



An Australian Government Initiative

A U S T R A L I A N A P P R E N T I C E S H I P S

Your Life. Your Career. Your Future.

Minister's Awards for Excellence in Australian Apprenticeships Professional Support Services



The Australian Government's network of Australian Apprenticeships Centres is an integral feature of the vocational education and training system which provides assistance to employers, Australian Apprentices and training providers throughout the duration of the Australian Apprenticeship. Employees who work in these Australian Apprenticeships Centres are dedicated individuals who deserve recognition for their invaluable work.

The Minister's Award for Excellence for Australian Apprenticeships Professional Support Services recognises the outstanding contribution made by an individual working in an Australian Apprenticeships Centre, whose day-to-day activities ensures that Australian Apprentices in their region have the required support to successfully complete their training and become a valued member of the Australian workforce.

I invite and encourage all employees of Australian Apprenticeships Centres, businesses and registered training organisations to nominate a colleague for this prestigious award.

The Hon Andrew Robb AO, MP
Minister for Vocational and Further Education

Thank you for your interest in submitting a nomination for the 2007 Minister's Awards for Excellence in Australian Apprenticeships Professional Support Services. One winner per state and one winner from ACT and NT combined will be selected to attend the Gala Presentation Ceremony in August 2007 where the national winner will be announced.

Nomination Form Guidelines

The Minister's Award for Excellence in Australian Apprenticeships Professional Support Services has been established by the Department of Education, Science and Training to recognise the outstanding achievements of an individual working for an Australian Apprenticeships Centre. This Award rewards innovation and dedication and publicly recognises the achievements of an individual's day to day work in ensuring excellence in working with Australian Apprenticeships.

This Award is through peer nomination ie: a professional work colleague using the form attached to these guidelines.

All employees (or authorised agents) of Australian Apprenticeships Centres are eligible to receive this award*. The nomination form must be completed by a work/industry/professional colleague (a person with a professional working relationship to the nominee) who may be from, but not limited to, an Australian Apprenticeships Centre, a State Training Authority, a Registered Training Organisation, an employer etc. The form must also be endorsed by a work/industry/professional colleague who is also prepared to be a referee to substantiate the claims in the form.

*Eligible employees (or authorised agents) are those who are or were employed by an Australian Apprenticeships Centre at some stage between 1 July 2006 and 30 April 2007.

Simply complete all sections of the Nomination Form and email to ministersawards_2007@dest.gov.au or send to:

Tanya George
Technology and Information Services Branch (Loc 723)
Department of Education Science and Training
GPO Box 9880
Canberra ACT 2601

Please do not include any attachments as these will not be considered in the selection process.

Nomination forms may be downloaded from the Australian Apprenticeships website at www.australia.gov.au/australianapprenticeships Nominations close Friday 25th June 2007.

All nominations will be acknowledged on receipt and collated by the Department of Education, Science and Training (DEST) National Office before being sent to State/Territory selection panels.

State/ Territory Selection Panels

Nominations will be judged on a State basis, with the Northern Territory and Australian Capital Territory combining for the purpose of this process.

Each State/Territory will have their own selection panel which will comprise a representative from:

- DEST State Office;
- The State Training Authority;
- An Australian Apprenticeship Centre; and
- Industry.

Selection Panels will NOT be determining winners from their own State or Territory.

Selection Panels will recommend to the DEST National Office the final three nominees including the winning nominee, for that particular State or Territory. DEST's decision will be final. State/Territory winners will be advised by DEST about Awards ceremony details with their attendance at the Awards ceremony to be fully funded by DEST.

The remaining two nominees will be notified and awarded a framed certificate which will be sent via courier and not presented at the Awards ceremony.

National Selection Panel

All State/Territory winners' nomination forms will be forwarded to a National Selection Panel comprising the Technology and Information Services Branch Manager and two industry representatives. The decision of the panel will be final. The winner will be announced at the Minister's Awards for Excellence Awards ceremony on 22 August 2007.

Important information for applicants

The information collected on nomination forms may be used by DEST and by contractors of DEST to publicly promote the programme locally or nationally. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

Need more information?

Any inquiries in relation to the nomination form should be directed to **Tanya George** on **02 6240 7929** or tanya.george@dest.gov.au or visit the Australian Apprenticeships website at: www.australia.gov.au/australianapprenticeships .