# Bob Marshman Trainee of the Year

## **2025 drafting template**

The Bob Marshman Trainee of the Year award is presented to an individual who is undertaking a traineeship and has been outstanding in all aspects of their training.

Visit [desbt.qld.gov.au/qta-prepare](https://desbt.qld.gov.au/training/qta/enter/prepare-nomination) for help to prepare your nomination, including writing tips, [examples of successful nominations](https://desbt.qld.gov.au/training/qta/enter/prepare-nomination/example-nominations) and a handy checklist, so you can check that you have everything before you submit via the online nomination portal.



This drafting template is handy for composing responses to award criteria, before cutting and pasting them into your online nomination. Use it to jot down ideas and map out how you would like to respond. It’s also a great way to check spelling, grammar and word counts, and share with someone to review.

## Section A: Overview

The information in Section A will **not** be considered or used for judging purposes, but it may be used as your summary throughout the awards process.

## Section B: Selection criteria

### Addressing the selection criteria

This information will be considered and used for shortlisting and judging purposes. In your nomination, you must present your information in a way that clearly addresses the selection criteria. 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.

The selection criteria should be the focus of the nomination. In developing your nomination, you may wish to take into account the considerations listed under each criterion.

*Note: Considerations are not additional selection criteria but are provided to clarify what may be relevant to include when writing a response for each criterion.*

## Section A: Overview

Provide a short overview covering a description of the qualification you are enrolled in, your registered training organisation, and employer and host employer (if applicable) as well as your reason for choosing the industry and training path.

(Limit: 300 words)

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### Section B: Criterion 1: Career and study achievements

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?

(Limit: 400 words)

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### Criterion 2: Team and communication skills

Consider the 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?

(Limit: 400 words)

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### Criterion 3: Ability to be an ambassador for training in Australia

Tell us about:

* 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?

(Limit: 400 words)

Draft here

### Criterion 4: Other qualities and pursuits

You may wish to include information about:

* Have you had to address any challenges that have impacted 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?

(Limit: 400 words)

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