



# APPRENTICE TRAINING AWARDS

*Celebrating Excellence Since 2007*

## 2024

# Nominations Guide

**GAN**  
AUSTRALIA



apprenticeship  
employment  
network

Skills for Business. Jobs for Youth.

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# Welcome Message



APPRENTICE TRAINING AWARDS

Nominations for the 2024 Apprentice Training Awards are now open!

We are delighted to invite you to apply for the 2024 Apprentice Training Awards.

These awards recognise the outstanding achievements and commitment within Victoria's vocational education system and highlight the individuals and organisations shaping the future of apprenticeships and traineeships. The Apprentice Training Awards showcase the best of the best, celebrating excellence, innovation and passion in the apprenticeship sector.

By participating in these awards, you have the unique opportunity to showcase your achievements, gain industry recognition and connect with key stakeholders shaping the future of apprenticeships.

Since the inception of the awards in 2007, a lot has changed. Technological and social changes have transformed our economy and the trades and industries that support it. What remains consistent is our networks support of young people through their apprenticeships and traineeships and the drive to help them succeed in establishing their careers in long-lasting, fulfilling jobs within growing industries.

As we look to the future, the achievements of our apprentices, trainees, teachers, training organisations and employers will far surpass our expectations.

This year, as you prepare your nomination, whether it be for yourself, your organisation, your colleague or your employee, we encourage you to reflect on their remarkable achievements thus far. Consider the inspiring stories of success and development that these awards represent. They are not just a tribute to past accomplishments but a platform for future endeavours.

This is your opportunity to be part of an extraordinary journey, celebrating the talent and dedication within Victoria's VET sector. The Apprentice Training Awards Gala Dinner is a vibrant gathering of industry leaders and the youth that will lead our future.

Join us in honouring the champions of vocational education and contributing to a narrative of ongoing success and innovation. Nominate today and be a part of this thrilling celebration of excellence!



Dean Luciani  
Board Chair



Gary Workman  
Executive Director

# About the AEN & Awards



APPRENTICE TRAINING AWARDS

## About the AEN

The Apprenticeship Employment Network (AEN) is the peak industry body representing not-for-profit group training companies across Victoria and is a registered charity with ACNC (Australian Charities and Not-for-Profits Commission).

Representing Group Training Organisations in Victoria for over 35 years, the Apprenticeship Employment Network has advocated for the interest of employers and needs of the community to increase access and availability of apprentices throughout Victoria.

Within Victoria AEN members employ over 6,000 apprentices and trainees across all industry sectors, which is supported by a network of over 10,000 host employers.

The core activity of the members of AEN is the employment and vocational training of young people to the levels and in the method set out in the Australian Qualifications Framework. In addition to supporting the needs of its constituent member companies, AEN provides a variety of support to small business and to schools. Over the past few years, AEN has played a major role in the development of Vocational Education and Training (VET) in schools.

The AEN's purpose is to support the vocational training and employment network to achieve skilled and sustainable employment for the community.

## About the Awards

The Apprentice Employment Network (AEN) and GAN Australia are proud to host the annual Apprentice Training Awards. The Awards celebrates excellence in vocational education and training, recognising the achievements of apprentices, trainees, host employers, and training providers.

Celebrating it's 17th year , these awards highlight the crucial role of apprenticeships and traineeships in skill development and workforce preparation, motivating participants to strive for excellence.

Outstanding performance and innovative training practices, the awards underscore the value of vocational pathways in building successful careers.



# Nomination Information



APPRENTICE TRAINING AWARDS

## Why...

Winners of Apprentice Training Awards are acknowledged as the best in their respective categories. There are a number of benefits to nominating, including those associated with your professional career, but also your personal development.

Nominating provides a valuable opportunity to reflect on your progress and accomplishments throughout your training journey.

Additionally, the awards offer opportunities to network with industry leaders and peers, potentially leading to career advancement.

Winners and finalists may be provided with speaking opportunities at future events hosted by the Apprenticeship Employment Network throughout the year.

We strongly encourage you to nominate in every category you're eligible to enter to increase your chances at becoming an Apprentice Training Awards winner for 2024.

## How...

- Read the Conditions of Entry and review the award categories.
- Ensure that you meet the eligibility criteria for the award category that best fits your situation.
- Ensure you can adequately address the selection criteria for the award category you have selected.
- Register on the AwardForce portal (<https://aen.awardsplatform.com>) and select the award you wish to nominate for. Make sure you confirm you meet the eligibility requirements.
- Develop your application and save your progress as you go.
- Collect all the necessary supporting evidence.
- Submit your application by Monday 12 August 2024.

## Categories

### Individual Categories

- Apprentice of the Year
- Trainee of the Year
- School-Based Apprentice/Trainee of the Year
- Stop Taking A Risk (STAR) Award
- Inspiration Award: Disability Achievement
- Inspiration Award: Indigenous Student of the Year
- Inspiration Award: Women in Trades
- Inspiration Award: Overcoming Adversity

### GTO Categories

- GTO Service Excellence Award
- Outstanding OHS Initiative
- GTO Industry Service Award
- GTO Individual Service Award
- GTO Industry Collaboration Award



## Rebecca Hope

### *Winner - 2022 Inspiration Award: Disability Achievement*

Rebecca Hope is a shining example of determination and resilience in the face of challenges. Overcoming obstacles related to her generalised anxiety and Autism Spectrum Disorders, Rebecca successfully completed her traineeship with NECA Education and Careers and went on to pursue a career in human resources.

Her traineeship in the Victorian Government Department of Jobs, Skills, Industry and Regions allowed her to develop practical skills and make a positive impact by advocating for disability awareness and inclusion in the workplace.

Rebecca's passion for disability advocacy has continue in her role at Amaze, where she works to enhance the lives of autistic individuals. Recognised for her hard work and dedication, Rebecca has received many awards for her achievements in the field of apprenticeships and training. More recently, Rebecca won the Channel 7 Young Achiever Award.

Rebecca's journey is an inspiration to all who face obstacles in pursuing their career goals.



## Patrice Vassiliou

### *Winner - 2023 Inspiration Award: Disability Achievement*

Patrice Vassiliou, a talented individual living with Autism Spectrum Disorder, has achieved a remarkable milestone in her career. After completing her Certificate III in Business with NECA Education and Careers and Melbourne Polytechnic, she has secured an ongoing role with the Department of Treasury and Finance.

Patrice's exception organisation skills, attention to detail and multitasking abilities make her a valuable asset to the team.

As a dedicated learner, Patrice is always eager to take on new challenges. She is currently learning Japanese, a testament to her passion for personal development. Her positive attitude, willingness to help others and unique perspective make her a shining star in the business world.

Patrice's story is an inspiration to others, demonstrating that with hard work and determination, anything is possible. Her achievement is a testament to the power of perseverance and the potential of individuals living with ASD.

Due to her commitment and outstanding performance, Patrice was offered an ongoing role within the Department after completing her traineeship.





## Hedayatullah Habibi

*Winner—2022 Inspiration Award: Overcoming Adversity*

*Winner—2022 GAN Australia International Scholarship*

Having worked with the Australian Embassy and US Airforce in his native Afghanistan, Habibi was forced to leave his homeland with the Taliban returned to power in 2021.

Despite cultural and social obstacles, he and his family settled in Dandenong. With the support of NECA Education and Careers and Stowe Australia, Habibi

Having worked with the Australian Embassy and US Air Force in his native Afghanistan, Habibi was forced to leave his homeland when the Taliban returned to power in 2021.

Despite cultural and social obstacles, he and his family settled in Dandenong. With the support of NECA Education & Careers and Stowe Australia, Habibi secured an electrical apprenticeship, working on major construction projects, including the Metro Rail Tunnel.

*“Despite my difficult journey, I remain optimistic and eager to learn. The apprenticeship was my chance to use my existing skills and life experiences. It has made my transition so much easier and helped me adapt to my new life here in Victoria.”*

Known onsite as “the Bibsta”, Habibi is currently in his 3<sup>rd</sup> year of his electrical apprenticeship, upon completion and success with his A-Grade qualification, wants to work in his local neighbourhood, offering apprenticeship opportunities and supporting the people who supported him when he first arrived from Afghanistan.

Habibi sees Australia as the land of opportunities and is grateful for every moment and each and every day he, and his family, are able to live, study and work in a safe environment.



# Conditions of Entry



APPRENTICE TRAINING AWARDS

By submitting a nomination for the 2024 Apprentice Training Awards, you acknowledge and agree to comply with the following Conditions of Entry:

## All Categories

- Entrants must meet all eligibility requirements for the award category they are nominated in.
- All nominations must be submitted online via the AwardForce portal through the provided link.
- Each award category has specific criteria that must be met before the submission will be considered valid. Failure to comply with the entry requirements may result in rejection by the Apprentice Training Awards team.
- The closing date for nominations is 11.59pm on Monday 12 August. No further nominations can or will be accepted after this date. Apprenticeship Employment Network reserves the right to extend the deadline.
- By applying, all nominees, finalists and winners of the Apprentice Training Awards agree that any non-confidential material or details from their nominations and provided photographs/videos may be used online, in broadcast and print media and in various publicity and promotional materials.
- All finalists must attend the Apprentice Training Awards Gala Dinner on Wednesday 20th November 2024.
- All finalists will be required to attend an online interview with the judging panel at times to be advised.
- It is the responsibility of the nominators and nominees to ensure they have selected the correct category to nominate in.
- All information provided must be factually correct.
- The Apprenticeship Employment Network reserves the right to reassign nominations lodged to incorrect categories at its discretion.
- Finalists and winners of the Apprentice Training Awards acknowledge they may be asked to participate in live or written interviews.
- Finalists and winners of the Apprentice Training Awards may be required to participate in speaking opportunities at future events held by the Apprenticeship Employment Network.

## Individual Categories

- Nominees must be permanent residents of Australia
- Nominees must not be currently enrolled in school unless nominating for the school-based category
- Nominees must be enrolled as a Victorian apprentice or trainee from July 2023 and be a current or completed apprentice or trainee as at 20 November 2024.
- Nominees must be employed by a Group Training Organisation within Victoria who is a member of the AEN.
- All nominees must submit a high-quality headshot as part of their nomination. Selfies and bathroom photos will not be accepted. School photos are accepted. We encourage you to submit multiple photos including those taken at your worksite while wearing uniform.
- Be registered in a training course that leads to a nationally recognised qualification relevant to the award you are nominating for.

## Business Categories

- All nominees must be a registered Group Training Organisation within Victoria and a paying member of the AEN **or** Host Employer through a GTO member of the AEN.
- Nominees must provide accurate and up-to-date information regarding their operations, achievements, and contributions.
- Any false or misleading information may result in disqualification.
- Nominees agree to allow the AEN to use their organisation's name and logo in promotional materials related to the awards.



# 2023 Award Winners



APPRENTICE TRAINING AWARDS

## Individual Categories

Apprentice of the Year

Pippa MacPherson

Trainee of the Year

Lauchlann Fraser

Inspiration Award:  
Disability Achievement

Patrice Vassiliou

Inspiration Award:  
Indigenous Student of the Year

Chelsea Hill

Inspiration Award:  
Overcoming Adversity

Wendy Paw

Inspiration Award:  
Women in Trades

Katrina Kessarlis

School-Based Apprentice or  
Trainee of the Year

Ngatatji Bysouth

STAR (Stop Taking a Risk) Award

Chloe Trivett-Keevers

## GTO Categories

GTO Service Excellence Award

WaTT Women and Their Trade

*NECA Education & Careers*

Outstanding OHS Initiative

New Host Capability Program

*NECA Education & Careers*

# FAQ's



## APPRENTICE TRAINING AWARDS

Can I nominate an Apprentice/Trainee if they have completed their qualification?

Yes, you can! If your Apprentice or Trainee has been enrolled and engaged in their studies/training within the 2024 calendar year, you can still nominate.

I nominated my Apprentice/Trainee for the 2024 Victorian Training Awards. Can I also nominate for the 2024 Apprentice Training Awards?

Yes, they are eligible! As long as your Apprentice or Trainee meets the eligibility criteria, we welcome your submission.

I have an outstanding Apprentice or Trainee in another state. Can I nominate them?

Unfortunately, no! The Apprentice Training Awards are open only to Victorian Apprentices and Trainees.

Do you have an award to recognise employees for their long service?

We sure do! Every year we present Industry Service Awards to staff who have reached 10, 15, 20, 25 and 30 year milestones.

Is it okay to provide an "on the job" photo instead of a headshot?

We welcome "on the job" photos as part of your nomination, but also require a headshot. Finalists will have their photo printed in the program booklet and displayed on screen at the presentation dinner.

Can I nominate an Apprentice/Trainee I have nominated in previous years?

Absolutely! If the Apprentice/Trainee has not previously won the category and meets the eligibility criteria, you can nominate them again.

I have a lot of worthy Apprentices and Trainees. How do I pick who to nominate?

Nominate them all! There are no limitations to the amount of submissions you can put through.

Can I nominate 1st and 2nd Year Apprentices and Trainees?

Of course! We encourage you to nominate any outstanding Apprentices and Trainees no matter how far into their training they are.

Can I nominate across multiple categories?

We encourage nominations across multiple categories as long as the Apprentice or Trainee is eligible. E.g. If nominating for Inspiration Award: Women in Trades, you can also nominate for Apprentice of the Year.

What should I include in my nomination?

Consider the points provided within in criterion. Address these points and provide as much detail as possible within the word limits.

I have a question that has not been answered here. Who should I contact?

Abbey Exell, Events Manager - [abbey@aen.org.au](mailto:abbey@aen.org.au)



## Nominations Open

Monday 1 July

## Nominations Closed

Monday 12 August

## Shortlisting of Eligible Nominations

Monday 2 September - Thursday 11 September

## Finalist Interviews

Monday 16 September - Friday 19 September

## Finalists Announced

Tuesday 24 September 2024

## Ticket Sales Open

Tuesday 25 September

## Ticket Sales Close

Friday 4 November

## Apprentice Training Awards Gala

Wednesday 20 November 2024

# Required Supporting Documentation



APPRENTICE TRAINING AWARDS

All nominations must be accompanied by supporting documentation to substantiate the claims made within the nomination. It is crucial that each nomination is backed by concrete, verifiable evidence to ensure a fair and thorough review process.

Without such supporting documentation, the nomination risks being incomplete and may be subject to rejection.

Individual Awards	Required Supporting Documentation
Apprentice of the Year	<ul style="list-style-type: none"> <li>• Written reference from nominee's employer</li> <li>• Headshot photo of nominee</li> </ul>
Trainee of the Year	<ul style="list-style-type: none"> <li>• Written reference from nominee's employer</li> <li>• Headshot photo of nominee</li> </ul>
Inspiration Award: Disability Achievement	<ul style="list-style-type: none"> <li>• Written reference from nominee's employer</li> <li>• Headshot photo of nominee</li> </ul>
Inspiration Award: Indigenous Student of the Year	<ul style="list-style-type: none"> <li>• Written reference from nominee's employer</li> <li>• Headshot photo of nominee</li> </ul>
Inspiration Award: Overcoming Adversity	<ul style="list-style-type: none"> <li>• Written reference from nominee's employer</li> <li>• Headshot photo of nominee</li> </ul>
Inspiration Award: Women in Trades	<ul style="list-style-type: none"> <li>• Written reference from nominee's employer</li> <li>• Headshot photo of nominee</li> </ul>
STAR Award	<ul style="list-style-type: none"> <li>• Written reference from nominee's employer</li> <li>• Headshot photo of nominee</li> </ul>
School-based Apprentice/Trainee of the Year	<ul style="list-style-type: none"> <li>• Written reference from nominee's school principal</li> <li>• Headshot photo of nominee</li> </ul>
GTO Service Excellence Award - Individual	<ul style="list-style-type: none"> <li>• Headshot photo of nominee</li> <li>• Written reference from nominee's employer</li> </ul>
GTO Service Excellence Awards - Program	<ul style="list-style-type: none"> <li>• Relevant photos of program, apprentices, etc.</li> </ul>
GTO Industry Collaboration Award	<ul style="list-style-type: none"> <li>• Full colour logo of organisation</li> </ul>
GTO Outstanding OHS Initiative	<ul style="list-style-type: none"> <li>• Relevant photos of program, apprentices, etc.</li> </ul>



## Nomination Tips

### Read the Nominations Guide

Make sure you read the nominations guide carefully to ensure you have met all eligibility requirements and can address all criteria for the category you would like to enter.

### Ask for help

Prepare a draft of your nomination and ask a friend, mentor, teacher or parent to read and make any suggestions.

### Tell your story

Tell us about your achievements and how they relate to your studies and worklife.

### Keep it simple

A good nomination doesn't have to be long. The best nominations tell the judges a story in simple words with supporting evidence.

### Use evidence to support your story

Include documents, certificates and written references as part of your nomination. A good way to describe something with evidence is to tell the judges the actions you took to achieve something and the result of your actions.

### Final checks

Don't forget to proofread the nomination yourself before submitting. You can also ask a friend, mentor, teacher or parent to help you proofread.

### Don't forget to submit

Don't forget to submit your nomination before closing date **12 August 2024**.

## Writing Tips

### Understand the criteria

Carefully review the criteria for your selected category and ensure you can address in it's entirety.

### Gather information

Take time to reflect and gather information for your nomination. This may include speaking to your trainer, employer, mentor, etc.

### Use an active voice

E.g. I have achieved great success during my apprenticeship due to...

### Provide examples and evidence

Show evidence for what you write. You can include as part of your written criteria but don't forget you can (and should) upload documents too.

### Word Limits

Take advantage of your full word limits. Each criterion has a minimum and maximum word limit.

### Focus on Impact

Emphasise the positive outcomes and benefits of your training and employment.

### Proofread and Edit

Review your nomination for grammar, spelling and factual accuracy before submitting.

### DID YOU KNOW

Feedback from judges show that nominations can be overlooked if they don't immediately capture the reader's attention.

It is important to ensure your nomination is engaging and compelling from the start.



During this process, judges dedicate significant time and effort to thoroughly review each nominee's nomination. They assess the nominations using specific criteria tailored to the award standards and objectives. Judges assign scores of between 1-10 based on how well each nominee meets these criteria, ensuring a fair and comprehensive evaluation process.

## Judging

### Eligibility Evaluation

All nominations undergo evaluation by the Apprenticeship Employment Network and Board. The nomination's eligibility will be assessed based on the eligibility requirements and selection criteria to determine if it can proceed to the shortlisting stage.

### Selection of Finalists

The shortlisting process typically takes approximately two weeks. Judging panels will score all nominations and determine which nominees will progress through to finalist interviews.

### Finalist Interviews (Individual Categories Only)

Finalist Interviews will take place virtually. The selection criteria will be used as the basis for questions that will be asked at the interview.

### Award Winners Determined

Once the interview process has been completed, the judging panel will determine the award winner for each category. Winners will be announced at the Apprentice Training Awards Gala Event on Wednesday 20th November 2024. All nominees will be notified as to the outcome of their nomination.

### Judging Panel Composition

Each panel member has the relevant experience to evaluate their respective category. Panels typically include four members, with attention given to ensuring a balanced representation across all categories.

## Scoring

### 10 - Exceptional

Demonstrated notable advancement beyond the selection criteria with extensive and compelling evidence.

### 9 - Outstanding

Exceeded the essential selection criteria with very significant evidence.

### 8 - Excellent

Fully met all selection criteria with comprehensive and thorough evidence.

### 7 - Very Good

Met all the selection criteria with strong and persuasive evidence.

### 6 - Good

Met a majority of the selection criteria with good supporting evidence.

### 5 - Satisfactory

Met a moderate number of the selection criteria with adequate evidence.

### 4 - Fair

Met some of the selection criteria with minimal evidence.

### 3 - Poor

Met very few of the selection criteria with insufficient evidence.

### 2 - Inadequate

Did not meet any of the selection criteria and lacked evidence to support the nomination.

### 1 - Unsatisfactory

Did not meet any of the selection criteria and no evidence supplied.

# Apprentice of the Year



APPRENTICE TRAINING AWARDS

## About the Award

The Apprentice of the Year Award recognises the best Victorian Group Training Organisation (GTO) apprentice. This prestigious award celebrates excellence in apprenticeship, highlighting the exceptional skills, dedication, and achievements of Victoria's top apprentices.

## Selection Criteria

### Criterion 1 Career and Study Achievements

#### Tell us about:

- Why did you choose your apprenticeship and how has it impacted you?
- What skills or knowledge have you gained from the course, and how have you applied them in your workplace?
- What challenges have you overcome during your apprenticeship?
- What qualities or activities have been beneficial during your apprenticeship?

### Criterion 2 Team and Communication Skills

#### Tell us about:

- How have you shared your apprenticeship experiences with others?
- What do you appreciate about working in a team?
- What traits do you believe are important for positively influencing others?

### Criterion 3 Community Engagement

#### Tell us about:

- In what ways have you participated in community service or relevant industry events?

### Criterion 4 Innovation and Leadership

#### Tell us about:

- Can you provide examples of creative solutions or improvements you have implemented in your tasks, and how you demonstrated excellence in your day-to-day activities?
- Can you share instances where you have assisted or guided fellow apprentices, and taken initiative in group tasks or small projects?

### Criterion 5 Professional Development and Achievements

#### Tell us about:

- What additional learning opportunities, such as short courses or workshops, have you engaged in, and how have you applied newly acquired skills to improve your work performance?
- Have you received any awards or recognitions, what achievements led to these awards, and how have they impacted your career development?



## About the Award

The Trainee of the Year Award honours outstanding trainees within Victoria's Group Training Organisations. This award celebrates exceptional performance, commitment, and achievements in vocational training, recognising the best and brightest trainees across the state.

## Selection Criteria

### Criterion 1 Career and Study Achievements

**Tell us about:**

- Why did you choose your traineeship and how has it impacted you?
- What skills or knowledge have you gained from the course, and how have you applied them in your workplace?
- What challenges have you overcome during your traineeship?
- What qualities or activities have been beneficial during your traineeship?

### Criterion 2 Team and Communication Skills

**Tell us about:**

- How have you shared your traineeship experiences with others?
- What do you appreciate about working in a team?
- What traits do you believe are important for positively influencing others?

### Criterion 3 Community Engagement

**Tell us about:**

- In what ways have you participated in community service or relevant industry events?

### Criterion 4 Innovation and Leadership

**Tell us about:**

- Can you provide examples of creative solutions or improvements you have implemented in your tasks, and how you demonstrated excellence in your day-to-day activities?
- Can you share instances where you have assisted or guided fellow trainees, and taken initiative in group tasks or small projects?

### Criterion 5 Professional Development and Achievements:

**Tell us about:**

- What additional learning opportunities, such as short courses or workshops, have you engaged in, and how have you applied newly acquired skills to improve your work performance?
- Have you received any awards or recognitions, what achievements led to these awards, and how have they impacted your career development?



# School-Based Apprentice or Trainee of the Year



APPRENTICE TRAINING AWARDS

## About the Award

The School-based Apprentice/Trainee of the Year Award recognises Victorian students undertaking a Certificate II or higher qualification as a School-based Apprenticeship or Traineeship. This award celebrates their commitment to both their studies and their workplace.

## Selection Criteria

### Criterion 1 Career and Study Achievements

#### Tell us about:

- Why did you choose your apprenticeship or traineeship and how has it impacted you?
- What skills or knowledge have you gained from the course and how have you applied them in your workplace?
- What challenges have you overcome during your apprenticeship or traineeship?
- What qualities or activities have been beneficial during your apprenticeships or traineeship?

### Criterion 2 Team and Communication Skills

#### Tell us about:

- How have you shared your apprenticeships or traineeship experiences with others?
- What do you appreciate about working in a team?
- What traits do you believe are important for positively influencing others?

### Criterion 3 Other Qualities and Pursuits

#### Tell us about:

- What challenges have you addressed during your apprenticeship or traineeship?
- How have you demonstrated initiative in your apprenticeship or traineeship, personal life or workplace?
- Provide examples of your leadership roles inside or outside work.
- Describe your involvement in community or industry activities.

# Inspiration Award: Women in Trades



APPRENTICE TRAINING AWARDS

## About the Award

The Inspiration Award: Women in Trades acknowledges the contributions of Victorian women in the trades. This award celebrates their achievements and recognises their efforts in overcoming the stigma and challenges of working in a traditionally male-dominated sector.

## Selection Criteria

### Criterion 1 Career and Study Achievements

#### Tell us about:

- Why did you choose your apprenticeship or traineeship and how has it impacted you?
- What skills or knowledge have you gained from the course and how have you applied them in your workplace?
- What challenges have you overcome during your apprenticeship or traineeship?
- What qualities or activities have been beneficial during your apprenticeships or traineeship?

### Criterion 2 Team and Communication Skills

#### Tell us about:

- How have you shared your apprenticeships or traineeship experiences with others?
- What do you appreciate about working in a team?
- What traits do you believe are important for positively influencing others?

### Criterion 3 Other Qualities and Pursuits

#### Tell us about:

- What challenges have you addressed during your apprenticeship or traineeship?
- How have you demonstrated initiative in your apprenticeship or traineeship, personal life or workplace?
- Provide examples of your leadership roles inside or outside work.
- Describe your involvement in community or industry activities.

### Criterion 4 Women in Trades

#### Tell us about:

- How have you overcome any barriers to work in a male-dominated sector?
- How have you promoted women undertaking a trade?
- What qualities or activities have you been involved in that you feel would be useful in your role as the Woman in Trades of the Year?

# Inspiration Award: Overcoming Adversity



APPRENTICE TRAINING AWARDS

## About the Award

The Inspiration Award: Overcoming Adversity honours apprentices and trainees in Victoria who have faced and overcome significant challenges. This award recognises their resilience and determination to complete their apprenticeship or traineeship despite difficult circumstances.

## Selection Criteria

### Criterion 1 Career and Study Achievements

#### Tell us about:

- Why did you choose your apprenticeship or traineeship and how has it impacted you?
- What skills or knowledge have you gained from the course and how have you applied them in your workplace?
- What challenges have you overcome during your apprenticeship or traineeship?
- What qualities or activities have been beneficial during your apprenticeships or traineeship?

### Criterion 2 Team and Communication Skills

#### Tell us about:

- How have you shared your apprenticeships or traineeship experiences with others?
- What do you appreciate about working in a team?
- What traits do you believe are important for positively influencing others?

### Criterion 3 Other Qualities and Pursuits

#### Tell us about:

- What challenges have you addressed during your apprenticeship or traineeship?
- How have you demonstrated initiative in your apprenticeship or traineeship, personal life or workplace?
- Provide examples of your leadership roles inside or outside work.
- Describe your involvement in community or industry activities.

### Criterion 4 Overcoming Adversity

#### Tell us about:

- What challenges have you faced that would have otherwise prevented you from completing your apprenticeship or traineeship?
- How have you overcome the above challenges?
- What advice would you give to someone facing similar circumstances?

# Inspiration Award: Indigenous Student of the Year



APPRENTICE TRAINING AWARDS

## About the Award

The Inspiration Award: Indigenous Student of the Year recognises the achievements of Victorian Indigenous apprentices and trainees. This award celebrates their commitment to their communities and their exceptional performance in vocational training.

## Selection Criteria

### Criterion 1 Career and Study Achievements

#### Tell us about:

- Why did you choose your apprenticeship or traineeship and how has it impacted you?
- What skills or knowledge have you gained from the course and how have you applied them in your workplace?
- What challenges have you overcome during your apprenticeship or traineeship?
- What qualities or activities have been beneficial during your apprenticeships or traineeship?

### Criterion 2 Team and Communication Skills

#### Tell us about:

- How have you shared your apprenticeships or traineeship experiences with others?
- What do you appreciate about working in a team?
- What traits do you believe are important for positively influencing others?

### Criterion 3 Other Qualities and Pursuits

#### Tell us about:

- What challenges have you addressed during your apprenticeship or traineeship?
- How have you demonstrated initiative in your apprenticeship or traineeship, personal life or workplace?
- Provide examples of your leadership roles inside or outside work.
- Describe your involvement in community or industry activities.

### Criterion 4 Indigenous Student of the Year

#### Tell us about:

- How are you connected with your community or extended family?
- How has the training impacted on your community?
- What qualities do you possess or activities have you been involved in that you feel would be useful in your role as the Indigenous Student of the Year?
- What have you been able to bring to your community?



## About the Award

The STAR Award (Stop Taking A Risk) recognises apprentices or trainees employed by a Victorian Group Training Organisation for their contributions to making their workplace safer. This award celebrates initiatives and actions that improve workplace safety and promote a culture of risk prevention.

## Selection Criteria

### Criterion 1 Career and Study Achievements

#### Tell us about:

- Why did you choose your apprenticeship or traineeship and how has it impacted you?
- What skills or knowledge have you gained from the course and how have you applied them in your workplace?
- What challenges have you overcome during your apprenticeship or traineeship?
- What qualities or activities have been beneficial during your apprenticeships or traineeship?

### Criterion 2 Team and Communication Skills

#### Tell us about:

- How have you shared your apprenticeships or traineeship experiences with others?
- What do you appreciate about working in a team?
- What traits do you believe are important for positively influencing others?

### Criterion 3 Other Qualities and Pursuits

#### Tell us about:

- What challenges have you addressed during your apprenticeship or traineeship?
- How have you demonstrated initiative in your apprenticeship or traineeship, personal life or workplace?
- Provide examples of your leadership roles inside or outside work.
- Describe your involvement in community or industry activities.

### Criterion 4 STAR Award

#### Tell us about:

- examples of attitude towards Health and Safety in the workplace.
- how your drive and commitment has been a positive influence in your place of work.
- what is unique or innovative about your workplace drive and commitment?
- any OH&S achievements
- demonstrated recognition and/or acknowledgement from fellow employees, managers and/or customers
- your understanding of the importance of OH&S in the workplace
- level of OH&S leadership skills

# Inspiration Award: Disability Achievement



APPRENTICE TRAINING AWARDS

## About the Award

The Inspiration Award: Disability Achievement recognises an apprentice or trainee with a disability who has demonstrated outstanding performance and attitude. This award celebrates resilience, dedication, and exceptional achievements in vocational training.

## Selection Criteria

### Criterion 1 Career and Study Achievements

#### Tell us about:

- Why did you choose your apprenticeship or traineeship and how has it impacted you?
- What skills or knowledge have you gained from the course and how have you applied them in your workplace?
- What challenges have you overcome during your apprenticeship or traineeship?
- What qualities or activities have been beneficial during your apprenticeships or traineeship?

### Criterion 2 Team and Communication Skills

#### Tell us about:

- How have you shared your apprenticeships or traineeship experiences with others?
- What do you appreciate about working in a team?
- What traits do you believe are important for positively influencing others?

### Criterion 3 Other Qualities and Pursuits

#### Tell us about:

- What challenges have you addressed during your apprenticeship or traineeship?
- How have you demonstrated initiative in your apprenticeship or traineeship, personal life or workplace?
- Provide examples of your leadership roles inside or outside work.
- Describe your involvement in community or industry activities.

### Criterion 4 Disability Achievement

#### Tell us about:

- How have you worked with your employer and GTO to seek support and encourage an inclusive workplace?
- How have you managed other people's attitudes and expectations of your skills and abilities?
- What advice would you give others about apprenticeships or traineeships for people with disability?



## About the Award

Introduced in 2024, the GTO Industry Collaboration Award recognises a host employer that has demonstrated outstanding collaboration with a Group Training Organisation in Victoria. This award celebrates the organisation's efforts in forging strong partnerships that enhance training opportunities, align with industry needs, and drive workforce development. The award honours initiatives that foster innovative solutions, improve training outcomes, and contribute to the mutual success of the organisation, its industry collaborators and the GTO.

## Selection Criteria

### Criterion 1 Partnership Effectiveness

#### Tell us about:

- Provide details of demonstrated success in fostering effective and sustainable partnerships between training organisations, employers and apprentices, resulting in improved apprenticeship outcomes.

### Criterion 2 Innovative Practices

#### Tell us about:

- Provide details of implementation of innovative training methods and collaborative approaches that enhance the apprentice experience and address industry needs.

### Criterion 3 Impact on Apprentice Skills Development

#### Tell us about:

- Provide evidence of significant contributions to workforce development within the industry, including upskilling apprentices and meeting the demands of the labour market.

### Criterion 4 Stakeholder Engagement

#### Tell us about:

- Provide details of active and meaningful engagement with all relevant stakeholders, including employers, training providers, apprentices and industry bodies, ensuring a collaborative approach to apprentices and employment.

### Criterion 5 Sustainability and Long-Term Benefits

#### Tell us about:

- Provide details on initiatives that promote sustainable practises and delivery long-term benefits to the industry, apprentices and the broader community, ensuring ongoing value and support.

# Service Excellence Award: Individual



APPRENTICE TRAINING AWARDS

## About the Award

Introduced in 2024, the Group Training Service Excellence Award - Individual Category is presented to an individual who has demonstrated exceptional dedication and contribution to the success of Group Training. This award recognises a person who has exhibited outstanding service, innovation, and commitment in their role, significantly enhancing the effectiveness and impact of Group Training initiatives.

## Selection Criteria

### Criterion 1 Excellence and Innovation

#### Tell us about:

- Examples of the applicant's significant contributions to excellence, with measurable impact.
- How have you addressed internal and external client needs, demonstrating responsiveness?
- Provide details for the unique or innovative aspects of the applicant's approach, including new methods or technologies.

### Criterion 2 Client Focus

#### Tell us about:

- Systems and processes used by the applicant to collect client needs and satisfaction information.
- Evidence of recognition from clients, apprentices or trainees, and colleagues through testimonials or awards.
- Specialist support provided by the applicant for apprentices or trainees with special needs, such as Indigenous, those with disabilities and those from non-English speaking backgrounds.

### Criterion 3 Professionalism and Commitment to Support Services for VET

#### Tell us about:

- Demonstrated efficiency, accuracy and timeliness in handling client enquiries.
- Contributions to performance enhancement, including professional development of staff and mentoring roles.
- Evidence of the applicant's role in achieving GTO/VET system priorities.
- Engagement with other professionals to improve service standards.

### Criterion 4 Understanding and Reputation within the Industry or Community

#### Tell us about:

- Ways in which the applicant's work has built new relationships in the industry or community.
- Contributions to conferences, seminars and professional associations, including presentations or publications.
- Recognition from industry and community through endorsement or awards.
- Contributions to knowledge sharing, mentoring and coaching activities.



# Service Excellence Award: GTO Program or Initiative



APPRENTICE TRAINING AWARDS

## About the Award

The Group Training Service Excellence Award honours a Group Training Organisation that has made an exceptional contribution to the success of Group Training through a specific program or initiative. This award recognises the organisation's excellence, innovation, and significant impact on enhancing training outcomes.

## Selection Criteria

### Criterion 1 Overview

#### Tell us about:

- Give an overview of the services/support provided and a description of the environment in which the services/support were provided. Include details around specific challenges which may have had to be overcome during the course of the program.

### Criterion 2 Excellence and Innovation

#### Tell us about:

- Examples of how the services/support makes/has made a significant contribution to excellence in the field.
- How the service/support addresses the needs of internal and external clients.
- What is unique and/or innovative about the services/support provided.

### Criterion 3 Client Focus

#### Tell us about:

- Systems and processes for collecting information on client needs and satisfaction.
- Demonstrated recognition and/or acknowledgement from clients, students and colleagues.
- Specialist support provided for students with special needs, such as Indigenous, students with disabilities, students from non-English speaking backgrounds, students in remote areas, gifted and talented students.

### Criterion 4 Professionalism and Commitment to Support Services for VET

#### Tell us about:

- Demonstrated efficiency, accuracy and timeliness in handling client enquiries.
- Contributions to performance enhancement, including professional development of staff and mentoring roles.
- Evidence of the applicant's role in achieving GTO/VET system priorities.
- How the GTO engaged with other professionals to improve the standard of service/support provided to clients.

### Criterion 5 Understanding and reputation within the Industry or Community

#### Tell us about:

- Ways in which the delivery of the service/support helps to form and build new relationships.
- How the GTO contributed in conferences, seminars and professional and industry associations.
- Demonstrated recognition and/or acknowledgement from industry and community.
- Demonstrated examples of any contributions to knowledge sharing and mentoring activities.

# Outstanding OHS Initiative



APPRENTICE TRAINING AWARDS

## About the Award

The Outstanding OH&S Initiative Award is presented to an individual, team/group or organisation for a demonstrated outstanding contribution to OH&S in Group Training. Nominations can be made by Group Training Organisations, client organisations, colleagues, and professional bodies.

## Selection Criteria

### Criterion 1 Overview

#### Tell us about:

- Give an overview of the OHS services/support provided and a description of the environment in which the OHS services/support were provided. Include details around specific challenges which may have had to be overcome during the course of the program.

### Criterion 2 Excellence and Innovation

#### Tell us about:

- Examples of how the OHS services/support makes/has made a significant contribution to excellence in the field.
- How the OHS service/support addresses the needs of internal and external clients.
- What is unique and/or innovative about the OHS services/support provided.

### Criterion 3 Client Focus

#### Tell us about:

- Systems and processes for collecting information on client needs and satisfaction.
- Demonstrated recognition and/or acknowledgement from clients, students and colleagues.
- Specialist support provided for students with special needs, such as Indigenous, students with disabilities, students from non-English speaking backgrounds, students in remote areas, gifted and talented students.

### Criterion 4 Professionalism and Commitment to support OHS Services

#### Tell us about:

- Demonstrated efficiency, accuracy and timeliness in handling client enquiries.
- Contributions to performance enhancement, including professional development of staff and mentoring roles.
- Evidence of the applicant's role in achieving GTO/VET system priorities.
- How you engaged with other professionals to improve the standard of OHS service/support provided to clients.

### Criterion 5 Understanding and reputation within the Industry or Community

#### Tell us about:

- Ways in which the delivery of the OHS service/support helps to form and build new relationships.
- Demonstrated recognition and/or acknowledgement from industry and community.



APPRENTICE TRAINING AWARDS