INDIVIDUAL CATEGORIES

2020 Application guide

Entries close Friday 14 August 2020
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ABOUT THE AWARDS

The Western Australian Training Awards (WATA) is the State’s premier awards program recognising excellence in vocational education and training (VET) and the outstanding achievements of our VET students, apprentices and trainees, practitioners and training providers, organisations and employers.

2020 Award categories
In 2020, the WA Training Awards has five competitively assessed individual categories.

- WA Apprentice of the Year
- WA School-based Apprentice of the Year
- WA Trainee of the Year
- WA Vocational Student of the Year
- WA Aboriginal and Torres Strait Islander Student of the Year

Prize money
In addition to the recognition and opportunities these prestigious awards bring, as the winner in an individual category you will receive a $3,000 cash prize.

Australian Training Awards
WA Training Awards category winners will be directly entered into the Australian Training Awards to compete at the national level. The original application from state or territory winners of this category is submitted to the Australian Training Awards. As a WA winner you will be invited to attend Australian Training Awards preparation workshops with the WA Training Awards team. This will include mentoring, interview preparation and much more.

The Australian Training Awards are held in a different city each year. State winners must attend the Australian Training Awards finalists week and presentation dinner with the WA Training Awards team, where winners are announced. Travel and accommodation for the Australian Training Awards finalist week will be funded by the Australian Training Awards. State winners who are under 18 will need to have a parent or guardian accompany them.
KEY DATES

Applications open
Wednesday 1 July 2020

Applications close
Friday 14 August 2020

Finalists notified
Wednesday 2 September 2020

Finalist judging day
Friday 11 September 2020

Presentation ceremony
October 2020 (to be confirmed)

Australian Training Awards
20 November 2020 (Melbourne)
(to be confirmed)
PREPARING YOUR APPLICATION

Tips for preparing your application
Before starting your application, read the conditions of entry, use the checklist provided to assist you and visit our website dtwd.wa.gov.au/trainingawards for further resources to help put your application together.

Ensure you submit your application online by 5.00 pm on Friday 14 August 2020. Late or incomplete applications will not be considered.

Application components
There are three parts to the application:

Section A: Overview
Provide a short overview covering a description of the qualification you enrolled in, your registered training organisation and employer as well as your reason for choosing this industry and training pathway (300 word limit)

Please note: This information will not be considered or used for judging purposes, but should you be selected as a finalist, information from your overview will be used in your finalist profile.

Section B: Selection Criteria
Applicants are required to address and will be assessed against the selection criteria. This information will be considered and used for shortlisting and judging purposes.

In your application, you must present your information in a way that clearly addresses each award criterion. 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 other considerations outlined. These considerations are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the criteria.

Section C: Supporting Evidence
The award criteria should be the focus of your application; however any relevant evidence may be provided so long as it does not exceed the word and page limits. As you can only enter plain text within the criterion fields. If you wish to include tables, graphs or figures you will need to refer to them in the text field and upload a Word document or PDF of your tables, graphs or figures in the attachments section. In addition to the required attachments, applicants may attach no more than five A4 pages.

Required attachments are outlined below. Templates and forms are available from the Required attachments templates section on the website.

Reference
Provide at least one written reference from either your employer/host employer or lecturer (two page limit).

Employer declaration
Applicants require an employer declaration endorsing your application and allowing you to take time off to participate in WA Training Awards activities.

School declaration (for students still enrolled at school)
Applicants still enrolled in school require a declaration from your school endorsing your application and for you to take time off to participate in WA Training Awards activities.

Parent/guardian declaration (for under 18s)
Applicants under the age of 18 require permission from their parent/guardian to participate in the WA Training Awards program.

Talent release form
All WA Training Awards applicants are required to complete a talent release form, giving the Department of Training and Workforce Development permission to use images and videos taken of them for promotional purposes associated with the program. Applicants under the age of 18 must have this form signed by their parent/guardian.

Training and education certificate
A copy of your most relevant training and education certificate in regards to this award (if qualification completed prior to submitting your application).

You may refer to other certificates in your application but please only attach one (one page limit).

Awards and prizes (if applicable)
Copies of any certificates or prizes you may have been awarded such as a sporting award, community service award or special recognition by your school or employer (two page limit).
HOW TO ENTER

WA Training Awards application portal
Applications must be submitted online through the WA Training Awards application portal. Register on the home page of the application portal to create an account. You can then start an application, save it and go back in and edit it at any time during the application period.

Note: You must first confirm your account via the account confirmation email from WA Training Awards. You may need to check your spam/junk email folder.

There are five tabs in the application portal. Individual applicants must complete tabs 1, 2, 3, 4 and 5.

Ensure you address all of the selection criteria within the word limit for each. Use the considerations listed under each criterion in order to formulate a competitive response.

1. Choose your category
All applicants must fill in this tab.
Here you’ll select the category you are applying for and name your application. For individuals, your application name is your full name.

You must fill in this tab first as the category you choose will determine which details, criteria and attachments are asked of you.

2. Applicant details
In this tab, all applicants must provide their contact details.

3. Training details
Here students will provide information about the course they are completing, list a referee and provide employer and school details.

4. Criteria
After selecting your category at the first tab, your selection criteria will have appeared.

You will need to provide an overview and address all of the selection criteria in the fields provided, within the word limit for each. Use the considerations listed under each criterion, in order to formulate a competitive response.

Note: You can only enter plain text within the criterion fields.

5. Attachments
Upload required attachments and supporting information.
- Reference;
- Employer declaration;
- School declaration template;
- Parent/guardian declaration;
- Talent release form.
The WA Training Awards individual category selection process consists of two main parts; submitting a written application and an interview. This process is detailed below.

Application
Submit your application via the online application portal.

Confirmation
You will receive confirmation that your application has been received.

Shortlisting
Up to three finalists will be shortlisted and you will receive notification if you are selected as a finalist.

Finalist judging day
You will be required to participate in an interview (face-to-face or video) with the judging panel from which a winner will be chosen.

Finalist notification
All finalists will be invited to attend a presentation ceremony.

Presentation ceremony
Finalists attend presentation ceremony, where the winners will be announced.

Australian Training Awards
Eligible WA winners will be directly entered into the Australian Training Awards.

Being an ambassador
All WA winners will be ambassadors for training.
Eligibility
You must:
• be a permanent resident of Australia and be undertaking training in Western Australia;
• have completed or be due to complete your training (i.e. contract end date) in the period 1 October 2019 to 30 September 2020 in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for;
• be registered with the Apprenticeship Office as an apprentice* with a contract of training lodged in WA; and
• not still be enrolled at school.

*To check if you are registered as an apprentice call the Apprenticeship Office on 13 19 54.

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?
• What have you been able to bring to your workplace?

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, workmates, employers 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)
Consider the following:
• Provide examples where you have taken a leadership role inside or outside of 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)
Consider the following:
• 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?

The WA Apprentice of the Year award is presented to an apprentice who has been outstanding in all aspects of their training. The 2020 winner will receive $3,000 and have the opportunity to represent WA at the Australian Training Awards.
SCHOOL-BASED APPRENTICE OF THE YEAR

The WA School-based Apprentice of the Year Award is presented to a student who is undertaking a Certificate II or above qualification as a part-time WA School-based Apprentice. The Award recognises the student’s commitment to their formal studies at school, and in the workplace. The 2020 winner will receive $3,000 and have the opportunity to represent WA at the Australian Training Awards.

Eligibility
You must:
• be a permanent resident of Australia and be undertaking training in Western Australia;
• be undertaking/completing a Certificate II or above qualification, through a school-based apprenticeship or traineeship;
• be registered with the Apprenticeship Office as an apprentice or trainee* with a contract of training lodged in WA; and
• be still be enrolled at school.
*To check if you are registered as an apprentice call the Apprenticeship Office on 13 19 54.

Criterion 1: Career and study achievements (400 word limit)
Consider things such as:
• Why did you choose your course?
• How has the training impacted on you?
• What have you gained from it?
• How has your job assisted your skills development?

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, workmates, employers 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)
Consider the following:
• Provide examples where you have taken a leadership role inside or outside of school.
• 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)
Consider the following:
• 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 WA School-based Apprentice of the Year
• What other community or work experience have you had?

“VET is a really rewarding way to learn. It allows you to take control of what you’re doing, and has given me a lot more confidence to back myself.”

TIFFANY HEELAN
WA AND AUSTRALIAN SCHOOL-BASED APPRENTICE OF THE YEAR 2019

“VET is a really rewarding way to learn. It allows you to take control of what you’re doing, and has given me a lot more confidence to back myself.”

TIFFANY HEELAN
WA AND AUSTRALIAN SCHOOL-BASED APPRENTICE OF THE YEAR 2019
Eligibility
You must:
• be a permanent resident of Australia and be undertaking training in Western Australia;
• have completed or be due to complete your training (i.e. contract end date) in the period 1 October 2019 to 30 September 2020 in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for;
• have a Contract of Training registered with your relevant state training authority; and
• nominate in the state or territory where your Contract of Training is lodged.

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?
• What have you been able to bring to your workplace?

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, workmates, employers 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)
Consider the following:
• Provide examples where you have taken a leadership role inside or outside of 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)
Consider the following:
• 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 Trainee of the Year?
• What other community or industry involvement have you had?

The WA Trainee of the Year award is presented to a trainee who has been outstanding in all aspects of their training. The winner will receive $3,000 and have the opportunity to represent WA at the Australian Training Awards.

“Winning this Award means that I can take great pride in my achievement, express how amazing this journey has been and how I can encourage others to do the same.”

REBECCA HUDSON
WA TRAINEE OF THE YEAR 2019
Eligibility
You must:
• be a permanent resident of Australia and be undertaking training in Western Australia;
• be a full-time or part-time student but not an Australian Apprentice (apprentice or trainee);
• have completed or be due to complete your training (i.e. contract end date) in the period 1 October 2019 to 30 September 2020 in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for.

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?
• What have you been able to bring to your workplace?

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, workmates, employers 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)
Consider the following:
• Provide examples where you have taken a leadership role inside or outside of 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)
Consider the following:
• 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 Vocational Student of the Year?
• What other community or industry involvement have you had?
Eligibility
You must:
• be a permanent resident of Australia and be undertaking training in Western Australia;
• be identified as being of Aboriginal or Torres Strait Islander descent;
• meet the eligibility criteria for any of the other student categories: WA Apprentice of the Year; WA Trainee of the Year; WA Vocational Student of the Year; or WA School-based Apprentice of the Year.

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?

Criterion 3: Ability to be an ambassador (representative) for training in Australia (400 word limit)
Consider the following:
• What traits do you think are important to positively influence others?

Criterion 4: Community engagement (400 word limit)
You may wish to include information about:
• What other activities have you been involved in where you have been a representative?
• How would you describe the quality of your training?
• Your achievements in areas other than study and work.
CONDITIONS OF ENTRY

To be considered for an award, the following conditions of entry must be met.

• Applications must be submitted online via the WA Training Awards application portal by the closing date and time.

• Applicants can apply for one category only.

• Applicants must meet all eligibility criteria.

• Applicants must personally address all criteria.

• Applicants’ overviews must be no longer than 300 words.

• Selection criteria responses should be no longer than 400 words per criterion.

• All applicable sections of the application portal must be completed.

• Applicants must attach at least one signed written reference in the application portal.

• In addition to the required attachments, applicants may attach no more than five A4 pages.

• By entering the Awards, finalists and winners agree for their photographs, profiles and training details and suburbs to be used for promotional purposes by the Government of Western Australia. Applicants must complete and upload the talent release form in the application portal to substantiate this.

• Applicants must comply with Department standards in regards to training, workplace health and safety, and industrial relations matters.

• Applicants’ training details will be checked and confirmed correct before their application is progressed to the judging panel.

• Applicants agree to notify the WA Training Awards immediately should there be a change in their circumstances with regard to their training or employment.

• Applicants must agree to abide by the decision of the selection panel and no appeals will be entered into.

• Category winners must be available to attend the Australian Training Awards finalist week and presentation dinner and a two-day professional development session.

• Applicants acknowledge that should they win their WA Training Award, their original application will be submitted to the Australian Training Awards. The Australian Training Awards will allow State winners to update content only where there is new information or information has changed between nominated dates. Applicants will not submit a new application or have the opportunity to rewrite it.
**CHECKLIST**

**I have:**

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<tr>
<td>selected the correct category and confirmed my eligibility to enter the WA Training Awards 2020;</td>
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<td>addressed all of the selection criteria;</td>
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<td>ensured my response to the selection criteria is within the word limit provided for each;</td>
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<td>provided my contact and training details;</td>
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<tr>
<td>completed tabs 1, 2, 3, 4 and 5 in the WA Training Awards application portal; and</td>
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<tr>
<td>submitted my application via the online application portal by <strong>5.00 pm on Friday 14 August 2020</strong></td>
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**I have attached:**

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<td>at least one written reference (two page limit);</td>
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<td>parent/guardian declaration (for under 18s);</td>
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<td>school declaration (for students still enrolled at school);</td>
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<td>employer declaration;</td>
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<td>talent release form;</td>
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<tr>
<td>a copy of my most relevant training and education certificate, if completed (one page limit); and</td>
<td></td>
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<tr>
<td>copies of awards and prizes, if applicable (two page limit).</td>
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The Australian Training Awards (ATA) are the peak national awards for the VET sector, recognising individuals, businesses and registered training organisations for their contribution to skilling Australia. There are seven categories where you can apply directly to the Australian Training Awards. These are:

- Lifetime Achievement Award
- National Achievement Award
- Excellence in Language. Literacy and Numeracy Practice Award
- Small Employer of the Year Award
- Australian Apprenticeships – Employer Award
- International Training Provider of the Year Award
- School Pathways to VET Award

You can apply for these categories directly through the Australian Training Awards website – [australiantrainingawards.gov.au](http://australiantrainingawards.gov.au)

You will also find all eligibility and criteria requirements on the website.

Applications for the ATAs close on 30 June 2020.
FREQUENTLY ASKED QUESTIONS

I am interested in applying for the WA Cultural Diversity Training Award/ WA International Student of the Year Award/ WA Trainer of the Year Award.

Unfortunately due to time constraints the above categories will not be included in WA Training Awards 2020.

The 2020 categories provide an opportunity for those WA students who have completed their training and would not be eligible to participate next year.

If you are a student, you may find one of the other award categories more appropriate (given you meet all other eligibility requirements), but you can only apply for one category.

I am interested in applying for a WA organisational award.

Unfortunately due to time constraints organisational categories will not be included in WA Training Awards 2020. Organisations will have the opportunity to apply in subsequent years.

I am ready to submit my application but haven’t received the required attachments back from my employer.

We would still encourage you to submit your application and completed selection criteria by the closing date. Please contact the WA Training Awards team to discuss any concerns requiring the required attachments.

Can I submit more than one application?

No. Individuals can only apply for one WA Training Award and must not apply/accept a nomination for another state or territory’s training awards in the nominating year.

Can I apply on behalf of an individual?

No. Applications are required to be written and submitted online by the applicant. Applicants can seek assistance from others in preparing the information but the application should be written and submitted by the applicant.

Can previous winners apply again?

Finalists in all categories may reapply for the same or other awards in subsequent years if they are eligible. Individual winners may not apply for the same category award in subsequent years but may apply in other categories if they are eligible.

Is there any cost involved in applying?

There is no application fee for any award.

Who sits on the judging panels?

Panels at all stages of the judging process are made up of people from industry and the training sector. People with the appropriate experience and expertise are selected to judge each category. The decisions of the judging panels are final.

How are individual winners chosen?

Written applications are assessed by selection panels. In 2020, up to three finalists are shortlisted in each category based on written application assessments. Finalists are interviewed for approximately 30 minutes. Questions asked are based on the selection criteria. Following the interviews the panel will select a winner in each category. Their decision will be based upon both the written application and the interview.

If I win, will I go to the Australian Training Awards?

All State winners will be put forward as Western Australia’s nominations for the Australian Training Awards. National winners will be announced at the Australian Training Awards presentation dinner, which is held in a different state/territory each year. All costs, including travel to the event, are covered by the Commonwealth Government.
I’m of Aboriginal/Torres Strait Islander descent. Which award should I apply for?

If you are an apprentice, trainee, vocational student or school-based apprentice of Aboriginal or Torres Strait Islander descent, keep in mind that the WA Aboriginal and Torres Strait Islander Student of the Year award is not the only one you may be eligible to enter. You may find one of the other award categories more appropriate to you, but you can only apply for one.

I’m a VET in School student. Which category should I apply for?

As a VET in School student you can apply for Vocational Student of the Year (given you meet all other eligibility requirements). There is no restriction on qualification level in the vocational student category. If you are a school-based apprentice or trainee however, you should apply for the School-based Apprentice of the Year.

I completed a pre-apprenticeship. Which category should I apply for?

If you are completing or have completed a pre-apprenticeship you can apply for Vocational Student of the Year (given you meet all other eligibility requirements). There is no restriction on qualification level in the Vocational Student category.

I’m a school-based trainee. Which category should I apply for?

The School-based Apprentice of the Year award is open to both school-based apprentices and trainees. You must have completed or be completing a Certificate II qualification or above and meet all other eligibility requirements.

I’m an apprentice/trainee. How do I know what my completion date is?

Contact Apprenticeship Office on 13 19 54 to confirm your completion date. This is the total period of time which you are indentured as an apprentice/trainee, not just the date you have completed your training component.

I’m an apprentice/trainee employed through a group training organisation. Who should provide my reference – the group training organisation or my host employer?

Either party can provide a reference however you should select an individual within these organisations who best knows you and can provide an appropriate reference.
FURTHER INFORMATION

If you have any questions about your application, the criteria or the process, don’t hesitate to contact the WA Training Awards team.
P: 6551 5952
W: dtwd.wa.gov.au/trainingawards
E: trainingawards@dtwd.wa.gov.au

You can also look through our frequently asked questions on the WATA website.
For updates regarding the program you can subscribe to the VET Info Newsletter or follow the WATA Social pages.