WODONGA TAFE APPLICATION PROCESS

TRAINEE OF THE YEAR AWARD
# Wodonga TAFE Trainee of the Year Award

## Who Can Enter?
Nominations for the Wodonga TAFE Trainee of the Year Award are welcome from any student undertaking a traineeship at Wodonga TAFE.

## Eligibility Criteria
The Wodonga TAFE Trainee of the Year Award is presented to a trainee who has demonstrated outstanding achievement in all aspects of their training.

Nominees for the Wodonga TAFE Trainee of the Year Award must:
- have a contract of training registered with Department of Education and Training - Higher Education and Skills Group
- have completed, or be due to complete his/her training contract between 1 October 2015 and 30 September 2016 in a vocational education and training course that leads to a nationally recognised qualification. Note that this completion date refers to the completion date on the contract
- write their own submission addressing the award criteria

## Preparing Your Application
The submission must be a Word document and address each of the award criterion outlined below.

### Section A
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 path.

### Section B
You will be judged against the following award criteria:
- Career and study achievements
- Communication, team and leadership skills
- Ability to represent the National Training System at a broader level
- Other pursuits

## Addressing the Award Criteria
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 pursuits.

In developing the 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
Consider things such as:
- any personal or career gains achieved from participating in your studies and your job
- how you can demonstrate understanding of the value of learning
- how you have integrated on-the-job and off-the-job training and what benefits this has held.

### Criterion 2: Communication, team and leadership skills
Consider any skills you have developed through your training, such as:
- effective oral and written communication
- your level of self-reliance and resilience in times of challenge
- effective team participation
- leadership and promotion of training, industry or other things you are involved in
- your capacity to be an effective ambassador for the industry, community and Australia.

### Criterion 3: Ability to represent the national training system at a broader level
Tell us about:
- any knowledge or understanding you have gained of new developments and trends in their workplace or industry and the vocational education and training system
- any messages you might have that could encourage others who are interested in entering their training pathway.

### Criterion 4: Other Pursuits
You may wish to include information about:
- achievements in areas other than study and work
- involvement in the community
- awareness of current social, economic and political issues
<table>
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<tr>
<th>ATTACHMENTS</th>
<th>As a guide, you may also want to attach copies of training and education certificates, copies of certificates and awards that support the application and/or letters of reference. Do not attach any videos or images unless specifically requested.</th>
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| FURTHER INFORMATION  | Contact David Pendleton  
Marketing Director  
Wodonga TAFE  
87 McKoy Street, West Wodonga  
Phone: 02 6055 6658  
Email: dpendleton@wodongatafe.edu.au |
| CHECKLISTS           | When completing your application, check that you:  
• meet all of the eligibility requirements for the award category  
• directly address each of the award criterion in your submission  
• meet the closing date and time for nomination of 2 October 2015 at 4.30pm; late submissions will not be accepted  
• the submission addressing each of the award criterion is formatted to the requirements listed below |
| FORMAT REQUIREMENTS  | **Page size:** A4 (297 x 210 mm)  
**Margins:** Top, bottom, left and right margins must be a minimum of 2cm.  
**Font:** All fonts (questions, answers) must be 12 point.  
**Pages:** The submission addressing the award criteria must not exceed five A4 pages and your supporting evidence must not exceed five pages of attachments. Materials in excess of 10 pages will not be passed onto the judging panel.  
**File size:** The Microsoft Word file submission must be kept below 15MB including embedded images; acceptable per image size embedded into submission must be low resolution, 500KB each. |
| SUBMITTING NOMINATIONS | Please submit your completed application via e-mail to awards@wodongatafe.edu.au making sure to state in the subject line of the email which award you are nominating for. |