



Government of Western Australia  
Department of Training  
and Workforce Development



# WA TRAINING AWARDS 2024

## 2024 Application Guide Individual Categories

Applications close at 5.00pm, Friday 26 April



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# The WA Training Awards

The WA Training Awards celebrate excellence across WA's vocational education and training (VET) sector and are hosted annually by the Department of Training and Workforce Development. The Awards recognise the outstanding achievements of apprentices, trainees and vocational students and the contribution to training made by trainers, training organisations and employers across the State.

## Why apply for a WA Training Award?

- Winners of individual categories receive a \$3000 cash prize.
- You will receive recognition for your achievements and hard work from your peers, community, and industry.
- It is a great opportunity to network with other high-achievers, employers and industry representatives.
- It looks great on your resume and can lead to new opportunities personally and professionally.
- Eligible category winners go on to compete at the Australian Training Awards, travelling interstate to attend professional development workshops, and may win an additional cash prize and be recognised as the best in the country.

## What are we looking for from WA Training Award applicants?

WA Training Award judging panels will be looking for ambassadors for VET – individuals who demonstrate passion, drive and initiative in their chosen field of work and study – and who have the willingness and enthusiasm to share their story with others. An ambassador is someone who is genuine and approachable, and who encourages others to pursue their passions, and to explore the many pathways and possibilities of VET.

# The WA Training Awards

## Application process

1. Eligibility criteria – review the criteria for your category and make sure you are eligible to apply.
2. Conditions of Entry – review the Conditions of Entry and ensure you meet all of them.
3. Application – prepare your responses to the selection criteria, as well as the required attachments.
4. Submit your application and attachments via the online application portal. You can save your application as you go, but once it is submitted, no further changes can be made.
5. Confirmation – you will receive confirmation that your application has been received.
6. Shortlisting – applications will be shortlisted by a judging panel, and you will be notified if you are selected as a semi-finalist.
7. Judging day – Semi-finalists are required to attend a face-to-face interview with a judging panel who will choose finalists.
8. Finalist announcement – all finalists will be announced and notified.
9. Presentation Ceremony – The Awards culminate in a Presentation Ceremony, honouring the accomplishments of all finalists and winners, and attended by key industry stakeholders from around the State. Award winners are announced and gain State-wide recognition from industry, peers and the WA community.
10. Australian Training Awards – eligible\* WA winners will automatically be entered into the Australian Training Awards and must attend Finalist Week and the ATA Presentation Ceremony.
11. Being an ambassador – all WA winners will be ambassadors for training and have opportunities to share their stories.

*\*Does not include the Cultural Diversity Training Award or International Student of the Year.*

## Key dates

Make sure you are available for the dates below and mark them in your calendar:

### Applications open:

Friday 1 March 2024

### Applications close:

Friday 26 April 2024

### Semi-finalists notified:

Wednesday 19 June 2024

### Judging day:

Friday 19 July 2024

### Finalists announced:

August 2024

### Presentation Ceremony:

20 September 2024

### Australian Training Awards:

November 2024 (Darwin)



# The WA Training Awards

## Preparing your application

What do you need to include in your application?

### Section A: Overview

This is where you introduce yourself and provide the following:

- a short overview covering a description of the qualification you are enrolled in or have just completed;
- your registered training organisation;
- employer and host employer (if applicable); and
- your reason for choosing your industry and training pathway.

### Section B: Selection criteria

This is your opportunity to tell your story! We want to find out why you followed your chosen training or career pathway, and why you would make an excellent ambassador for training.

## Selection criteria top tips:

- This may be the first selection criteria you have ever written and there are lots of resources and tips to help you on our website and social media pages. Tell your story in your own words and ask someone you trust to proofread your application. This could be a friend, family member or coworker.
- Start your application early! You can save the online application as you go.
- Make sure you address each selection criterion (four in total) within the word limit. We recommend using the full word count to tell your story, with details and examples.
- Use the suggestions listed under each criterion to help write a competitive response that outlines the development of your skills and biggest achievements.
- Use examples and supporting evidence of how your training has contributed to your career or further study plans.
- The STAR method (Situation, Task, Action, Result) can be useful to follow, as it will help you outline the whole story behind your examples.
- Templates for preparing and editing your responses to the selection criteria are available on the WA Training Awards website.

# The WA Training Awards

## Preparing your application (continued)

### Section C: Attachments

#### Required attachments

There are documents you need to attach to your online application, and all templates are available on our website. It is a good idea to get your attachments ready before you start your online application as incomplete applications will be disqualified.

These include:

- Reference letter from either an employer/host employer or lecturer (two-page limit).
- Employer's endorsement of your application and any time off you may need (for applicants who are employed. Trainer applicants must have a signed declaration from the Chief Executive Officer/ Managing Director).
- Signed talent release form.
- School endorsement of your application and any time off you may need (for applicants still enrolled in school).
- Parent/guardian declaration (for applicants under 18).
- A copy of your completed qualification certificate (or a letter/email from your training provider outlining that you are on track to complete it by September, as per the eligibility criteria. Trainer applicants must

submit evidence of their completed teacher/trainer qualification, as determined by the Australian Qualifications Framework).

- Proof of permanent residency (for example birth certificate, drivers' licence, passport or a copy of your permanent visa). Please note: NZ residents must have a permanent residency visa or citizenship. A Special Category Visa (SCV) issued on entry is not sufficient.
- Applicants for the International Student of the Year category must provide copies of their 500/572 visa and confirmation of enrolment in WA.
- Applicants for the Cultural Diversity Training Award category must provide evidence that they migrated to Australia after 1 January 2018, currently reside in WA, a copy of their VISA (under Australia's Humanitarian Programme) OR evidence of permanent residency.

#### Where can I find these templates?

Visit [dtwd.wa.gov.au/watrainingawards/how-to-apply#required-attachments](https://dtwd.wa.gov.au/watrainingawards/how-to-apply#required-attachments).

#### Additional supporting evidence

In addition to the required attachments, applicants may attach up to five A4 pages of supporting evidence. This could be certificates, awards, prizes or photos you refer to in your written application.

Our tip is to name each of your attachments clearly and refer to those where possible in your written responses to the selection criteria (e.g. Attachment 1).

# The WA Training Awards

## Submitting your application

Applications must be submitted online through the WA Training Awards application portal, by 5.00pm Friday 26 April. Applicants must submit their own applications.

Register on the home page of the application portal to create an account.

You will receive an email from the Awards team, asking that you confirm your account.

You may need to check your spam/junk email folder if you haven't received this.

Once you have confirmed your account you will be able to log in and begin your application.

You can save and edit your application at any time during the application period.

There are five tabs which must be completed in the application portal.

### 1. Choose your category

Here you will select the category you are applying for. The category you choose will determine which details, criteria and attachments are required from you.

You will also name your application in this section. Your application name should be your full name (first name, last name).

### 2. Applicant details

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

### 3. Training details

Student applicants must provide information about the course they are completing, list a referee and provide employer, host employer and school/ training provider details (where applicable).

Trainer applicants will provide their Chief Executive Officer/Managing Director's details and confirm they have endorsed their application.

### 4. Selection criteria

You will need to provide an overview or introduction of who you are, and then address all the selection criteria within the word limits.

### 5. Attachments

Here you will upload the required attachments and supporting documents for your application (use the drop-down menu to label each of your attachments so the judges know what they are looking at).

# WA Apprentice of the Year

This award is presented to an apprentice who has been outstanding in all aspects of their training. The winner will receive \$3,000, professional development training and have the opportunity to represent WA at the Australian Training Awards.

## Eligibility criteria

You must:

- be a citizen or permanent resident of Australia and be undertaking training in WA;
- have completed, or be due to complete your qualification (i.e. contract end date) in the period 1 October 2023 to 30 September 2024 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.*



# WA Apprentice of the Year

## Selection criteria

### 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 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, work mates, 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)

Tell us about:

- 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 you would describe the quality of your training experience.

### 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?



# WA Trainee of the Year

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

## Eligibility criteria

You must:

- be a citizen or permanent resident of Australia and be undertaking training in WA;
- have completed, or be due to complete your qualification (i.e. contract end date) in the period 1 October 2023 to 30 September 2024 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 a trainee\* 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.*





# WA Trainee of the Year

## Selection criteria

### 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 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, work mates, 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)

Tell us about:

- Examples where you have taken a leadership role inside or outside of work.
- What other activities you have been involved in where you have been a representative.
- How you would describe the quality of your training experience.

### 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?

# WA Vocational Student of the Year

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

## Eligibility criteria

You must:

- be a citizen or a permanent resident of Australia and be undertaking training in WA;
- be a full-time or part-time student but not an Australian Apprentice (apprentice or trainee); and
- have completed or be due to complete your training in the period 1 October 2023 to 30 September 2024 in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for.



# WA Vocational Student of the Year

## Selection criteria

### 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 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, work mates, 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:

- Examples where you have taken a leadership role inside or outside of work.
- What other activities you have been involved in where you have been a representative.
- How you would describe the quality of your training experience.

### 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?

# WA Aboriginal and Torres Strait Islander Student of the Year

This award recognises the achievements of an Aboriginal or Torres Strait Islander student who is outstanding in all aspects of their training and demonstrates the importance of lifelong learning for themselves and their community. The winner will receive \$3,000, professional development training and have the opportunity to represent WA at the Australian Training Awards.

If you are of Aboriginal or Torres Strait Islander descent, you may also be eligible to apply for other categories. You can only apply for one category, so please check the eligibility criteria before applying.

The WA Training Awards team are available to have a chat if you are unsure which one to apply for.

## Eligibility criteria

You must:

- be a citizen or a permanent resident of Australia and be undertaking training in WA;
- identify as being of Aboriginal or Torres Strait Islander descent; and
- meet the criteria for any of the student categories of Apprentice, Trainee, Vocational or School-based Apprentice.



# WA Aboriginal and Torres Strait Islander Student of the Year

## Selection criteria

### 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 you?
- What have you gained from it?
- Have you had to address any challenges that have impacted 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?
- 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)

Tell us about:

- Examples where you have taken a leadership role inside or outside of training/work.
- What other activities you have been involved in where you have been a representative.
- How you would describe the quality of your training experience.

### Criterion 4: Community engagement (400 word limit)

You may wish to include information about:

- How are you connected with your community/ extended family?
- How has the training impacted your community?
- What qualities do you have or activities you have been involved in that you feel would be useful as Aboriginal Torres Strait Islander Student of the Year?
- What are your achievements in areas other than study and work?



# WA School-based Apprentice of the Year

This award is presented to a student who is undertaking a Certificate II or above qualification as a part time WA school-based apprentice or trainee. The Award recognises the student's commitment to their formal studies at school, and in the workplace. The winner will receive \$3,000, professional development training and have the opportunity to represent WA at the Australian Training Awards.

## Eligibility criteria

You must:

- be a citizen or a permanent resident of Australia and be undertaking training in WA;
- 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
- still be enrolled at school.

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





# WA School-based Apprentice of the Year

## Selection criteria

### Criterion 1: Career and study achievements (400 word limit)

Consider things such as:

- Why did you choose your course?
- How has the training impacted 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, work mates, 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)

Tell us about:

- 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 you would describe the quality of your training experience.

### Criterion 4: Other qualities and pursuits (400 word limit)

You may wish to include information about:

- 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 school/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?

# WA Trainer of the Year

This award recognises innovation and excellence by a teacher or trainer who is providing nationally recognised training to students at a registered training organisation (RTO) or in partnership with an RTO. The winner will receive \$3,000, professional development training and have the opportunity to represent WA at the Australian Training Awards.

## Eligibility criteria

You must:

- be a citizen or a permanent resident of Australia;
- be a qualified teacher/trainer (as determined by the Standards for RTOs 2015), employed (or regularly contracted) by an RTO; and
- have delivered training in WA (for some period) from 1 January 2023 to 31 December 2024 which will lead/has led to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system.

All applications must be endorsed by the RTO and evidence of the trainer/teacher's qualification must be submitted with the application.



# WA Trainer of the Year

## Selection criteria

### Criterion 1: Excellence and initiatives (600 word limit)

Consider:

- What involvement have you had in the development of new learning methodologies and training delivery?
- Describe an initiative you have implemented which has led to innovation/improvement in your delivery and/or assessment practice.
- How have you shared the outcomes of your innovation/improvement with your colleagues?
- What has been the impact of these initiatives/ improvements on your learners, your colleagues and your industry partners?

### Criterion 2: Learner needs and focus (600 word limit)

Consider:

- How do you support the diverse needs of your learners and ensure they continue to be engaged in their learning journey?
- What evidence is there of the effectiveness of the design and delivery methodologies of your training program?
- Provide examples where you have initiated a new idea/activity etc. in response to feedback.
- Provide examples of the learner/industry/ community feedback mechanisms that you use.

### Criterion 3: Commitment to VET teaching and learning (600 word limit)

Consider:

- How do you maintain and grow your own skills and knowledge?
- How do you support others to develop their skills and knowledge?
- Provide examples of your engagement with other VET professionals.

### Criterion 4: Links with industry and community (600 word limit)

Consider:

- How are active links with industry and the community implemented in practice?
- What are the major issues confronting the industry(s) your program engages with?
- How can VET help address these issues?
- What level of engagement do you have with Industry and professional bodies?
- How do you promote VET in industry and the community?

# WA Cultural Diversity Training Award

This award recognises the achievement of a culturally diverse student who is outstanding in all aspects of their training and demonstrates the importance of lifelong learning for themselves and the migrant community. The winner will receive \$3,000 and be recognised as the best in the State.

## Eligibility criteria

You must:

- have migrated to Australia (from overseas) after 1 January 2019 and reside in WA;
- be a full-time or part-time student or an apprentice/ trainee;
- either have permanent residency or any visa under Australia's Humanitarian Programme (not 457 visa holders); and
- have completed or be due to complete your training (i.e. course/contract end date) in the period 1 October 2023 to 30 September 2024 in a training course that leads to a nationally recognised outcome or qualification.





# WA Cultural Diversity Training Award

## Selection criteria

### Criterion 1: Career and study achievements (400 word limit)

Consider the following:

- Why did you choose to undertake training (e.g. to get a job, learn new skills or meet new people)?
- What did you learn? How have you put this into practice?
- How well did you do in your study? What did you do well and why?
- How has the course helped you?
- What challenges did you face while completing your course? (Please explain how you overcame these challenges, e.g. "I found it difficult to speak English so I completed an English course before enrolling in my qualification".)

### Criterion 2: Communication, team and leadership skills (400 word limit)

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

- How have your oral and written communication skills improved since you started your course? (e.g. "It's now easier to communicate with others." or "I can now express my point of view to others".)
- What have you learnt about working in teams?
- Have you shared your knowledge with your family and community? (e.g. "I encouraged my younger brother to complete a course and he got a job".)

### Criterion 3: Ability to be an ambassador (representative) for training in Western Australia (400 word limit)

Tell us about:

- If you won this award how could you promote training opportunities to others?
- What have you learnt about new developments and trends in your workplace or industry?
- What do you think are the best things about studying in Western Australia?

### Criterion 4: Other qualities or pursuits (400 word limit)

You may wish to include information about:

- Do you have any achievements in areas other than study? (e.g. winning a state ballroom dancing championship or football grand final.)
- Are you involved in the community? How are you involved? (e.g. volunteering at a youth hostel or nursing home.)
- Do you have a long term plan to contribute to the Australian community? How would you contribute?
- What is your understanding of current social, economic and political issues in Australia?

# WA International Student of the Year

This award recognises the outstanding achievements of an international student undertaking a vocational education and training course in WA. The winner will receive \$3,000 and be recognised as the best in the State.

## Eligibility criteria

You must:

- be recognised as an international student with a 500/572 visa; and
- have completed or be due to complete your training (i.e. course end date) in WA, in the period 1 October 2023 to 30 September 2024 in a VET course that leads to a nationally recognised outcome or qualification.





# WA International Student of the Year

## Selection criteria

### Criterion 1: Career and study achievements (400 word limit)

Consider the following:

- Why did you choose to undertake training (e.g. to get a job, learn new skills or meet new people)?
- What did you learn? How have you put this into practice?
- How well did you do in your study? What did you do well and why?
- How has the course helped you?
- What challenges did you face while completing your course? (Please explain how you overcame these challenges, e.g. "I found it difficult to speak English so I completed an English course before enrolling in my qualification".)

### Criterion 2: Communication, team and leadership skills (400 word limit)

Tell us about any skills you have developed through your training. Consider the following points in your response:

- How have your oral and written communication skills improved since you started your course? (e.g. "It's now easier to communicate with others, which means that..." or "I can now express my point of view to others, which means that...")
- What have you learnt about working in teams?

- Have you shared your knowledge with your family and community? (e.g. "I encouraged my younger brother to complete a course and he got a job".)

### Criterion 3: Ability to be an ambassador (representative) for training in WA (400 word limit)

Tell us about:

- If you won this award how could you promote training opportunities to others?
- What have you learnt about new developments and trends in your workplace or industry?
- What do you think are the best things about studying in Western Australia?

### Criterion 4: Other qualities or pursuits (400 word limit)

You may wish to include information about:

- Do you have any achievements in areas other than study? (e.g. winning a ballroom dancing championship or football grand final.)
- Are you involved in the community? How are you involved and what difference have you made as an outcome of this? (e.g. volunteering at a youth hostel or nursing home, mentoring other international students at your institute.)
- What is your understanding of current social, economic and political issues in Australia?

# Conditions of entry

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

- Applications must be submitted online via the WA Training Awards application portal before 5:00pm on the closing date. All applicable sections of the portal must be completed, including all required attachments.
- Each category requires supporting documentation and references, and these must be uploaded and attached to the online application under the 'Attachments' section.
- Applicants can apply for one category only and must meet the eligibility criteria for that category.
- It is the responsibility of the applicant to ensure that they have selected the correct category.
- Application responses must be no longer than the maximum word limit allowed.
- The WA Training Awards is a self-nomination process. Applicants must personally prepare and submit their own applications. However, it is still recommended that applicants get a friend, coworker or family member to review their application before submitting.
- Applicants acknowledge that the information submitted in the 'overview' will be summarised and used as a profile should they be selected as a finalist.
- In addition to the required attachments, individual applicants may attach additional relevant supporting evidence (maximum five A4 pages).
- Applicants must supply factually correct information with the understanding that this will be checked and confirmed before the application is progressed to the judging panel.
- Applicants must agree to abide by the decision of the selection panel, as no appeals will be entered into.
- By entering, finalists and winners agree for their photographs, profiles, video footage, training details and suburbs to be used for promotional purposes by the Government of Western Australia and Commonwealth of Australia. The check box in the application portal must be ticked to substantiate this.
- Applicants must comply with Department of Training and Workforce Development standards in regard to training, workplace health and safety and industrial relations matters.
- Applicants agree to notify the Awards team immediately, should there be a change in an applicant's Circumstances with regard to their training or employment.
- Applicants must advise the Awards team of changes to their contact details.
- Individual finalists must participate in the Judging Day to remain eligible, which includes attending an interview.
- Eligible category winners\* must attend a two-day professional development workshop in October, before the Australian Training Awards finalist week and presentation dinner in November.
- Applicants acknowledge that should they win their WA Training Awards category, 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.

*\*Does not include the Cultural Diversity Training Award or International Student of the Year.  
Conditions of entry*

# Checklist

I have:

	selected the correct category and confirmed my eligibility to enter the WA Training Awards;
	addressed all of the selection criteria;
	ensured my response to the selection criteria is within the specified word limit and has been proofread by a friend or coworker;
	provided my contact and training details;
	completed all relevant tabs in the application portal;
	submitted my application via the online application portal by 5.00 pm on Friday 26 April 2024; and
	followed the WA Training Awards on social media for all the latest information and updates (Facebook, Instagram, LinkedIn, YouTube and Wordpress).

In the application portal, I have attached

	one written reference (all applicants);
	parent/guardian declaration (for under 18s);
	school endorsement (for applicants enrolled in school);
	employer endorsement (for applicants who are employed);
	CEO/MD endorsement and copy of my most relevant training and education certificate (Trainer applicants only);

# Checklist

In the application portal, I have attached (continued)

	a copy of my qualification certificate OR a signed letter from my trainer/lecturer, confirming I am on track to complete my trade certificate/qualification within the eligibility period;
	proof of Australian residency, such as driver's licence or passport (all applicants);
	a copy of my 500/572 Visa (International student applicants only);
	evidence that I migrated to Australia after 1 January 2018 (Cultural Diversity Training Award applicants only);
	a copy of my Visa under the Australian Humanitarian Program (Cultural Diversity Training Award applicants only);
	evidence that I migrated to Australia after 1 January 2018 (Cultural Diversity Training Award applicants only);
	a copy of my Visa under the Australian Humanitarian Program (Cultural Diversity Training Award applicants only);
	relevant supporting evidence such as awards, prizes, tables, graphs or photos.



**Amy Hunt**, winner of the Australian Apprentice of the Year Award 2023



**Holly Gudsell**, winner of the VET teacher/Trainer of the Year Award 2023

# Australian Training Awards

The Australian Training Awards are the peak national awards for the VET sector that showcase best practise in vocational education and training.

Winners from each state and territory (in aligned categories) have the opportunity to compete for a national award title.

There are also a number of awards that are available by direct entry.

- Outstanding Achievement in the VET and Skills Sector Award
- Excellence in Language, Literacy and Numeracy Practice Award
- Australian Apprenticeships – Employer Award
- School Pathways to VET Award

You can apply for these categories directly through the Australian Training Awards website – [australiantrainingawards.gov.au](https://australiantrainingawards.gov.au). You will also find all eligibility and criteria requirements on their website.

**AUSTRALIAN  
TRAINING  
AWARDS**

## Further information

You can contact us with any questions:

 **6551 5155**

 [watrainingawards@dtwd.wa.gov.au](mailto:watrainingawards@dtwd.wa.gov.au) 

 [dtwd.wa.gov.au/watrainingawards](http://dtwd.wa.gov.au/watrainingawards) 

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