

Evidence guide: Apprentice, Trainee and Vocational Student of the Year

Note: The following examples of evidence are provided as a guide only. It is not anticipated that all examples will be appropriate for every application.

Selection criteria	Types of evidence
Criterion 1: Career and study achievements	
Why did you choose your course?	<ul style="list-style-type: none"> • Give examples of your career goals and how your course will help you to achieve them. • Why did you choose this industry? • Talk about what you love about your course/career path.
How has it changed or impacted on you?	<ul style="list-style-type: none"> • What can you do now that you couldn't do before? Use examples that relate to your capabilities as a result of the training you've done. • Give examples of how is your life different now that you have your qualification. • Give examples of anything you learnt or experienced anything during your course that you didn't expect from your job/industry?
What have you gained from it?	<ul style="list-style-type: none"> • Give examples of the skills you have learnt and any achievements you have had. • How has it helped you in your career/work? • Examples of doors that have opened as a result of your training.
What have you been able to bring to your workplace?	<ul style="list-style-type: none"> • Give examples of how you have/plan to apply the capabilities and knowledge you have gained from your training, in your job/career. • Give examples of your industry knowledge. Do you have a better/broader understanding of your industry and your job?
Criterion 2: Team and communication skills	
What have you been able to tell others, work mates, employers etc about your training?	<ul style="list-style-type: none"> • Give an example of what you would say to someone who wanted to know about your training journey or how you've been able to influence friends or other students about career and training pathways.
What do you like about working in a team setting?	<ul style="list-style-type: none"> • Give an example of a time when you were involved in a team, this can be at work, in the community or sports club, etc. and how you worked together as a team to achieve a positive outcome. • What has your training taught you about working in teams? • What kind of a team member are you? • What are the benefits of being part of a team?
What traits do you think are important to positively influence others?	<ul style="list-style-type: none"> • Give examples of the ways in which you communicate. • Why is effective communication important? • Give examples of how you get the best out of someone in the workplace.
Criterion 3: Ability to be an Ambassador (representative) for training in Australia	
Provide examples where you have taken a leadership role inside or outside of work.	<ul style="list-style-type: none"> • Give an example of a time you when you lead a group, or took the lead role on a project or initiative and what skills you used to gain a positive outcome in that situation. This can be at work, in the community or sports club, etc.

	<ul style="list-style-type: none"> • How are you 'setting an example' at work, in your studies or in your community?
What other activities have you been involved in where you have been a representative?	<ul style="list-style-type: none"> • Given an example of a time you've been a representative or a leader in something you've been involved in where you might have had to represent the group, speak in front of a crowd, perform etc. • Why would you be a good ambassador for your industry, community and Australia?
How would you describe the quality of your training?	<ul style="list-style-type: none"> • What have you enjoyed about your training? • Give examples of what you might say to someone considering following your training pathway, based on your experiences, opportunities and achievements as a result of your training. • Give an example of how you would promote your industry and encourage people to undertake training. • Give examples of trends or developments in your workplace, industry or in the vocational education and training system.
Criterion 4: Other qualities and pursuits	
Have you had to address any challenges that have impacted on your training?	<ul style="list-style-type: none"> • Have the skills and knowledge you've gained during your training helped you to deal with challenges? • Give an example of a situation where you were challenged and the skills you used to overcome this.
When have you been required to use initiative either in your training, your personal life or your workplace?	<ul style="list-style-type: none"> • Give an example of a situation where you've drawn on your skills to solve a problem or contribute to something
What other qualities or activities do you feel would be useful in your role as Apprentice/Trainee/Vocational Student of the Year?	<ul style="list-style-type: none"> • Are there things that you do outside of work (sports, hobbies, community groups, activities, things that you are a part of etc) that you think provide you with skills or knowledge to be able to act as an ambassador? Give examples.
What other community or industry involvement have you had?	<ul style="list-style-type: none"> • Are there any ways you 'give back' to your community, family or workplace? • List your passions/interests outside of work and study and any achievements you have had. • How has your involvement in other pursuits helped you along your training pathway? • Give an example of how your training has helped in your personal life. • Give examples of how you stay informed about current issues and list examples of these, and how these may affect you and others in your situation.