



NSW Department of Education



# Bert Evans Apprentice Scholarships Guidelines

Supporting apprentices in New South Wales

April 2024

# Bert Evans



The Bert Evans Apprentice Scholarships initiative supports apprentices who have demonstrated hardship in their personal circumstances and an aptitude for vocational education and training.

The scholarships are named in honour of the late NSW Apprenticeships Ambassador and Patron of the NSW Training Awards, Mr Bert Evans AO, in recognition of his outstanding support for vocational education and training and for apprentices in New South Wales.

Bert started his career in the manufacturing industry and developed a keen appreciation of apprenticeship training. He rose to become the head of the Metal Trades Industry Association. Bert was a strong advocate for vocational education, skills and jobs.

Bert received the Lifetime Achievement Award at the Australian Training Awards in 2013.





# Guidelines

These guidelines outline the application, assessment and payment processes for the Bert Evans Apprentice Scholarships.

## 1. Aim and objectives

### A. Aim

The aim of the Bert Evans Apprentice Scholarships is to assist NSW apprentices who have experienced hardship in their life to successfully complete their apprenticeship.

### B. Objectives

The objectives of this program are to:

- support apprentices to progress through to completion of their chosen trade calling
- encourage more apprentices to achieve their goals and make a valuable contribution to their local communities
- invest in individual development to support employment outcomes.

## 2. The Scholarships

Scholarships will be provided to successful applicants for up to a maximum of three years. Scholarships are valued at \$5,000 per annum. Scholarships will only be paid while the recipient is actively participating in an approved apprenticeship in NSW.

Funding is subject to an annual review, in line with apprenticeship progression, to ensure the Scholarship holder is making good progress in their training.

Scholarships may be suspended or cancelled if:

- the apprenticeship is suspended or cancelled; or
- the Scholarship holder fails to meet their obligations under the Apprenticeship and Traineeship Act 2001; or
- the Scholarship holder fails to meet their obligations under the terms of their Training Contract.

If a Scholarship holder loses their apprenticeship as a result of the apprenticeship being cancelled, the apprentice will be given all possible assistance to find a new employer. If necessary the Scholarship will be suspended and may be resumed if an apprenticeship is recommenced within 6 months.

Apprentices who leave their apprenticeship for more than 6 months will lose the remainder of the Scholarship.

If a Scholarship is suspended or cancelled the Department may recommend a replacement recipient to hold the Scholarship for the balance of the term.

Applicants must be active in an approved apprenticeship at the time of being awarded the Scholarship.

Scholarships are available to School Based Apprentices.

There will be a maximum of 150 Scholarships awarded in 2024.

## 3. Eligibility criteria

Applicants for the Scholarship must meet all of the following requirements. The apprentice must:

- be an Australian citizen or hold permanent resident status
- be in an approved apprenticeship arrangement in NSW by 28th June 2024
- be a first year apprentice who commenced between 1st March 2023 and 17th May 2024
- be employed by an employer based in NSW
- have experienced any financial and/ or personal hardship in their life.

## 4. NSW funding

Funding for the Scholarships will be provided through the NSW Department of Education. A sum of \$5,000 per annum up to a maximum of \$15,000 over three years will be paid to each Scholarship holder.

Continued funding is subject to the Scholarship holder maintaining their eligibility during the life of the Scholarship as outlined in Section 2 The Scholarships.

Consistent with the aim of the Scholarship, recipients are encouraged to use the funds to assist them in successfully completing their apprenticeship.



## 5. Application process

Application for the Scholarship may be made by the apprentice or another person on their behalf.

An application for the Scholarship must be submitted via the Bert Evans Apprentice Scholarships Application Portal, which is available on the NSW Government website: [education.nsw.gov.au/skills-nsw/bert-evans-scholarships](https://education.nsw.gov.au/skills-nsw/bert-evans-scholarships)

The Application Form can also be obtained by contacting the local Training Services NSW office on 13 28 11 (or see Appendix 1 for contact details).

The application must be endorsed by the apprentice, employer and Registered Training Organisation.

The application should include all relevant factual details relating to the applicant as specified by the Application Form. The maximum length is the completed Application Form and three attachments or three additional A4 pages.

The onus is on the applicant to ensure that the application meets the eligibility criteria and addresses the assessment criteria, including sufficient detail and supporting documentation to enable the Scholarship Assessment Panel to form an accurate opinion of the applicant's suitability and merit for the Scholarship.

Applications must be submitted online or to the Manager of a Training Services NSW office as outlined in Appendix 1 of these guidelines by the specified closing date. There will be only one call for applications each year.

## 6. Assessment criteria

Scholarships will be awarded on the basis of:

- hardship
- capability for vocational education and training
- attitude and application in the workplace and during formal training.

Applicants who are in one or more of the following equity groups may receive priority consideration:

- Aboriginal or Torres Strait Islander background
- apprentices with a disability
- females working in a non-traditional trade for women
- apprentices working in regional NSW (Appendix 2)
- apprentice is mature aged (25 year old and up).

The following provides guidance on the assessment criteria:

**Hardship** may take into account issues such as financial circumstances, family situation and/or generational unemployment, etc. Applicants need to explain how the hardship they experienced affects their ability to meet the requirements of their training, etc.

**Capability** for vocational education and training may be demonstrated by past performance in the apprenticeship, participation in trade skills competitions, written references from employers, referral to school results or assessments in trade subjects, examples of the applicant's work and/or level of experience.

**Attitude and application to tasks** in the workplace and formal training may include employer's and Registered Training Organisation's statements, providing assessment of the apprentice's dedication to the trade training.

**Equity** criteria may also be used to demonstrate hardship, such as Aboriginal and Torres Strait Islander background, people with a disability, apprentices living/working in remote areas, mature-aged apprentices and/or women working in non-traditional trades.

Once applications have been received there will be a selection process. Those applications that do not meet the eligibility criteria outlined in Section 3 will not be considered.

Remaining applications will then be reviewed in relation to the accuracy of claims made in the Application Form. This may involve contact with the employer, Registered Training Organisation and applicant.

Inclusion of incorrect information will result in the automatic rejection of the application without further consideration.

Each application will then be assessed by the Scholarship Assessment Panel against the assessment criteria outlined in Section 6. The successful Scholarship winners will be recommended to the Minister.

After endorsement by the Minister, Scholarship winners will be announced. Winners will be notified directly by the Department of Education and/or the Minister.

The Scholarship Assessment Panel comprises respected members of the NSW vocational education and training community. They will assess each application and consider advice from the Department before making a recommendation to the Minister.

Presentations may be arranged in local areas to announce the winners of the Bert Evans Apprentice Scholarships. Scholarship winners will be invited to attend.

Payments will be made to Scholarship recipients via an annual electronic funds transfer. Scholarship holders are encouraged to use the funds to assist in pursuing their trade training.

The Department of Education, through Training Services NSW's statewide network of regional offices, will provide support and advice in the preparation of applications.

Training Services NSW will review each application in terms of these guidelines and provide advice and any assistance the panel may request to enable consideration of all applications.

Contact details for the Training Services NSW offices are provided in Appendix 1 to these guidelines.



## Appendix 1

# Contact details

For all enquiries call your local Training Services NSW Regional Office on **13 28 11** or email your local office as listed below.

**Central and Northern Sydney**  
TS.Chatswood@det.nsw.edu.au

**Southern and South Western Sydney**  
TS.Bankstown@det.nsw.edu.au

**Western Sydney and Blue Mountains**  
TS.Parramatta@det.nsw.edu.au

**Hunter and Central Coast**  
TS.Newcastle@det.nsw.edu.au

**North Coast and Mid North Coast**  
TS.Lismore@det.nsw.edu.au

**New England**  
TS.Tamworth@det.nsw.edu.au

**Western NSW**  
TS.Orange@det.nsw.edu.au

**Riverina**  
TS.WaggaWagga@det.nsw.edu.au

**Illawarra and South East NSW**  
TS.Wollongong@det.nsw.edu.au

## Appendix 2

Local government boundaries for apprentices in the category 'Working in regional NSW'. (see Section 6 of these guidelines)

- Central West
- North Western
- Richmond-Tweed
- Mid-North Coast
- Far West
- Murrumbidgee
- Murray
- Northern
- South Eastern
- Hunter and Illawarra with the following exclusions:
  - Wollongong and Shellharbour
  - Lake Macquarie and Newcastle



## Appendix 2 (continued)

Detailed description of local government boundaries for apprentices in the category 'Working in regional NSW' (see Section 6):

### Central West (CW)

In the centre of the region is the Bathurst-Orange area and to the east the Blue Mountains. The western area extends to the Lachlan River and the town of Condobolin. The region also contains the urban areas of Parkes, Forbes and Cowra and includes the local government areas of Lachlan, Bland, Parkes, Forbes, Weddin, Carbonne, Cowra, Orange, Blayney, Bathurst, Oberon, Mid-Western and Lithgow.

### Far West (FW)

This vast region containing the unincorporated area of NSW is bounded by the Queensland and South Australian borders. Included is the City of Broken Hill and Central Darling. The Darling River passes through the region from the north-east to the south.

### Hunter (HT)

The Hunter Region contains the Hunter River and its tributaries with highland areas to the north and south. The Hunter Valley is one of the largest river valleys on the NSW coast. It includes the local government areas of Upper Hunter, Gloucester, Muswellbrook, Singleton, Cessnock, Port Stephens, Maitland, Dungog, Great Lakes and Gloucester.

### Illawarra (IL)

The Illawarra Region contains the urban areas of Nowra, and the Minnamurra and Shoalhaven river valleys. To the west of the coastal plain is a long escarpment that

leads to very rugged terrain in the Shoalhaven area. It includes the local government areas of Kiama, Shoalhaven and Wingecarribee.

### Murrumbidgee (MG)

The region is traversed by the Murrumbidgee River and contains the Murrumbidgee and other irrigation areas. Wagga Wagga is the major urban centre in the region. It includes the local government areas of Carrathool, Griffith, Murrumbidgee, Leeton, Narrandera, Lockhart, Wagga Wagga, Coolamon, Temora, Junee, Cootamundra and Gundagai.

### Murray (MR)

The Murray River on the NSW border forms the southern boundary of the region. The terrain varies from flat in the western and central areas to very rugged on the eastern border. The main urban centre in the region is Albury.

It includes the local government areas of Wentworth, Balranald, Wakool, Conargo, Deniliquin, Murray, Berrigan, Jerilderie, Urana, Corowa, Greater Hume, Albury and Tumbarumba.

### Mid-North Coast (NC)

The Mid-North Coast Region covers a coastal strip of NSW and includes the Manning, Hastings, Clarence and Macleay river valleys. It includes the local government areas of Clarence Valley, Coffs Harbour, Bellingen, Nambucca, Kempsey, Hastings and Taree.

### Northern (NR)

The region contains the Northern Tablelands, the northern slopes to the west of the tablelands, and the north central plains. It includes the local government areas of Tenterfield, Glen Innes Severn, Guyra, Armidale Dumaresq, Walcha, Tamworth, Uralla, Inverell, Gwydir, Liverpool Plains, Gunnedah, Narrabri and Moree Plains.



### North Western (NW)

This large region contains diverse topography, with flat plains to the west, undulating slopes in the centre and elevated areas extending from the Central Tablelands in the east. The region includes the Bogan, Macquarie and Castlereagh river basins. It includes the local government areas of Bourke, Cobar, Brewarrina, Bogan, Walgett, Coonamble, Warren, Narromine, Dubbo, Wellington, Gilgandra and Warrumbungle.

### Richmond-Tweed (RT)

The Richmond and Tweed coastal river basins and the Upper Clarence River valley dominate this region. To the west is the New England Plateau and to the north the McPherson Range.

It includes the local government areas of Tweed, Kyogle, Lismore, Byron, Ballina and Richmond Valley.

### South Eastern (SE)

Comprises the far south coast of NSW, the southern tablelands and the Snowy Mountains. The region contains the Clyde, Moruya, Tuross and Bega River Valleys. It includes the local government areas of Greater Argyle, Eastern, Eurobodalla, Bega Valley, Bombala, Cooma Monaro, Snowy River, Queanbeyan, Tumut, Yass Valley, Harden, Young, Boorowa and Upper Lachlan.

Excluded for the purposes of the Bert Evans Apprentice Scholarships in the category 'Working in regional NSW' are the following regions and local government areas:

- Inner Sydney (IS)
  - Inner Suburbs of Sydney
- Outer Sydney (OS)
  - Outer Suburbs of Sydney
- Sydney Surrounds (SS) Areas around Sydney metropolitan region including:
  - Blue Mountains
  - Gosford
  - Hawkesbury
  - Wollondilly
  - Wyong
- Newcastle
- Lake Macquarie
- Wollongong
- Shellharbour

We acknowledge the homelands of all Aboriginal people and pay our respect to Country.

**Say hello**

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[education.nsw.gov.au](http://education.nsw.gov.au)

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