

## School-based Apprentice or Trainee of the Year

### 2025 eligibility criteria

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.

### Eligibility criteria

You can nominate yourself or someone else, provided you have their consent.

To be eligible, nominees must:

- be a permanent resident of Australia
- be undertaking/completing a Certificate II or above qualification through a school-based apprenticeship or traineeship
- be enrolled in school at the time of nomination\*
- have a registered training contract with the Queensland Government's Department of Trade, Employment and Training
- meet the [conditions of entry](#).

\*If no longer at school at the time of nomination, you may be eligible for another apprentice, trainee or VET student award category.

**Aboriginal or Torres Strait Islanders nominees** are also eligible for the Aboriginal and Torres Strait Islander Student of the Year award. To nominate, start a nomination for this category or another eligible individual award category, then tick boxes indicating you are of Aboriginal or Torres Strait Islander descent, and wish to also nominate for the Aboriginal and Torres Strait Islander Student award. Entrants will then be required to address one additional criterion on community engagement only.

### How to enter

The key to success is starting early. Everything you need to know to enter, including help to plan your nomination, is available from the [Queensland Training Awards \(QTA\) website](#).

Scan the code to go online and access:

- a [guide to preparing your nomination](#), including a handy checklist, writing tips, [drafting templates](#) and [examples of successful nominations](#)
- conditions of entry
- information on the judging process
- frequently asked questions
- [contact details for state and regional coordinators](#), who can assist you with your nomination.



Nominations are submitted online via a nomination portal. Access is available from the QTA website during the nomination period only.

You'll have to set-up an account, then complete nomination sections and hit submit. You can edit your nomination right up to closing time, even after you submit.

For help to plan outside the nomination period, you can also [express your interest](#) online.

## 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.

### Your summary

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)

## Section B: Selection criteria

Nominees will be judged against the following selection criteria:

- Criterion 1: Career and study achievements
- Criterion 2: Team and communication skills
- Criterion 3: Ability to be an ambassador for training in Australia
- Criterion 4: Other qualities and pursuits

### 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.*

### 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)

## 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)

## 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)

## 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)

## SECTION C: Attachments

Required:

- professional headshot
- 3-5 workplace or publicity photos, ensuring you have consent from everyone pictured ([learn more about photo requirements and access photography tips online](#))

Optional supporting material, such as:

- letters of support (e.g. a reference from your teacher, principal, employer or customers) – recommended
- newspaper, newsletter or other articles
- photocopies of awards or certificates.

Up to five (5) single A4 pages of optional supporting material of relevance may be provided. Excess optional items **will not** be passed onto judging panels for assessment.

Each attachment **must not exceed 10MB**. Accepted file types include JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX. Multimedia items (e.g. YouTube videos) or discs will not be accepted.



## What happens next?

- Nominations are shortlisted for phone or online interviews, with judging at regional and state levels.
- **July – Queensland Training Awards regional finals**, regional winners announced
- **September – Queensland Training Awards state final**, state winners announced
- **November – Australian Training Awards**, national winners announced.

## More information

For more information, [contact your state and regional coordinator](#) or [visit the QTA website](#).