## TRAINEE OF THE YEAR

The Trainee of the Year Award is presented to a Victorian individual who is undertaking a traineeship and has been outstanding in all aspects of their training. The winner of this award will represent Victoria at the Australian Training Awards.

Eligibility

You must:

🗹 Be a permanent resident of Australia

🗹 Have completed or be due to complete your training course in the period 1 July 2019 – 31 December 2020

🗹 Be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for

🗹 Have completed or be due to complete your training in the state of Victoria

🗹 Have a contract of training registered with the Victorian Registration and Qualifications Authority

🗹 Not be enrolled at school.

Selection Criteria

**Criterion 1: Career and study achievements**

Consider:

* why you chose your course
* how it has 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, friends or family, 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**

Tell us about:

* examples where you have taken a leadership role inside or outside of work
* other activities 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 Trainee of the Year
* your involvement in other community or industry pursuits.

How to apply

1. Check that you meet the eligibility requirements and selection criteria and read through the Conditions of Entry to enter the awards.
2. Go to the nomination portal: **https://**[**vta.awardsplatform.com**](http://www.vta.awardsplatform.com)/ Register to nominate and follow the step by step process. **Note:** Nominations may only be made through this portal.
3. Contact the Victorian Training Awards team for advice or for help with obtaining the assistance of our nomination writers, if required.
4. Make sure you submit your nomination by the closing date, **midnight on Friday 3 July.**

Writing assistance

If you need help in preparing your nomination, just contact the VTA team. They can put you in touch with a writer who can review your draft and make sure your application is of the highest possible quality.

Application components

There are three parts to the application:

* Overview – 300-word limit. (Includes a brief introduction – who you are, your course and where you studied). The Overview does not form part of the judging process.
* Responses to the Selection Criteria – 400 word limit for each response.
* Supporting Evidence (references, certificates, etc).

Video pitch (optional)

Individual student nominees are invited to provide a video pitch as a complement to their written application. This is an **optional extra** – it will help to give the judges an insight into your personality but **will not** be part of the judging process. The video can be shot on a mobile phone and should be no more than 90 seconds in duration. It should tell your story – for example, why you nominated, what you have to contribute, what sets you apart from others, and what you hope to get out of the experience. See <https://vta.awardsplatform.com> for further information.

Key dates

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| ***26 February*** | ***Nominations open*** |
| ***26 February*** | Nomination writing assistance opens |
| ***19 June*** | Nomination writing assistance closes |
| ***3 July, midnight*** | ***Nominations close*** |
| ***July*** | Eligibility review |
| ***Mid July*** | Shortlisting |
| ***Late July*** | All nominees notified |
| ***August*** | Finalist interviews |

Key contacts and further information

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

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

T:1800 290 657