

## Apprentice of the Year Criteria

- **Apprenticeship Status:** The nominee must be currently enrolled as an apprentice in a recognised apprenticeship program within the relevant industry.
- **Industry Alignment:** The nominee's apprenticeship must be in a field that aligns with the focus of the award. In this case, it would be the Nursery and Garden Industry.
- **Completion of Minimum Training Period:** The nominee must have completed a minimum period of training as specified by the award guidelines. This period may vary depending on the specific requirements set by the organising body.
- **Satisfactory Progress:** The nominee should have demonstrated satisfactory progress throughout their apprenticeship, including meeting the required competencies and achieving the necessary milestones.
- **Australian Citizenship or Permanent Residency:** The nominee must be an Australian citizen or hold permanent residency status.

**The NSW Apprentice of the Year award in the Nursery and Garden Industry recognises outstanding achievements and contributions of apprentices within the industry. The criteria for this prestigious award includes the following:**

1. **Skill Development:** The nominee must demonstrate exceptional skill development throughout their apprenticeship. This includes showcasing a high level of competence and proficiency in various tasks related to the nursery and garden industry.
2. **Knowledge and Learning:** The nominee should display a strong commitment to learning and acquiring knowledge. This involves actively seeking opportunities to expand their understanding of the industry and staying updated with the latest trends, techniques, and practices.
3. **Work Ethic:** The nominee must exhibit a diligent and dedicated work ethic. This includes showing reliability, punctuality, and a willingness to go above and beyond their assigned tasks. They should be able to work effectively both individually and as part of a team.
4. **Initiative and Innovation:** The nominee should demonstrate initiative by taking on additional responsibilities and seeking out opportunities for personal and professional growth. They should also display innovative thinking by suggesting creative solutions, contributing to process improvements, and implementing new ideas.
5. **Communication and Customer Service:** The nominee should possess excellent communication skills and be able to effectively interact with colleagues, clients, and customers. They should demonstrate a customer-centric approach and provide exceptional service, showing respect, empathy, and professionalism at all times.
6. **Adaptability and Problem-Solving:** The nominee should be adaptable to changing situations and demonstrate the ability to solve problems efficiently and effectively. They should be resourceful, proactive, and display resilience in overcoming challenges encountered in their apprenticeship.
7. **Commitment to Safety:** The nominee must prioritise safety and adhere to industry standards and regulations. They should demonstrate an understanding of safe work practices and take proactive measures to ensure the well-being of themselves and others in the workplace.



# NSW Apprentice of the Year

## Eligibility and Selection Criteria

**Applications close 14 March 2021**

The NSW Apprentice of the Year Award is presented to an apprentice who has been outstanding in all aspects of their training and demonstrates the relevance of life long learning.

### Eligibility Criteria

#### Nominees must:

- be a permanent resident of Australia and undertaking training in New South Wales;
- have completed or due to complete your training (ie: contract end date) between 1 October 2020—30 September 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 NSW Department of Education;
- not still be enrolled in school;
- only be nominated by one nominator;
- supply your Training Contract ID (TCID) number on your application; and
- must not be nominated in subsequent years for the same training contract.

## Preparing your application

### Nominator Comments

#### Nominators can be:

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

**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**

## Section A: Overview

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. (300 word limit)

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 criteria 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 take into account some of the considerations outlined below. These considerations are not additional criteria, but are provided to give clarification of 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 on you?
- What have you gained from it?
- Have you had to address any challenges that have impacted on your training?

### 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)

Tell us about:

- Provide examples where you have taken a leadership role inside or outside of training/work.

- 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 Apprentice of the Year?
- What other community or industry involvement have you had?

## Supporting Attachments

You must include:

- » **Evidence of completion at the time your application is submitted.** Examples: Certificate of Proficiency, Signed Request for Competency Based Completion Form, RTO Certificate.

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.

Consider including:

- » **Awards and prizes**  
Copies of any certificates or prizes you may have been awarded (since leaving secondary school) such as a sporting award, community service award or special recognition by your employer.
- » **Resume**  
A copy of your 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**  
Action photos of you in your workplace or in training. See 'Photography Brief'.