# Nomination Information

## Harry Hauenschild Apprentice of the Year

The Harry Hauenschild Apprentice of the Year award is presented to an individual who is undertaking an apprenticeship and has been outstanding in all aspects of their training and demonstrates the relevance of lifelong learning.

## Eligibility criteria

To nominate, you must:

* be a permanent resident of Australia
* have completed, or be due to complete, your training (i.e. completion date) in the period of 1 July 2020 to 30 June 2021 in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
* have a registered training contract with the Queensland Government’s Department of Employment, Small Business and Training
* meet the conditions of entry.

***Note for Aboriginal and Torres Strait Islander entrants***

As an Aboriginal or Torres Strait Islander you can also nominate for the Aboriginal and Torres Strait Islander Student of the Year award. To do so you must first nominate in this category, or one of the other eligible individual award categories.

When submitting your nomination for this category online, you must tick the following boxes indicating that you:

* are of Aboriginal or Torres Strait Islander descent; and
* wish to also nominate for the Aboriginal and Torres Strait Islander Student of the Year award.

Once you have ticked the boxes as part of your nomination for this award category, you will be asked to complete one additional criterion around **Community Engagement**. Once you have completed this extra criterion, your nomination will also be submitted for the Aboriginal and Torres Strait Islander Student of the Year award.

**You only need to address one additional selection criterion.**

## Nomination period and closing date

Nominations will open **early 2021** and close on **Sunday 21** **March 2021**.

You can begin preparing your nomination prior to the formal opening of the nomination period. Visit [www.desbt.qld.gov.au/training/qta/enter](http://www.desbt.qld.gov.au/training/qta/enter) to find out more.

Visit <https://bit.ly/QTA-EOI> to express your interest in nominating anytime. Our state and regional coordinators are here to help and can send you inspiration and tips to help you prepare your nomination even before nominations open at the start of each year. Visit [www.desbt.qld.gov.au/training/qta/about-the-awards/contact-us](http://www.desbt.qld.gov.au/training/qta/about-the-awards/contact-us) for coordinator contact details.

## How to prepare your nomination

Congratulations on choosing to nominate for the Queensland Training Awards. The key to a successful nomination is starting early – don’t leave it to the last minute or you may run out of time.

Visit [www.desbt.qld.gov.au/training/qta/enter](http://www.desbt.qld.gov.au/training/qta/enter) to learn more, including:

* how to prepare your nomination, including a nomination checklist, writing tips and examples of successful nominations
* conditions of entry
* contact details of regional coordinators, who are happy to assist you with your nomination
* how nominations are judged
* frequently asked questions.

## Creating an online nomination account

Nominations are submitted via the online nomination portal, which opens at the start of each year. Visit [www.desbt.qld.gov.au/training/qta](http://www.desbt.qld.gov.au/training/qta) for links to the portal.

You will need to create an account before submitting your nomination. New accounts can only be created, and nominations can only be submitted, during the nomination period.

Once you have created your account, you will receive a confirmation email and must verify your email address before you can begin a nomination. Once you have verified your email you can start your nomination, save it and go back and edit it at any time during the nomination period.

Please ensure your computer has JavaScript enabled, so you can take full advantage of the online nomination portal.

## Nomination sections

**SECTION A: OVERVIEW** *(Limit: 300 words)*

Provide a short overview covering a description of the qualification you enrolled in, your registered training organisation and employer (if applicable) as well as your reason for choosing this industry and training pathway.

*Note: This overview* ***will not*** *be considered or used for judging purposes, but it may be used as your summary throughout the awards process. If you want any of the information from your overview assessed as part of your nomination, please make sure you also include it in your selection criteria responses.*

*Insert your response here*

*(Click into text box to start)*

**SECTION B: SELECTION CRITERIA** *(Limit: 400 words for each criterion)*

*Criterion 1:* Career and study achievements

*Criterion 2:* Team and communication skills

*Criterion 3:* Ability to be an Ambassador (representative) for training in Australia

*Criterion 4:* Other qualities and pursuits

**SECTION C: ATTACHMENTS**

Provide supporting material, such as:

* professional headshot **(mandatory)**
* newspaper/newsletter/magazine or other articles
* photocopies of awards or certificates
* letters of support (e.g. a reference from your teacher, principal, employer or customers)
* publicity photos of achievements relevant to key aspects of your nomination.

Supporting material of **up to 5 attachments** may be included. Each attachment **must not exceed 10MB**. Accepted file types include JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX. No multimedia items (e.g. YouTube videos) or discs will be accepted with nominations.

Nomination material that exceeds the maximum number of attachments **will not** be passed onto judging panels for assessment.

## Addressing selection criteria

In your nomination, you must present your information in a way that clearly addresses each 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 qualities and pursuits.

In developing your nomination, you may wish to take into account some of the considerations outlined below which are provided to give clarification of what may be relevant to include when writing against the criteria.

**CRITERION 1: Career and study achievements** *(Limit: 400 words)*

Consider things such as:

* Why did you choose your course?
* How has it changed or impacted on you?
* What have you gained from it?
* What have you been able to bring to your workplace?

*Insert your response here*

*(Click into text box to start)*

**CRITERION 2: Team and communication skills** *(Limit: 400 words)*

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

* What have you been able to tell others, work mates, employers etc. about your training?
* What do you like about working in a team setting?
* What traits do you think are important to positively influence others?

*Insert your response here*

*(Click into text box to start)*

**CRITERION 3: Ability to be an Ambassador (representative) for training in Australia** *(Limit: 400 words)*

Tell us about:

* Examples where you have taken a leadership role inside or outside of work?
* What other activities have you been involved in where you have been a representative?
* How would you describe the quality of your training?

*Insert your response here*

*(Click into text box to start)*

**CRITERION 4: Other qualities and pursuits** *(Limit: 400 words)*

You may wish to include information about:

* Have you had to address any challenges that have impacted on your training?
* When have you been required to use initiative either in your training, your personal life or your workplace?
* What other qualities or activities do you feel would be useful in your role as Apprentice of the Year?
* What other community or industry involvement have you had?

*Insert your response here*

*(Click into text box to start)*

## Telephone and online interviews

It is important to note that telephone and online interviews form part of the judging process and participation is a mandatory component of nominating for the Queensland Training Awards.

All shortlisted nominees **must** be available to participate in a telephone or online interview during the first two weeks of May 2021, and if selected as a state finalist, the first two weeks of August 2021 as well.

Visit [www.desbt.qld.gov.au/training/qta/enter/judging](http://www.desbt.qld.gov.au/training/qta/enter/judging) for more information on the judging process.

## Regional award ceremonies and State Gala Dinner

All finalists will be required to participate in the announcement of regional winners in their region and if a regional winner, announcement of state winners. Information on the timing and format for regional and state final announcements will be updated throughout the year. Visit [www.desbt.qld.gov.au/training/qta/award-ceremonies](http://www.desbt.qld.gov.au/training/qta/award-ceremonies) for more information.

## Australian Training Awards

The Australian Training Awards are the peak national awards for the VET sector, recognising innovation and excellence in training.

The winner of the Queensland Training Awards’ Apprentice of the Year category will compete against the category winner from each state and territory to be named the best at the Australian Training Awards. To learn more, visit [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au).