The NSW Trainee of the Year Award is presented to a trainee who has been outstanding in all aspects of their training.

**Eligibility Criteria**

Nominees must:

- be a permanent resident of Australia and undertaking training in New South Wales;
- have completed or due to complete your training (i.e., contract end date) between 1 October 2018—29 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 registered training contract with the NSW Department of Industry;
- not still be enrolled in school;
- only be nominated by one nominator;
- supply your Training Contract ID (TCID) number on your application; and
- must not be nominated in subsequent years for the same training contract.

**Preparation of your application**

**Nominator Comments**

As a nominator of the individual, please briefly explain the reasons for making this nomination.

(500 word limit)

You may want to cover their:

» job skills
» training
» industry knowledge
» personal skills

Nominators can be the individual’s employer or a teacher or trainer from their registered training organisation (RTO).

Note: This information will act as a ‘support letter of endorsement’ for this nominee/individual.

**Section A: Overview**

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 path.

(300 word limit)

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

For more information or assistance with your application:

- nsw.trainingawards@industry.nsw.gov.au
- www.trainingawards.nsw.gov.au
- 02 8268 7608 or 02 8267 7604
Section B: Entry Criteria

Applicants are required to address each criteria and will be assessed against each criterion.

In your application, you must present your information in a way that clearly addresses the award 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.

In developing your application, you may wish to take into account some of the considerations outlined below. 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 (400 word limit)
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 (400 word limit)
Consider any skills you have developed through your training, such as:
• What have you been able to tell others, workmates, 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 (400 word limit)
Tell us about:
• 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 (400 word limit)
You may wish to include information about:
• 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?

Supporting Attachments
The award criteria should be the focus of your nomination; however any relevant evidence may be provided to support your nomination.

Consider including:
» Registered Training Organisation (RTO) Certificate
A copy of your RTO certificate in regards to this award (if you completed your qualification prior to submitting your application).

» Awards and prizes
Copies of any certificates or prizes you may have been awarded (since leaving secondary school) such as a sporting award, community service award or special recognition by your employer.

» Resume
A copy of your resume

» Reference or letter of support
A reference or letter of support from either your employer/host employer, trainer or teacher.

» Workplace/training action photos
Action photos of you in your workplace or in training. See Photography Brief.

Applications close 15 March 2019

NSW Trainee of the Year