By entering the NSW Training Awards, you agree to abide by the following conditions of entry:

1. All nominations must be submitted online via the NSW Training application portal.
2. The closing date for all entries is Friday, 23 March 2018 at 11:59pm.
3. Nominees for the individual categories must be an Australian citizen or permanent resident of Australia, and reside in NSW.
4. All applications must meet the criteria for the category to be considered a valid entry. Noncompliance with entry criteria will be sufficient reason for the NSW Training Awards to reject the nomination.
5. Nominees may be nominated for one award only in the 2018 NSW Training Awards.
6. For an entry to be valid, candidates are required to fully complete the online application, and upload a nomination submission addressing all relevant criteria.
7. A candidate must not be nominated for any similar award in another State or Territory in the same year.
8. All training initiatives, courses, products and registered training organisations referenced in nominations must be nationally recognised, i.e. training which is based on a national training package or accredited course, and result in a formal qualification or statement of attainment by a registered training organisation. This includes Australian apprenticeships.
9. All nominees must comply with State and Commonwealth government standards in regard to training, workplace health and safety, and industrial relations matters. The Department of Industry may refuse to proceed with a nomination at any time where an organisation or individual is under investigation by a State or Federal Government, or has any unresolved issues with any other NSW Government department.
10. Nominating registered training organisations must be recognised by the Australian Skills Quality Authority.
11. To withdraw an application after it has been submitted through the online portal and has undergone the culling process, the nominator or nominee must provide in writing an explanation as to why the application is being withdrawn. This must be signed by both nominator and nominee, if applicable, and sent to the state office at nsw.trainingawards@industry.nsw.gov.au and confirmed by the NSW Training Awards team.
12. All finalists are required to attend the regional, state and national awards presentation ceremonies, if applicable, as presence for the announcement of the winner is mandatory.
13. Winners of the 2018 NSW Training Awards will be nominated by NSW for the 2018 Australian Training Awards. All nominations for the Australian Training Awards will be considered by the Australian Training Awards judging panels and, finalists for each award category will be required to attend the 2018 Australian Training Awards Finalist week and presentation ceremony. Dates for the Finalists week, presentation ceremony and the city will be announced on the Key Dates and Events section of the NSW Training Awards website.

14. NSW State winners are required to attend the Professional Development session in preparation for the Australian Training Awards.

15. By applying, all applicants to the NSW Training Awards agree that all non-confidential details from their nominations, photographs and recordings can be used online, in any broadcast and print media and in a range of publicity and promotional materials by the NSW Government.

16. The NSW Government reserves the right to use all or part of any material generated (photographs, film footage, application submissions or any detail) for the purpose of the NSW Training Awards or for publication online, in print or other broadcast media, for publicity, promotional materials (including departmental and ministerial Christmas cards) or campaigns related to the NSW Government.

17. Finalists and winners of the NSW Training Awards may be required to participate in media interviews, promotional events and activities.

18. When necessary, the Department of Industry reserves the right to extend the deadline for applications for categories where there are an insufficient number of applications received in the first instance.

19. It is the responsibility of all applicants and nominators to ensure they have selected the correct category, and submitted the application for that category by the closing date. The NSW Training Awards reserves the right to re-assign applications lodged to incorrect categories at its discretion.

20. The submission must be formatted as per the nomination information provided for each award. Any material in excess of the desired attachments or page numbers will not be forwarded to the judges.

21. All nominees will be advised in writing of the outcome of their nominations or interviews.

22. Feedback regarding judging and selection can be requested within the period up to 30 September 2018.

23. All decisions and recommendations of the judging panels are binding and final. No correspondence will be entered into. (feedback will only be provided via phone)

24. Eligibility and Selection Criteria are subject to change in accordance to the Australian Training Awards www.australiantrainingawards.gov.au.

25. Finalists for the NSW Training Awards event will receive their finalist ticket plus a complimentary ticket.

26. Nominators will receive a complimentary ticket for the NSW Training Awards state event, the allocation is non-transferable and if a nominator has nominated more than one individual, only one ticket will be submitted.