

2010 CCFNT TRAINEE & APPRENTICE AWARDS

Application Guidelines and Assessment Criteria

ELIGIBILITY

Nominators for the Construction Training Awards 2010 will be members of the Civil Construction Federation Northern Territory Branch employing a trainee or an apprentice currently undertaking or having completed a nationally recognised vocational education and training course within the last 12 months.

Nominees will be resident in the Northern Territory who have completed or enrolled in a vocational education and training course that leads to a nationally recognised outcome between 1 July 2009 and 30 June 2010.

SELECTION CRITERIA

First Year Apprentice of the Year

NT Mature Age Achiever

Indigenous Trainee Award

Rae Snodgrass Apprentice of the Year

Applicants may nominate for one of the above awards in any year.

In order to be recognised as a nominee for the above awards, you are required to provide a written application to support your nomination. The application can be a maximum of five (5) pages to address the criteria, excluding attachments.

In your application, you must present your information in a way that clearly addresses the criteria. Judging panels will be looking for evidence of how your training has contributed to your career & study plans, to the development of your skills & your achievements to date, as well as any way in which your training may have helped you to achieve other pursuits.

Section A: Overview

Provide a short overview covering

- A description of the qualification you enrolled in, your Registered Training Organisation and employer
- Your reason for choosing the civil construction industry.
- An overview of your work experience
- Photograph of yourself.

Section B: Applicants will be judged against the following criteria

Criterion 1: Career and study achievements

Criterion 2: Communication, team and leadership skills

Criterion 3: Commitment to training and desire to further develop their skills

Criterion 4: Documentation

GUIDELINES FOR ADDRESSING THE CRITERIA

In developing your application, you may wish to take into account some of the considerations outlined below. These suggestions are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the criteria.

Career and Study Achievements

Consider things such as:

- How your training has or will contribute to your study plans or career objectives, and your achievements to date
- How you have integrated on-the-job and off-the-job training and what benefits this has held.

Communication, team and leadership skills

Consider any skills you have developed through your training, such as:

- Effective oral and written communication
- Effective team participation
- Leadership and promotion of your training & civil contracting industry

Commitment to training and desire to further develop their skills

Tell us about:

- How your training has contributed to your personal development and expansion of your work skills
- Why you chose the civil construction industry as a career and broadly your longer term objectives in the industry

Documentation

- Letters of support from your school, Registered Training Organisation and/or employee
- Your completion certificate, if you've completed a course

NOMINATION CHECKLIST

Before you send in your nomination please check that:

- Your response to the selection criteria is no more than five (5) pages
- A photography is included
- You have attached **copies** of relevant documentation which may include:
- The nomination form is included
- The documents have been sent to CCFNT (see below for details)
- You have retained a copy of your application and supporting documents

JUDGING PROCESS

A panel of judges representing industry and training and education interests will select winners within the four award categories based on the written information provided.

The selection process will be in accordance with principles of equal opportunity and fairness. Nominees must agree to abide by decisions of the judging panel, which will be final and not subject to appeal

Nominations close 14th May 2010 to:

Chief Executive Officer
Civil Contractors Federation
Northern Territory Branch
PO Box 36519 WINNELLIE NT 0820
Phone: 08 8941 0690
Fax: 08 8941 0069
E-mail: ccfnt@civilcontractors.com

The 2010 Training Awards will be presented at the CCF NT Gala Dinner in conjunction with the NT Earth Awards.

18th June, Holiday Inn Esplanade Darwin
6.00pm, Arafura Ballroom

Book early to avoid disappointment
www.civilcontractors.com