How to complete an individual award entry for 2018
This process applies to nominators* who would like to submit an award for an individual award category.

START

UNDERSTAND THE RULES
by reading the
1. terms and conditions
2. selection criteria
3. eligibility
For more information read FAQs or contact us on 1800 306 999 or email nsw.trainingawards@industry.nsw.gov.au

CREATE AN ONLINE ACCOUNT
by registering at trainingawardsnsw.awardsplatform.com

NOTE: Please remember your password.
your username is your email address

CHECK YOUR POSTCODE
before continuing to ensure the correct region is selected for a valid entry

START A SUBMISSION
by completing the following sections:
1. Region: this is determined by your award category’s postcode
2. Category: select the award you would like to start an entry for
3. Entrant Name: Name of the Individual

END

COMPLETE DECLARATION CHECKLIST
with your nominee to ensure you both agree with the terms

SUBMITTED ENTRY CONFIRMATION
email sent to nominator and nominee email addresses

ATTACH SUPPORTING FILES
eg: resumes, transcripts, supporting letters

COMPLETE THE REQUIRED TABS
as instructed on the online application.

NOTE:
you can save your progress and reaccess your application via the portal at a later time.

Key:
- NSWTA Automated Email
- Nominator’s action box
- Nominator & Nominee’s action box

* Please see the eligibility guidelines on who can nominate for an award.