

NSW Training Awards 2025

NSW School-based Apprentice/ Trainee of the Year

Eligibility and Selection Criteria

Applications close 14 March 2025



The NSW School-based Apprentice or Trainee of the Year Award is presented to a student who is undertaking a Certificate II or above qualification as a part-time School-based Apprentice or Trainee. The Award recognises the student's commitment to their formal studies at school and in the workplace.

Eligibility Criteria

Nominees must:

- be an Australian citizen or permanent resident of Australia and undertaking training in New South Wales;
- be undertaking/completing a Certificate II or above qualification through a School-based Apprenticeship or Traineeship;
- have a registered training contract with the NSW Department of Education;
- be still enrolled at school in 2025 (if you are no longer enrolled at school, you may be eligible to be nominated in another category if all eligibility criteria are met); and
- only be nominated by one nominator.

Preparing your application

Who can nominate?

- Individual's employer or host employer
- Teacher or trainer from their Registered Training Organisation (RTO) or school
- Industry Consultant or Training Coordinator from their Registered Training Organisation (RTO), etc
- Career Adviser, Principal, Teacher from their school
- Group Training Organisation (GTO)
- Apprenticeship Network Providers (ANPs)

Nominator Comments

As a nominator of the individual, please briefly explain the reasons for making this nomination. (400 word limit)

You may want to cover their:

- job skills
- training
- industry knowledge
- personal skills

Note: This information will act as a 'support letter of endorsement' for this nominee/individual.

For more information or assistance with your application

 NSW.TrainingAwards@det.nsw.edu.au

 www.trainingawards.nsw.gov.au



Photo: Dascha Harrison, 2024 NSW School-based Apprentice/Trainee of the Year

Section A: Overview (300 word limit)

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

Note: This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process.

Section B: Entry Criteria

Applicants are required to address each criterion and will be assessed against each criterion.

In your application, you must present your information in a way that clearly addresses the award criteria. 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 application, you may wish to consider some of the suggestions outlined below. These considerations are not additional criteria, but are provided to clarify what may be relevant to include when writing against the criteria.

Criterion 1: Career and study achievements (400 word limit)

Consider things such as:

- Why did you choose your course?
- How has it changed or impacted you?
- What have you gained from it?
- How has your job assisted your skills development?

Criterion 2: Team and communication skills (400 word limit)

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

- What have you been able to tell others, students, mates 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?

Criterion 3: Ability to be an Ambassador* (representative) for training in Australia (400 word limit)

*Ambassadors are representatives for Vocational Education and Training in NSW and Australia.

Tell us about:

- Provide examples where you have taken a leadership role inside or outside of school?
- What other activities have you been involved in where you have been a representative?
- How would you describe the quality of your training?

Criterion 4: Other qualities and pursuits (400 word limit)

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 School-based Apprentice or Trainee of the Year?
- What other community or work experience have you had?

Supporting Attachments

The award criteria should be the focus of your nomination; however, any relevant evidence may be provided to support your nomination. Any supporting attachment is to be referenced in your application. **Maximum of 5 single-page attachments***.

- » **Reference letter from your school**
Confirmation from your Principal or teacher stating that you are currently enrolled in school at the time of entry submission.
This must be included for SbAT entries.
- » **Evidence of early completion**
(Evidence must be submitted at the time of application)
Examples: Certificate of Proficiency, Signed Request for Competency-based Completion with RTO evidence attached.
- » **Awards and prizes**
Copies of any certificates or prizes you may have received (since leaving secondary school) such as a sporting award, community service award or special recognition by your employer.
- » **Resume**
- » **Reference or letter of support**
A reference or letter of support from either your employer/ host employer, trainer or teacher.
- » **Workplace/training action photos**
A portrait photo of yourself. **This is a requirement for all applications.**
Action photos of you in your workplace or in training.
See 'Photography Brief' for more details

* Excluding the Resume