# School-based Apprentice or Trainee of the Year

## **2024 drafting template**

The School-based Apprentice or Trainee of the Year award is presented to a student who is undertaking a Certificate II or above qualification as a part-time school-based apprentice or trainee. The award recognises the student’s commitment to their formal studies at school and in the workplace.

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.

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.

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

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?

(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, 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?

(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 school?
* 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)

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### 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 school/workplace?
* What other qualities or activities do you feel would be useful in your role as School-based Apprentice or Trainee of the Year?
* What other community or industry involvement have you had?

(Limit: 400 words)

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