



2018 Trainee of the Year Award

Presented to an individual who is completing or has recently completed a traineeship and has been outstanding in all aspects of their training.

The winner of this category will automatically progress as a finalist for the Australian Training Awards and will compete at the national level.

Nominee: **(insert your name here)**

Win up to \$4,000 cash and the opportunity to represent the Northern Territory at the Australian Training Awards.

Entries close 5pm Wednesday 2 May 2018

Submit your collated and completed nomination via email as one attachment to: trainingawards@nt.gov.au Please ensure the file size is no larger than 15MB

How to complete and submit your nomination

Step 1- Check your eligibility

Review your eligibility for the award category. If you are not eligible for this category another category may be more appropriate.

Step 2- Read the conditions of entry and note the key dates, selection process and further commitments

Review the conditions of entry and key dates and ensure that you are able to agree to these conditions, dates, and commitments.

Step 3- Complete the nomination form

Complete the nomination form and ensure you have filled in all sections.

Step 4- Address the selection criteria *

Complete the selection criteria addressing the questions provided.

** Applications must be within the word count applicable for each criterion and be in 12pt arial font. Up to five (5) single A4 page attachments are permitted (excluding the nomination form and talent release form). The award criteria should be the focus of your application, however any relevant evidence may be provided so long as it does not exceed the word and page limits. The selection criteria must be addressed and the application completed by you (the nominee). If you require assistance in completing your nomination you may ask your trainer and / or employer or the NT Training Awards nominations coordinator for some helpful tips. Nominators have the opportunity to briefly explain their reasons for making the nomination of the applicant in Section A. Any material in excess of the word and page limits will not be forwarded to the judging panel.*

Step 5- Complete the declaration form

Ensure all relevant parties have signed.

Step 6- Sign the talent release form

Complete the talent release form and ensure you have filled in all sections.

Step 7- Include certificates and awards

Copy certificates and awards you have and enclose them in with your entry.

Step 8- Checklist

Complete the checklist to ensure you have provided everything that is needed

Step 9- Submit your nomination

Collate your nomination form, selection criteria and attachments and send in your entry. **All sections must be completed. Incomplete nominations will be returned to the applicant and not accepted until they are completed in full.** The method for submitting your completed nomination is via email as **one file** to: trainingawards@nt.gov.au

Please ensure the file size is no larger than 15MB.

If you have any problems submitting your nomination please contact the NT Training Awards team:

Email: trainingawards@nt.gov.au

Phone: (08) 8935 7751

For further information please visit trainingawards.nt.gov.au.

Step 1 – Check your eligibility

Nominees for the Trainee of the Year award must:

- have completed or be due to complete your contract of training (i.e. your traineeship) between **1 July 2017 and 30 June 2018** in a training course that leads to a nationally recognised outcome or qualification
- have a contract of training registered with the NT training authority.

Step 2 – Read the below

Conditions of entry

- The closing time and date for all nominations is 5.00 pm, Wednesday 2 May 2018. No nomination will be accepted after this date.
- Nominees must complete their nomination personally. You may ask your trainer and / or employer or the NT Training Awards nominations coordinator for some helpful tips to assist in completing your nomination.
- Nominees must be permanent residents of Australia, reside in the NT, and meet all eligibility criteria
- Nominees may apply for one award category only and not accept any nomination for a similar award in another state or territory in the same year.
- Shortlisted nominees (finalists) must be prepared to participate in the Ambassador Preparation Program and be available to attend the Ambassador Preparation and Judging Weekend in Darwin on Saturday 23 June to Sunday 24 June 2018. This may require taking leave from work, or study commitments for this weekend. Travel costs are covered for shortlisted individuals who do not normally reside in Darwin. Accommodation costs are covered for all shortlisted individual nominees (**including finalists who normally reside in Darwin**).
- All short listed nominees (finalists) must be available to attend the NT Training Awards gala presentation event in Darwin on Saturday 22 September 2018. Travel and accommodation costs are covered for individual finalists who do not normally reside in Darwin.
- Award winners must be able to represent the NT at the Australian Training Awards in Sydney in November. (if applicable). You will be required to take leave from work or study commitments for the **entire** week of the National awards. Travel and accommodation costs are covered for national individual finalists.
- Nominees must agree to abide by the decision of the judging panel, which is final and cannot be appealed.
- All nominees must comply with the Department of Trade, Business and Innovation standards in regard to training, workplace health and safety, and industrial relations matters. Consequently, Award Coordinators may refuse to proceed with a nomination at any time where an organisation or individual is under investigation by the Department of Trade, Business and Innovation or has any unresolved issues with the department.
- Finalists and winners must agree for their photographs, profiles and training details to be used for promotional purposes by the Northern Territory Government or their delegate.

Key dates

Wednesday 2 May 2018	Nominations close
Saturday 23 June 2018	Ambassador Preparation Weekend
Sunday 24 June 2018	Individual finalist judging interviews
Friday 21 September 2018	Finalists and sponsors networking event
Saturday 22 September 2018	Gala Awards Dinner (winners announced)
Thursday 15 November 2018	Australian Training Awards (Sydney)

Selection process

- Written applications will be assessed against the selection criteria to determine shortlisted nominees (finalists)
- Finalists will be required to attend the Ambassador Preparation Weekend in Darwin, Saturday 23 June to Sunday 24 June 2018
- Judging interviews will take place Monday 24 June 2018. The judges will ask a series of questions that directly relate to the selection criteria. The judging interview will happen at the end of the Ambassador Preparation Weekend, at which time the winner and runner-up will be selected.

Gala Presentation Dinner

The Northern Territory Training Awards results will be announced at a gala presentation dinner on Saturday 23 September 2018. Finalists will each receive one ticket for themselves for entry to the dinner*. Tickets will be available for family, friends and colleagues to purchase in July. It is a requirement that all finalists be present at the dinner.

* Students under the age of 18 will receive one additional complimentary ticket for their parent / guardian / chaperone.

Progression to the Australian Training Awards

The Australian Training Awards are the peak, national awards for vocational education and training, recognising innovation and excellence in the training sector. The Australian Training Awards are the culmination of the state and territory awards with winners from each state and territory competing in the national finals.

The 2018 Northern Territory winner of this category will automatically be nominated for the Australian Training Awards and will go on to compete at the national level. The original application from the winner of this category addressing the award criteria and submitted through the NT Training Awards process will be submitted to the Australian Training Awards by the NT Awards coordinators.

Step 3 - Nomination Form

All sections must be completed in full

2018 Trainee of the Year					
(Insert nominee name here)					
Nominee is (please tick):		Self-nominated <input type="checkbox"/>		Nominated by another party <input type="checkbox"/>	
Personal details					
Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	
Given name/s and surname:					
Postal address:					
Telephone – Work:			Home:		
Mobile:			Email:		
Date of Birth:			Age:		
Full name of qualification completed or due to be completed and course code: (for example BSB30112 Certificate III in Business)					
(include a copy of your qualification certificate if completed, or a statement of attainment for all units completed to date)					
Completion date or due date:					
Employer details					
Name of employer:					
Contact person:					
Position:					
Telephone:			Mobile:		
Postal Address:					
Email:					
Host employer details (if applicable)					
Name of host employer:					
Contact person:					
Position:					
Telephone:			Mobile:		
Postal Address:					
Email:					

2018 Trainee of the Year

(Insert nominee name here)

Registered Training Organisation details

Name of Registered Training Organisation:			
Contact person:			
Position:			
Telephone:		Mobile:	
Postal address:			
Email:			

Nominator contact information

Nominees for this award can self-nominate or be nominated by another person. If the nominator is the same representative from the above registered training organisation, employer or host employer, please indicate here:

Name:	
-------	--

If the nominator is different to any of the above, please complete the section below

Given name and surname:			
Relationship to nominee:			
Organisation:			
Position:			
Telephone:		Mobile:	
Postal address:			
Email:			

How did you hear about the NT Training Awards

Please tick all that are appropriate to you

Training provider	<input type="checkbox"/>
Group training organisation	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>
Radio	<input type="checkbox"/>
Facebook	<input type="checkbox"/>
Direct letter / email	<input type="checkbox"/>
Training Advisory Council	<input type="checkbox"/>
Employer	<input type="checkbox"/>
Australian Apprenticeships NT	<input type="checkbox"/>
Awards nominations coordinator	<input type="checkbox"/>
Television	<input type="checkbox"/>
Other, please state:	<input type="checkbox"/>

2018 Trainee of the Year

(Insert nominee name here)

Section C: Applicant criteria

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

In developing your application, you may wish to take into account some of the considerations outlined below. These suggestions 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

Consider things such as:

- Any personal or career gains you have achieved from participating in your studies and your job
- How you can demonstrate your understanding of the value of learning
- How you have integrated on-the-job and off-the-job training and what benefits this has held.

Limit: 400 words

2018 Trainee of the Year

(Insert nominee name here)

Criterion 2: Communication, team and leadership skills

Consider any skills you have developed through your training, such as:

- effective oral and written communication
- your level of self-reliance and resilience in times of challenge
- effective team participation
- leadership and promotion of your training, industry or other things you are involved in
- your capacity to be an effective ambassador for your industry, community, the Northern Territory and Australia.

Limit: 400 words

2018 Trainee of the Year

(Insert nominee name here)

Criterion 3: Ability to represent the national training system at a broader level

Tell us about:

- any knowledge or understanding you have gained of new developments and trends in your workplace or industry and the vocational education and training system
- any messages you might have that could encourage others who are interested in entering a training pathway.

Limit: 400 words

2018 Trainee of the Year

(Insert nominee name here)

Criterion 4: Other pursuits

You may wish to include information about:

- your achievements in areas other than study and work
- your involvement in the community
- your awareness of current social, economic and political issues.

Limit: 400 words

Step 5 – Declarations

All areas must be complete.

2018 Trainee of the Year			
(Insert nominee name here)			
Student declaration			
I have read the nomination information and agree to the conditions of entry as detailed above.			
I confirm that all information I have provided is true and accurate. I acknowledge if short listed I must be available to attend the I Ambassadors Preparation and Judging Weekend in Darwin, Saturday 23 June to Sunday 24 June 2018. I further acknowledge should I win my category I must be available for the Australian Training Awards Judging Process and Finalist Week in Sydney in November.			
Signed:		Date:	
Employer declaration			
I agree to release the short listed applicant to attend the Residential Ambassador Preparation and Judging Weekend in Darwin, Saturday 23 June to Sunday 24 June 2018; and to attend the Australian Training Awards Judging Process and Finalist Week in Sydney in November.			
Signed:		Date:	
Name:			
Host Employer declaration (if applicable)			
I agree to release the short listed applicant to attend the Residential Ambassador Preparation and Judging Weekend in Darwin, Saturday 23 June to the Sunday 24 June 2018 and to attend the Australian Training Awards Judging Process and Finalist Week in Sydney in November.			
Signed:		Date:	
Name:			
Training referee			
I am familiar with the training progress and achievements of this nominee and I endorse this application.			
Signed:		Date:	
Name:			
Position:			
Registered Training Organisation:			

Step 6- Talent Release Form

Talent Release Form			
I,			
of (address)			
		Telephone:	
Mobile:		Email:	
<p>I agree to appear in visual and/or audio recordings which can be used in advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>I give permission for my name and visual and / or audio recordings of me to be used in advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>I assign any rights I may have in the visual and/or audio recordings and associated advertisements, documents and promotional material to the Northern Territory Government.</p> <p>I am free to enter into this Agreement, and to appear in the proposed advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>This Agreement is made under the laws of the Northern Territory and any dispute can be taken for resolution by the courts in the Northern Territory.</p> <p>Wherever possible, the Northern Territory Government will remain sensitive to and understanding of cultural, family and personal sensitivities</p>			
Are you of Aboriginal or Torres Strait Islander descent?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any special considerations for use of the visual / audio recording(s):			
Brief description of visuals / audio recorded:			
Date:		Signed:	
		(if minor, signature of parent/guardian)	
Collected on behalf of the Northern Territory Government by:			
Name:	NT Training Awards Coordinators	Signed:	
<p>The Northern Territory Government is collecting the information in this form to obtain permission to use visual and audio recordings in Northern Territory Government advertising, documents and promotional materials. Visual and / or audio recordings, or other personal information described in this form may be supplied to contractors or service providers engaged by the Northern Territory Government to develop or produce advertising, publications or promotional materials, but will not be provided to any other person or organisation for purposes other than Northern Territory Government advertising and promotions. You are entitled at any time to access and amend the information provided by you on this form.</p> <p>Northern Territory Government, GPO Box 3200, Darwin NT 0801, Australia</p>			
For more information please contact: Chantelle Salandanan			
Agency name:	Department of Trade, Business and NT	Telephone:	08 8935 7751

Information about having visual and / or audio recordings taken of you for the NT Government.

Before you agree to have any recordings taken of or including you for the Northern Territory Government, there are some important things you need to know.

Note: Where the words photo or photograph is used, this includes any other recordings, such as video, film and sound.

What will happen to my photograph once it is taken?

The Northern Territory Government will store your photograph digitally in its photographic database and library. The talent release form that you signed will be placed in a file. The photograph and the form will be cross referenced to ensure we have your permission to use your photograph.

Who can use my photograph?

Once stored in the database, your photograph may be used by any Northern Territory

Government department or agency. Your photograph cannot be shared with any person, organisation or company outside of the Northern Territory Government without your express permission. This includes private companies, political parties, advertising agencies and charitable organisations.

Where will my photograph be used?

Your photo may be used in a variety of applications, ranging from small newsletters to major displays. Some of the typical places you might see your photo include:

- In newsletters distributed in the Territory and interstate in both printed and electronic format.
- In advertisements in newspapers, magazines or television in the Northern Territory and the rest of Australia.
- In a range of printed publications such as government strategy documents or brochures promoting or explaining government services.
- On government websites.
- On government displays.

What if I don't want my photograph to be used somewhere?

It can be quite a surprise to see your photograph blown up two metres tall at a display, or to suddenly find yourself appearing on television. You need to be aware that your photograph may be used in these situations unless you ask for it not to be. If there are circumstances where you do not want your photo used, make sure you write that down on the Talent Release Form you sign. Or if you are giving permission for your photograph to be used for one purpose only, you also need to write this down.

Or contact Chantelle Salandanan on 08 8935 7751.

Why do you need to know if I am Indigenous?

We appreciate that if you are Indigenous, there may be certain cultural sensitivities about using your image.

Step 7- Certificates and awards

Enclose copies of up to five (5) single A4 attachments: certificates, awards etc. related to your study (please do not send originals as they will not be returned).

Step 8– Checklist

Before submitting your nomination, please check:

- You are a permanent resident of Australia and reside in the NT.
- All of the assessment criteria have been individually addressed within the word count applicable for each criterion.
- The nomination in its entirety has been completed by you.
- The nomination has been endorsed by your employer / host employer (if applicable).
- The nomination has been endorsed by your registered training organisation.
- Someone you trust has read and checked your application.
- The talent release form is completed, signed and included in your nomination.
- You have enclosed copies of certificates, awards etc. related to your study (please do not send originals as they will not be returned).
- You and your employer acknowledge if short listed you must be available to attend the Ambassador Preparation and Judging Weekend in Darwin from Saturday 23 June to the Sunday 24 June 2018
- You and your employer acknowledge should you win your category you must be available to attend the Australian Training Awards Judging Process and Finalist Week in Sydney in November.

Step 9 – Submit your nomination

Collate your nomination form, talent release form, selection criteria and attachments and send in your entry. **The preferred method for submitting your completed nomination is via email as one attachment** to: trainingawards@nt.gov.au

Please ensure the file size is no larger than 15MB.

If you have any problems submitting your nomination please contact the NT Training Awards team:

Email: trainingawards@nt.gov.au

Phone: (08) 8935 7751

All sections of the nomination form, talent release form and criteria must be completed and addressed. Incomplete nominations will be returned to the applicant and not accepted until they are completed in full.

For further information please visit trainingawards.nt.gov.au.