

# Bert Evans Apprentice Scholarships guidelines

Supporting apprentices  
in New South Wales

May 2019



# Bert Evans

The **Bert Evans Apprentice Scholarships** initiative supports apprentices who have demonstrated hardship in their personal circumstances and aptitude for vocational education and training.



The scholarships are named in honour of the late NSW Apprenticeship Ambassador and patron of the NSW Training Awards, Mr Bert Evans AO, in recognition of his outstanding support for vocational education and training and for apprentices in New South Wales.

Bert started his career in the manufacturing industry and developed a keen appreciation of apprenticeship training. He rose to become the head of the Metal Trades Industry Association. Bert was a strong advocate for vocational education, skills and jobs.

Bert received the Lifetime Achievement Award at the Australian Training Awards in 2013.

# Guidelines

These guidelines outline the nomination, assessment and payment processes for the Bert Evans Apprentice Scholarships.

## 1. Aim, objectives and categories

### A. Aim

The aim of the Bert Evans Apprentice Scholarships is to assist apprentices from NSW who have demonstrated:

- hardship in their personal circumstances
- aptitude to successfully complete their trade training
- positive attitude and application in the workplace and in off-the-job training.

### B. Objectives

The objectives of this program are to:

- retain apprentices in their trade calling
- promote quality outcomes in the NSW vocational education and training system, and
- increase the awareness amongst employers and communities of the benefits of participating in apprenticeships.



### C. Categories

Categories exist for those apprentices who meet the eligibility criteria and are in the following equity groups:

- Aboriginal or Torres Strait Islander background
- apprentices with a disability
- females working in a non-traditional trade for women. These trades include a range of automotive, mechanical, electrical, manufacturing, processing and construction trades
- apprentices working in regional NSW (Appendix 2)
- apprentices experiencing general hardship.

# Guidelines

## 2. The Scholarships

Scholarships will be provided to successful nominees up to a maximum of three years. Scholarships will only be paid while the recipient is participating in an approved apprenticeship. Scholarships are valued at \$5,000 per annum.

Funding is subject to an annual review to ensure the scholarship holder is making good progress in their training.

Scholarships may be suspended or cancelled if:

- the apprenticeship is cancelled; or
- the Scholarship holder fails to meet their obligations under the *Apprenticeship and Traineeship Act 2001*; or
- the Scholarship holder fails to meet their obligations under the terms of their Training Contract.

Apprentices who leave their apprenticeship will lose the scholarship but will not be required to refund previous payments.

If a Scholarship holder loses their apprenticeship as a result of the employer experiencing financial difficulties or the business closing, the apprentice will be given all possible assistance to find a new employer. If necessary the scholarship will be suspended and may be resumed if an apprenticeship is recommenced within a reasonable period of time.

If a Scholarship is suspended or cancelled the department may recommend a replacement recipient to hold the scholarship for the balance of the term.

Applicants must be in an approved apprenticeship at the time of being awarded the Scholarship.

Scholarships are available to School Based Apprentices.

There will be a maximum of 90 Scholarships awarded in 2019, including up to 15 Indigenous apprentices under the Western Sydney City Deal.



## 3. Eligibility criteria

Nominees for the scholarship must meet all of the following requirements. The apprentice must be:

- an Australian citizen or hold permanent resident status
- included in one of the equity groups identified in Section 1 C
- in an apprenticeship arrangement that commenced between 1 March 2018 and 19 July 2019
- a registered apprentice in NSW
- in a trade in a skill shortage category in NSW and/or the nominee's local area.

For nominees to be considered under the Western Sydney City Deal, the apprentices must also:

- have an Aboriginal and Torres Strait Islander background
- work within the following council areas:
  - Blue Mountains City Council
  - Camden Council
  - Campbelltown City Council
  - Fairfield City Council
  - Hawkesbury City Council
  - Liverpool City Council
  - Penrith City Council
  - Wollondilly Shire Council

# Guidelines

## 4. NSW funding

Funding for the Scholarships will be provided through the NSW Department of Industry. A sum of \$5,000 per annum up to a maximum of \$15,000 over three years will be paid to each Scholarship holder.

A first year apprentice who is awarded a Scholarship can expect three payments of \$5,000—one each year up to a maximum of three years.

Continued funding is subject to the Scholarship holder maintaining their eligibility for the Scholarship during the life of the Scholarship as outlined in Section 3 Eligibility criteria.

Consistent with the aim of the Scholarship, recipients are encouraged to use the funds to assist them in successfully completing their apprenticeship.

## 5. Application process

A nomination for the Scholarship must be submitted on the Bert Evans Apprentice Scholarships Nomination Form, which is available on the Training Services NSW website [training.nsw.gov.au/bert\\_evans\\_scholarships](http://training.nsw.gov.au/bert_evans_scholarships).

The form can also be obtained by contacting the local Training Services NSW office on **13 28 11** (or see Appendix 1 for contact details).

The Nomination Form must be endorsed by the nominee (apprentice), employer and training organisation. The nomination should include all relevant factual details relating to the nominee as specified by the Nomination Form. The maximum length is the completed Nomination Form and three attachments or additional A4 pages. The onus is on the nominators and nominee to provide sufficient detail to enable the Scholarships Assessment Panel to form an accurate opinion of the nominee's suitability and merit for the Scholarships.

All details provided on the Nomination Form and in support of the nomination must be accurate. Inclusion of incorrect information will result in the automatic rejection of the nomination without further consideration.

Nominations must be submitted online or to the Manager of a Training Services NSW office as outlined in Appendix 1 of these guidelines by the specified closing date. There will be only one call for nominations each year.

## 6. Assessment criteria and approval process

Scholarships will be awarded on the basis of:

- hardship
- aptitude for trade training
- attitude and application in the workplace and at off-the-job training
- the nominee's trade in terms of identified skill shortages in NSW and/or the nominee's local area
- the nominee's inclusion in one of the equity groups identified in Section 1C.



# Guidelines

The following provides a guidance on the assessment criteria:

**Hardship** could take into account issues such as financial circumstances, family situation and/or generational unemployment.

**Equity** criteria could also be used to demonstrate hardship, such as Aboriginal and Torres Strait Islander background, people with a disability, apprentices living/working in remote areas, mature-aged apprentices and/or women working in non-traditional trades.

**Aptitude** for trade training could be demonstrated by past performance in the apprenticeship, participation in trade skills competitions, written references from employers, referral to school results or assessments in trade subjects, examples of the nominee's work and/or level of experience. Also included in aptitude can be attitude and application to tasks in the workplace and off-the-job training.

**Skills shortage areas** are those trade occupations identified in the National Skills Needs List, which is available from: [australianapprenticeships.gov.au/national-skills-needs-list](http://australianapprenticeships.gov.au/national-skills-needs-list)

The list is periodically revised by the Commonwealth and used to determine eligibility for Commonwealth incentives and subsidies. Specific local skills shortages may also be taken into account, even where these do not appear on the National Skills Needs List.

Once nominations have been received there will be a selection process. Those nominations that do not meet the eligibility criteria outlined in Section 3 will not be considered. Remaining nominations will then be assessed in relation to the accuracy of claims made in the nomination. This may involve contact with the employer, registered training organisation or nominee. Nominations containing inaccurate information will be rejected at this stage.

Each remaining nomination will then be assessed against the assessment criteria outlined in this section and the panel will recommend the successful Scholarship winners.

It is also a condition of accepting a nomination that the recommendations of the panel will be forwarded to the Minister, whose decision will be final.

Scholarship winners will be announced annually. Winners will be notified directly by the Department of Industry. This is a condition of accepting a nomination.

## 7. Roles and responsibilities

### A. Nominee, employer and registered training organisation

The nominee, employer and registered training organisation are responsible for preparing and lodging the nomination with the appropriate Training Services NSW regional office within the publicised timeframe.

They are responsible for ensuring that the nominee meets the eligibility criteria and the nomination addresses the assessment criteria, including sufficient detail and supporting documentation to enable the panel to form an accurate opinion of the nominee's suitability and merit for the scholarship.

They are also responsible for the accuracy of the nomination.



# Guidelines

## B. NSW Department of Industry

NSW Department of Industry through Training Services NSW will regularly make information available relating to the scholarship. Information will be available through the Training Services NSW website, local press outlets, registered training organisations, apprentice network providers and other relevant parties.

Training Services NSW will provide assistance and advice to potential nominees, their employers and training organisations in preparing and submitting nominations.

Training Services NSW will assess each nomination in terms of these guidelines and provide advice and any assistance the panel may request to enable consideration of all nominations.

## C. The Scholarships Assessment Panel

The Scholarships Assessment Panel will assess each application and consider advice from the department before making a recommendation. The Minister will be advised of the apprentices recommended for a Bert Evans Apprentice Scholarship.

The Scholarships Assessment Panel will comprise respected members of the NSW VET community.

## 8. Presentations and payments

Presentations will be arranged in local areas to announce the winners of the Bert Evans Apprentice Scholarships and to make payments. Scholarship winners will be invited to participate and can decide whether they would like to participate in these presentations.

Apart from any payment made during the course of a presentation, payments will be made to scholarship recipients by an annual electronic funds transfer to a nominated account. Scholarship holders are encouraged to use the funds to assist in completing their training.

## 9. Promoting Bert Evans Apprentice Scholarships

The department will fund, prepare and distribute to potential and existing apprentices and other vocational education and training participants a range of promotional materials to promote the Scholarship and trade training generally.

## 10. Support, advice and assistance

The Department of Industry, through Training Services NSW's statewide network of regional offices, will provide support and advice in the preparation of nominations and monitoring Scholarship holders to ensure they have the best possible opportunity to complete their trade training. Contact details for the Training Services NSW offices are provided in Appendix 1 to these guidelines.



## Appendix 1

# Contact details

For all enquiries call your local Training Services NSW Regional Office on **13 28 11** or you can visit, or email your local office. The details are listed below.

### Central and Northern Sydney

Level 13, 67 Albert Avenue  
Chatswood NSW 2067  
Ph: (02) 9242 1700  
STS.Chatswood@industry.nsw.gov.au

### Southern & South Western Sydney

Level 2, 41– 45 Rickard Road  
Bankstown NSW 2200  
Ph: (02) 8707 9600  
STS.Bankstown@industry.nsw.gov.au

### Western Sydney and Blue Mountains

Ground Floor,  
16-18 Wentworth Street  
Parramatta NSW 2150  
Ph: (02) 9204 7400  
STS.Parramatta@industry.nsw.gov.au

### Hunter & Central Coast

Level 1, 117 Bull Street  
Newcastle West NSW 2302  
Ph: (02) 4926 7300  
STS.Newcastle@industry.nsw.gov.au

### North Coast & Mid North Coast

Suite 2, Level 4  
29 Molesworth Street  
Lismore NSW 2480  
Ph: (02) 6629 7900  
STS.Lismore@industry.nsw.gov.au

### New England

Level 2 Noel Park House  
155-157 Marius Street  
Tamworth NSW 2340  
Ph: (02) 6763 3055  
STS.Tamworth@industry.nsw.gov.au

### Western NSW

161 Kite Street  
Locked Bag 21  
Orange NSW 2800  
Ph: (02) 6363 9800  
STS.Orange@industry.nsw.gov.au

### Riverina

87 Forsyth Street  
Wagga Wagga NSW 2650  
Ph: (02) 6937 7600  
STS.WaggaWagga@industry.nsw.gov.au

### Illawarra & South East NSW

Level 1, Block E State Office Block  
84 Crown Street  
Wollongong NSW 2500  
Ph: (02) 4240 3700  
STS.Wollongong@industry.nsw.gov.au



# Local government boundaries for apprentices in the category 'Working in regional NSW'. (see Section 1C of these guidelines)

Included for the purposes of the Bert Evans Apprentice Scholarships are the following non-metropolitan areas, which include the following regions:

- Central West
- North Western
- Richmond–Tweed
- Mid-North Coast
- Far West
- Murrumbidgee
- Murray
- Northern
- South Eastern
- Hunter and Illawarra with the following exclusions:
  - Wollongong and Shellharbour
  - Lake Macquarie and Newcastle



# Regional name detailed description included for the purposes of the Bert Evans Apprentice Scholarships in the category 'Working in regional NSW' are non-metropolitan areas (see Section 1C) included in the following regions:

### Central West (CW)

In the centre of the region is the Bathurst-Orange area and to the east the Blue Mountains. The western area extends to the Lachlan River and the town of Condobolin. The region also contains the urban areas of Parkes, Forbes and Cowra and includes the local government areas of Lachlan, Bland, Parkes, Forbes, Weddin, Carbonne, Cowra, Orange, Blayney, Bathurst, Oberon, Mid-Western and Lithgow.

### Far West (FW)

This vast region containing the unincorporated area of NSW is bounded by the Queensland and South Australian borders. Included is the City of Broken Hill and Central Darling. The Darling River passes through the region from the north-east to the south.

### Hunter (HT)

The Hunter Region contains the Hunter River and its tributaries with highland areas to the north and south. The Hunter Valley is one of the largest river valleys on the NSW coast. It includes the local government areas of Upper Hunter, Gloucester, Muswellbrook, Singleton, Cessnock, Port Stephens, Maitland, Dungog, Great Lakes and Gloucester.

### Illawarra (IL)

The Illawarra Region contains the urban areas of Nowra, and the Minnamurra and Shoalhaven river valleys. To the west of the coastal plain is a long escarpment that leads to very rugged terrain in the Shoalhaven area. It includes the local government areas of Kiama, Shoalhaven and Wingecarribee.

### Murrumbidgee (MG)

The region is traversed by the Murrumbidgee River and contains the Murrumbidgee and other irrigation areas. Wagga Wagga is the major urban centre in the region. It includes the local government areas of Carrathool, Griffith, Murrumbidgee, Leeton, Narrandera, Lockhart, Wagga Wagga, Coolamon, Temora, Junee, Cootamundra and Gundagai.

### Murray (MR)

The Murray River on the NSW border forms the southern boundary of the region. The terrain varies from flat in the western and central areas to very rugged on the eastern border. The main urban centre in the region is Albury.

It includes the local government areas of Wentworth, Balranald, Wakool, Conargo, Deniliquin, Murray, Berrigan, Jerilderie, Urana, Corowa, Greater Hume, Albury and Tumbarumba.

## Appendix 2 (continued)

### Mid-North Coast (NC)

The Mid-North Coast Region covers a coastal strip of NSW and includes the Manning, Hastings, Clarence and Macleay river valleys. It includes the local government areas of Clarence valley, Coffs Harbour, Bellingen, Nambucca, Kempsey, Hastings and Taree.

### Northern (NR)

The region contains the Northern Tablelands, the northern slopes to the west of the tablelands, and the north central plains. It includes the local government areas of Tenterfield, Glen Innes Severn, Guyra, Armidale Dumaresq, Walcha, Tamworth, Uralla, Inverell, Gwydir, Liverpool Plains, Gunnedah, Narrabri and Moree Plains.

### North Western (NW)

This large region contains diverse topography, with flat plains to the west, undulating slopes in the centre and elevated areas extending from the Central Tablelands in the east. The region includes the Bogan, Macquarie and Castlereagh river basins. It includes the local government areas of Bourke, Cobar, Brewarrina, Bogan, Walgett, Coonamble, Warren, Narromine, Dubbo, Wellington, Gilgandra and Warrumbungle.

### Richmond–Tweed (RT)

The Richmond and Tweed coastal river basins and the Upper Clarence River valley dominate this region. To the west is the New England Plateau and to the north the McPherson Range. It includes the local government areas of Tweed, Kyogle, Lismore, Byron, Ballina and Richmond Valley.

### South Eastern (SE)

Comprises the far south coast of NSW, the southern tablelands and the Snowy Mountains. The region contains the Clyde, Moruya, Tuross and Bega River Valleys. It includes the local government areas of Greater Argyle, Eastern, Eurobodalla, Bega Valley, Bombala, Cooma Monaro, Snowy River, Queanbeyan, Tumut, Yass Valley, Harden, Young, Boorowa and Upper Lachlan.

**Excluded for the purposes of the Bert Evans Apprentice Scholarships in the category 'Working in regional NSW' are the following metropolitan areas (see Section 1C )**

The exclusions are the following regions and local government areas:

- Inner Sydney (IS)
  - Inner Suburbs of Sydney
- Outer Sydney (OS)
  - Outer Suburbs of Sydney
- Sydney Surrounds (SS)  
Areas around Sydney metropolitan region including:
  - Blue Mountains
  - Gosford
  - Hawkesbury
  - Wollondilly
  - Wyong
- Newcastle
- Lake Macquarie
- Wollongong
- Shellharbour

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#### For more information

 [sts.enquiries@industry.nsw.gov.au](mailto:sts.enquiries@industry.nsw.gov.au)

 13 28 11

 [training.nsw.gov.au](http://training.nsw.gov.au)

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 [NSW Department of Industry](https://www.linkedin.com/company/nsw-department-of-industry)

 [vet.nsw.gov.au](http://vet.nsw.gov.au)