



## SCHOOL-BASED APPRENTICE OR TRAINEE OF THE YEAR

### ELIGIBILITY

You must:

- be a permanent resident of Victoria
- be undertaking or completing a Certificate II or above qualification, through a Victorian School-based Apprenticeship or Traineeship
- be registered with the Victorian Registration and Qualifications Authority
- be registered with the Victorian Curriculum and Assessment Authority, and
- be enrolled at school.

### 2019 Key Timeline

<b>February</b>	Nominations open
<b>17 May, midnight</b>	Nominations close
<b>May</b>	Eligibility and evaluation commences
<b>June</b>	Judging
<b>July</b>	Successful and unsuccessful nominees notified
<b>July</b>	Finalist interviews
<b>early September</b>	Victorian Training Awards
<b>November</b>	Australian Training Awards

The winner of this category will represent Victoria at the Australian Training Awards in Brisbane in November.

## PREPARING YOUR NOMINATION

### SECTION A: OVERVIEW

Provide a short overview covering a description of the qualification you are enrolled in, your training provider and employer (if applicable) as well as your reason for choosing your industry and training path. The information may be used as part of your profile summary throughout the Awards process but **will not** be used for judging purposes.

### THE OVERVIEW IS LIMITED TO 300 WORDS

### SECTION B: SELECTION CRITERIA

When writing your nomination, aim to present information in a way that clearly addresses each selection criterion. The judging panel will be looking for evidence of:

- a. how your training has contributed to your career and study plans, and to the development of your skills
- b. your achievements to date, as well as any way in which your training may have helped you to achieve other pursuits.

The considerations provided are not additional criteria, but can be used to help you clarify what relevant information to include.

Keep the selection criteria at the forefront of your mind to help you focus on your nomination.

### EACH CRITERION IS LIMITED TO 400 WORDS

### NOMINATION ASSISTANCE

We aim to make the nomination process as simple and as streamlined as possible. We are just a phone call or email away and can put you in touch with a writer if you need help in drafting your nomination.



65<sup>TH</sup> ANNIVERSARY  
**VICTORIAN  
TRAINING AWARDS**

**NEW VIDEO OPTION!**

Provide a video pitch of no less than 60 seconds and no more than 90 seconds in duration that tells us, for example: Why you nominated, what you have to contribute, your unique selling points and what you hope to get out of your experience. **Your video will not be considered as part of the formal nomination process** but will just give the judges an insight into your personality.

## **SUPPORTING EVIDENCE**

Supporting evidence must include:

- relevant training and/or education certificates
- at least one written reference from your employer/host employer, teacher, trainer or principal
- a declaration from your employer endorsing your nomination and your time off to participate in Victorian Training Award activities (available for download from [www.education.vic.gov.au/vta](http://www.education.vic.gov.au/vta))
- a high resolution photo of yourself.

Additional supporting evidence, **up to a maximum of five pages** may also be attached in support of your nomination.

### **Criterion 1: Career and study achievements**

Consider:

- why you chose your course
- how it changed or impacted on you
- what you have gained from completing your course
- what you have been able to bring to your workplace.

### **Criterion 2: Team and communication skills**

Consider:

- what you have been able to tell others, workmates, employers etc., about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

### **Criterion 3: Ability to be an Ambassador for training**

Consider:

- examples where you have taken a leadership role inside or outside of work
- other things you have done where you have been a representative
- how you would describe the quality of your training.

### **Criterion 4: Other qualities and pursuits**

Consider:

- if you have had to address any challenges that have impacted on your training
- if you have been required to use initiative either in your training, your personal life or your workplace
- the qualities or activities you feel would be useful in your role as School-based Apprentice or Trainee of the Year
- your involvement in other community or industry pursuits.

#### **Contact us**

**W:** [www.education.vic.gov.au/vta](http://www.education.vic.gov.au/vta)

**E:** [victorian.training.awards@edumail.vic.gov.au](mailto:victorian.training.awards@edumail.vic.gov.au)

**T:** 1800 290 657



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and Training