submit your application ask someone to read it to make sure you have covered everything and to make sure you have no spelling or grammar mistakes.
- Winning a prestigious Tasmanian Training Award means you will have the opportunity to represent Tasmania at the Australian Training Awards (in aligned categories\*). The Australian Training Awards are the peak, national awards for vocational education and training.
- The application you submit for the Tasmanian Training Awards will be used in the national judging and you won't be able to make any changes to your application. Therefore when you write your application remember it will compete with other state/territory finalists' applications.

### What if I win an Award?

**Individual Award** category winners receive a certificate, trophy and prize money. Winners (in aligned categories\*) will automatically represent Tasmania at the Australian Training Awards in Brisbane, in November 2019.

**Business and Training Provider Award** category winners receive a certificate and trophy. Winners (in aligned categories\*) will automatically enter a shortlisting process for the Australian Training Awards and may go on to represent Tasmania at the Awards in Brisbane, in November.

\*There are no Australian Training Award equivalents to the VET in Schools Student of the Year Award or the three Equity Awards.

If you have any questions please contact Jacqui Maclaine on 03 6165 6008 or 0439 305 981 or by email: [jacqui.maclaine@skills.tas.gov.au](mailto:jacqui.maclaine@skills.tas.gov.au)