

# 2010 WA Group Training Awards Host Employer Nomination Form



Award Category: \_\_\_\_\_

## Host Employer Details

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

## Group Training Organisation

|                |  |
|----------------|--|
| GTO Name       |  |
| Contact Person |  |
| Telephone      |  |
| Email          |  |

## Signatures

|  |                          |               |
|--|--------------------------|---------------|
| _____<br>Signature of Nominee                          | _____<br>Name of Nominee | _____<br>Date |
| _____<br>Signature of authorised GTO<br>representative | _____<br>Name &<br>GTO   | _____<br>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.

# 2010 WA Group Training Awards

## Host Employer Selection Criteria



Nominations should be prepared by a Host Employer, with assistance from the Group Training Organisation.

| Criteria  | Points for Guidance...  |
|---|---|
| <b>1.</b><br><b>Commitment to the Apprentice &amp; Trainee System</b> | <ul style="list-style-type: none"> <li>• Demonstrated commitment to the Apprentice and Trainee system</li> <li>• Numbers of Apprentices &amp; Trainees in training (currently &amp; in the past)</li> <li>• Responsiveness to requirements of the contract of training/training plan</li> <li>• Flexibility in provision of on the job training to meet training requirements e.g. rotation, flexible delivery</li> <li>• Take up or retention of Apprentices/Trainees in difficult business environments</li> <li>• Willingness to take on an out of trade Apprentice/Trainee</li> </ul> |
| <b>2.</b><br><b>Quality of Training provided</b>                      | <ul style="list-style-type: none"> <li>• Demonstrated quality of training provided by the Host Employer to Apprentices/Trainees</li> <li>• Integration of on the job and off the job training</li> <li>• Integration of training into business operation</li> <li>• Quality of Occupational Health and Safety systems</li> <li>• Interaction with TAFE/RTO</li> <li>• Availability and quality of supervision and supervisors</li> <li>• Additional support and/or development offered to Apprentices &amp; Trainees to meet their skill and personal development needs</li> </ul>        |
| <b>3.</b><br><b>Relationship with Group Training Organisation</b>     | <ul style="list-style-type: none"> <li>• Demonstrated support for the Group Training system</li> <li>• Overall relationship with GTO e.g. length of relationship and nature of relationship (involvement in specific projects to meet host employers current and future business requirements)</li> <li>• Communication - timeliness and quality of interaction on all issues to do with Apprentices and Trainees</li> <li>• Support for on the job assessment processes</li> </ul>   |
| <b>4.</b><br><b>Additional Information</b>                            | <ul style="list-style-type: none"> <li>• Please provide any additional information that you feel will strengthen your application.<br/>This can be in the form of copies of references, awards and case studies</li> </ul>  |

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.