

# CHECKLIST

## I have:

	selected the correct category and confirmed my organisation's eligibility to enter the WA Training Awards 2019;
	addressed all of the selection criteria;
	ensured my response to the selection criteria is within the word limit provided for each;
	provided my contact and training details;
	completed tabs 1, 2, 3, 4 and 5 in the WA Training Awards application portal; and
	submitted my application via the online application portal by <b>5.00 pm on Friday 3 May 2019</b>

## I have attached:

	at least one written reference (two page limit);
	parent/guardian declaration (for under 18s);
	employer declaration;
	talent release form;
	a copy of my most relevant training and education certificate (one page limit); and
	copies of awards and prizes (two page limit)

## TIPS FOR PREPARING YOUR APPLICATION

- Before starting your application, visit our website [dtwd.wa.gov.au/trainingawards](http://dtwd.wa.gov.au/trainingawards)
- Check out the 'How to enter' section and 'Tools for applicants' section for further resources to help put your application together, in particular the:
  - evidence guides for individuals;
  - award winning applications - examples of past winners' applications;
  - online information session (webinar).
- Ensure you have read the conditions of entry.
- Use the checklist provided to assist you.

Ensure you submit your application online by **5.00 pm on Friday 3 May 2019**.

**Late or incomplete applications will not be considered.**