

2010 WA Group Training Awards

Apprentice or Trainee Nomination Form



Award Category: _____

Nominee Details

Name			
Date of Birth	{Optional}		
Gender	Male	Female	{Please circle}
Postal Address			
Phone / Mobile			
Email			
Title of Apprenticeship or Traineeship			
Commencement Date			
Completion Date			
Registration Number			

Host Employer Details

Name of Host Employer	
Address	
Contact Person / Title	
Phone Number	
Email	

Group Training Organisation

GTO Name	
Contact Person	
Telephone	
Email	

Signatures

_____ Signature of Nominee	_____ Name of Nominee	_____ Date
_____ Signature of authorised GTO representative	_____ Name & GTO	_____ Date

Please tick if you request your application and supporting information to be sent back to you.
Applications will be immediately disposed of after the Awards.

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Apprentice or Trainee Selection Criteria

Nominations should be prepared by an Apprentice or Trainee, with assistance from the Group Training Organisation.

Criteria	Points for Guidance...
1. On the Job Performance	<ul style="list-style-type: none"> • Demonstrated high standard of skills development e.g. the rapid development of competencies, the height of skill attained; additional skills developed and implementation of skills attained off the job into the workplace • A good knowledge of Host Employer's business • Awareness and understanding of new developments and trends in Apprentice/Trainee's workplace or industry • Overall work performance and commitment to the Apprenticeship/Traineeship
2. Off-the-job Training	<ul style="list-style-type: none"> • TAFE/RTO Results e.g. consistent high grades, awards received and/or additional studies undertaken • Integration of skills learnt off the job with on the job performance • Understanding of the vocational education and training system and the value of learning e.g. linking of training plan to both on and off the job training, knowledge of training and career pathways, workplace change etc.
3. Personal Skills	<ul style="list-style-type: none"> • Communication skills and personal presentation e.g. effective written and oral communication, level and quality of communication with GTO, host and/or TAFE/RTO • Teamwork and leadership e.g. self started projects and team participation • Goal setting and planning e.g. work involving goal setting and attainment of results • Self reliance e.g. ability to manage skill and personal development • Personal qualities leading to excellence
4. Occupational Health and Safety	<ul style="list-style-type: none"> • Demonstrated superior knowledge of OH&S requirements • Practical examples of adhering to all PPE requirements • Involvement in an OH&S incident or issue in the workplace and how the applicant responded/dealt with the issue
5. Additional Information	<ul style="list-style-type: none"> • Please provide any additional information that you feel will strengthen your application. This can be in the form of copies of qualifications, awards, references etc.

Judging will be made on the above criteria, please ensure you address these criterions to ensure that all candidates are being judged equally. Please also include enough information to demonstrate how the criterions have been met. Interviews may be held if necessary however a strong reliance will be held on the quality of the written application.