



TASMANIAN TRAINING AWARDS

Trainee of the Year

2024 Nomination Guide



Federal Group

Trainee of the Year

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.

This award is proudly sponsored by Federal Group.

The winner of this category is automatically nominated for the 2024 Australian Training Awards and will compete at the national level.

Eligibility and conditions of entry

Eligibility

Nominees must:

- be an Australian citizen or 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 from 1 October 2023 and 30 September 2024, in a training course that leads to a nationally recognised outcome or qualification relevant to the Trainee of the Year Award
- have a Training Contract registered with Skills Tasmania
- not be enrolled at school
- 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 their training or employment.
- be prepared to attend an interview as required and, if selected as a finalist, attend a presentation ceremony in Launceston on Friday, 6 September 2024.
- 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 they win the Trainee of the Year Award they must be able to represent Tasmania at the 2024 Australian Training Awards week in Canberra in from 3-7 December. All travel, meals and accommodation costs for the Australian Training Awards are paid for by the Australian Government.
- be prepared to undergo all preparations that Skills Tasmania considers necessary for the 2024 Australian Training Awards, including a professional development workshop in October.
- acknowledge that by entering the Awards, finalists and winners agree that Skills Tasmania (Department of State Growth) and the Commonwealth Government Department of Employment and Workplace Relations, may use non-confidential details, profiles, training details and/or photographs/videos for any publicity or promotional purpose pertaining to vocational education and training and workforce development including, but not limited to, the Tasmanian Training Awards and Australian Training Awards.

Application and selection process

How to complete your application

- Applications for the Tasmanian Training Awards are to be completed online using Award Force.
<https://tta.awardsplatform.com/>
- When you enter the Award Force platform you will need to register an account and create a password. You will then be directed to the Applications page.
- Before you begin, think about what makes your training experience unique, what you have gained from it, and how it has made a difference to you, your role or your workplace.
- First complete the nomination information – these are your personal details, your nominator, your employer, your training provider, etc. Please enter all the required information before you begin your responses to the overview and selection criteria. A copy of these can be found at the end of this guide.
- The overview and selection criteria should be the focus of your application; however, up to five (5) single A4 pages may be provided to support your application. These pages can include testimonials, copies of certificates, etc. Attachments exceeding five pages will not be considered.
- You don't need to write your application all in one go. You can save it in progress and return to it as often as you need to.
- Should you win the Trainee of the Year Award your original application will be submitted to the Australian Training Awards.

Shortlisting

- Applications for this award close at 11:59pm on Monday, 20 May 2024. Late applications will not be accepted.
- Applications will be assessed against the selection criteria to shortlist applicants and all applicants will be advised in writing as to whether they have been shortlisted.
- Shortlisted applicants will be required to attend an interview to decide the finalists for 2024. Interviews for the Trainee of the Year will be held on Friday, 12 July in Hobart. Interviews can be held via Microsoft Teams if a candidate is unable to attend in person.
- Skills Tasmania reserves the right to reject an application, or rescind shortlisting, in the case of any non-compliance.
- 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.

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

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



Overview and Selection Criteria – Trainee of the Year

Your application must be completed online: <https://tta.awardsplatform.com/>. The portal allows nominees to submit an overview of 300 words and responses to the four criteria of up to 400 words per criterion

Section A: Overview – limit 300 words

*This information will **not** be considered or used for judging purposes, but it may be used as your summary throughout the awards process.*

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.

Section B: Selection criteria – limit of 400 words per criterion.

This information will be considered and used for judging purposes. In your application, you must present your information in a way that clearly addresses the selection 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 qualities and pursuits.

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

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

Talk about your course or training and what led you to take this path. What did you learn through the course and what difference did it make to you. Talk about the benefits and where you think it will lead.

Consider things such as:

- Why did you choose your course?
- How has it changed or impacted 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

Talk about experiences you have had where you've had to use your communication skills or work in a team and how this has helped you or inspired others.

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

Talk about anything that you are doing or can do where you have been able to talk about VET, your course or your experience of training.

Tell us about:

- 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

Here talk about anything else that you think would be beneficial for your application.

You may wish to include information such as:

- Have you had to address any challenges that have impacted 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?

Good luck with your application. Please reach out if you need clarification on anything.



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