

### PREAMBLE

Thank you for taking the time to consider nominating for the 2021 Apprentice of the Year Award.

Apprentices are the future of the industry. They play an integral role and make an enormous contribution to the businesses that employ them. By recognising the best apprentices at both State and National level we, as an industry, let the apprentice know we are looking for professional trades people and will recognise their excellence through these awards.

The Apprentice of the Year Award will be judged at a state level and state winners will be announced in August, 2021. The state Apprentice of the Year winners will then go on to be judged at the national level by competing in a practical CAPSTONE showcase where the National Award winner will be determined.

### SUBMISSION PROCESS

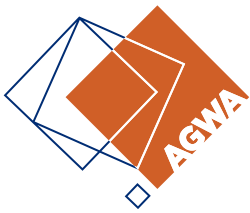
- **SECTION ONE** is completed by the Award Nominee. The Nominee must read and sign the Conditions of Entry ([page 2](#)). Once Section One is completed, the application form is passed onto the Registered Training Organisation.
- **SECTION TWO** is completed by the Registered Training Organisation, when it is completed the application is passed onto the Employer of the nominated apprentice (Award Nominee).
- **SECTION THREE** is completed by the Employer of the nominated apprentice (Award Nominee). The Employer must then return all three sections of the completed application to the AGWA representative. Melissa Baker: [melissa.baker@agwa.com.au](mailto:melissa.baker@agwa.com.au)

The completion and return of the Nominee Booklet plays a key role in the success of the Awards. We ask that you do not take the Booklet apart, but that it is simply passed from the RTO, to the Nominee, then to the Employer and finally returned to AGWA.

### SUBMISSION DEADLINE

All three sections must be completed. The Nomination Booklet must be received by AGWA by COB Friday, 30 July, 2021.

*Note: Only electronic submissions are accepted. Scan any supporting evidence and submit with the application in pdf format. Please do not mail printed portfolios as they will neither be used nor returned.*



### NOMINATION FOR THE AGWA APPRENTICE OF THE YEAR 2021

#### CONDITIONS OF ENTRY

1. Closing date for nominations is **30 July, 2021**.
2. Nominees must have been enrolled in formal Apprenticeship training between June 2020 and 30 July 2021.
3. Nominees must ensure the following is submitted:
  - Nomination details (pages 3-4)
  - Section One (pages 5-7) completed by Nominee.
  - Section Two (pages 8) completed by school or training organisation.
  - Section Three (page 9) completed by Employer (if applicable).
  - Folio to support work.
  - A copy of the design brief or similar.
4. Nominees agree to abide by the decision of the judging panel. All matters pertaining to the awards are final and no correspondence regarding the judging of the work of the finalists will be entertained.
5. If selected as a finalist, the Nominee must be prepared to engage in media activity as requested by AGWA or their media advisers.

#### ELIGIBILITY

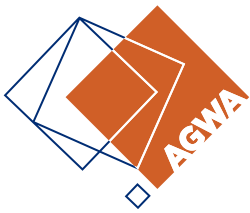
The AGWA Apprentice of the Year Award nominee must be employed by a financial AGWA member or is an Apprentice Glazier member of the AGWA.

#### NOMINEE CHECKLIST

Please ensure you have read through and understand this checklist. Tick all the boxes that apply to you before you email the booklet to [melissa.baker@agwa.com.au](mailto:melissa.baker@agwa.com.au)

- The Nomination details on pages 3-4 are completed
- The Nominee section is completed
- The School/training organisation section is completed
- The Employer section is completed (if applicable)
- Portfolio to support Nominee finalised
- Relevant photos of the work
- Video footage to support Nominee (optional)
- The design brief for Nominee's project (if applicable)

**CLOSING DATE FOR APPLICATIONS IS 30 JULY, 2021.**



### THE AWARD CATEGORIES

Please select state:

NSW  
SA

QLD  
WA

VIC  
TAS

### PLEASE SELECT THE AWARD CATEGORY OF YOUR NOMINATION

**APPRENTICE OF THE YEAR** – this award is presented to a 3rd or 4th year apprentice that is able to demonstrate a high level of capability and consistently demonstrates quality workmanship.

To be eligible for this award the apprentice must have been 21 or younger when they commenced their apprenticeship and must not have completed their apprenticeship before 1st June 2020.

Each winner from this category goes forward as the State entry for the National award to compete in the CAPSTONE assessment for National Apprentice of the Year.

**RISING STAR** – this award is presented to an outstanding apprentice within the 1st or 2nd year of their apprenticeship that consistently demonstrates quality workmanship.

To be eligible for this award the apprentice must have been 21 or younger when they commenced their apprenticeship.

**COMMERCIAL FABRICATOR / INSTALLER** – this award is presented to a 3rd or 4th year apprentice that is able to demonstrate a high level of capability in commercial fabrication or installation work.

**RESIDENTIAL FABRICATOR / INSTALLER** - this award is presented to a 3rd or 4th year apprentice that is able to demonstrate a high level of capability in residential fabrication or installation work.

**GLASS PROCESSOR** - this award is presented to a 3rd or 4th year apprentice that is able to demonstrate a high level of capability in glass processing work.

1. Justify your entry into your selected category.

- Only Glass and Glazing Apprentices are eligible for the awards (MSF30417 or MSF30418)
- State eligibility is determined by the State of Apprentice's Employment not by the State that training is conducted. (Eg an apprentice works in NSW but attends TAFE in QLD – will apply for a NSW award)
- Any apprentice that completed their apprenticeship from 1 June 2020 to the nomination closing date 30 July 2021, is also eligible for nomination.
- Nominees for the Rising Star and Apprentice of the Year award must have been 21 or younger when they commenced their apprenticeship.
- All state finalists will also be invited to an interview with the AGWA Apprentice Awards panel. The nominees performance at this interview will form 50% of the assessment of this application. Nominees will be sent the questions that will be asked prior to the interview so they have time to prepare their answers.



VERSION 2

### NOMINATION FOR THE AGWA APPRENTICE OF THE YEAR 2020

#### APPRENTICE NOMINEE DETAILS

Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### TRAINING ORGANISATION DETAILS

Name of Training Organisation: \_\_\_\_\_

Name of Trainer or Teacher: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Course Undertaken by Nominee:

MSF30418 Certificate III Glass and Glazing

Expected date of completion: \_\_\_\_\_

#### EMPLOYER DETAILS

*Note: This is the company that directly employs the Nominee.*

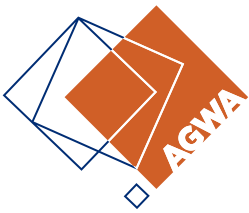
Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

**ALL SECTIONS OF THIS NOMINATION BOOKLET MUST BE COMPLETED**



### SECTION ONE

*To be completed by the Award Nominee*

Congratulations on being nominated to participate in the AGWA Apprentice of the Year Award 2020 as a potential Apprentice of the Year.

Please read the Conditions of Entry (page 2) and the Judging Criteria (page 2) and if you are able to provide all that is necessary, please sign below.

#### **DECLARATION**

I have read and agree to the conditions of entry and judging process as specified in the Conditions of Entry and Judging Criteria outlined in the information and will participate in relevant promotional activities as required by AGWA and agreed to by myself and my employer.

I also agree that AGWA may use my photograph in promoting the AGWA Apprentice of the Year Award as required.

Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **GENERAL INFORMATION**

1. What attracted you to the glass, glazing and window industry?



VERSION 2 2. Is there anything you would like to add in support of this nomination for AGWA apprentice of the year?

3. What are your career goals in the glass, glazing and window industry?

4. What do you think the glass, glazing and window industry can contribute to your state?



VERSION 2

5. Supply a portfolio of a project of work that you have completed or were a major contributor to. Your portfolio may include pictures, drawing or other documents and can be supplied via USB or file transfer (DropBox or WeTransfer). You must detail which parts of the work you did yourself and how you contributed to the team that completed the job.

I have submitted my portfolio to [melissa.baker@agwa.com.au](mailto:melissa.baker@agwa.com.au)

Yes

No

6. Please list any additional or attached information you have included to support your nomination. For example, letters of support, project plans, set outs, working drawings, etc.

### END SECTION ONE



VERSION 2

### SECTION TWO

*To be completed by the Registered Training Organisation*

You are invited to note any outstanding traits, talents or abilities demonstrated by the Nominee

<b>STUDENT CAPABILITY RATING</b>	Rating 1 = Acceptable, 2 = Very Good, 3 = Excellent	<b>1</b>	<b>2</b>	<b>3</b>
Ability to understand concepts				
Ability to perform the skills required				
Effective communication skills				
Ability to interact with others				
Ability to communicate with team members				
Ability to act responsibly in the training environment				
Ability to take initiative				
Commitment to workplace health and safety				
Commitment to quality workmanship				
<b>TOTAL SCORE:</b>				

2. Is there anything you would like to add in support of this nomination for AGWA apprentice of the year?

### END SECTION TWO





### SECTION THREE

*To be completed by the Employer*

1. Please provide your assessment of the work skills and attitude to work of the nominee Apprentice  
Employability rating

<b>STUDENT CAPABILITY RATING</b>	Rating 1 = Acceptable, 2 = Very Good, 3 = Excellent	<b>1</b>	<b>2</b>	<b>3</b>
Technical Ability and Understanding of Processes				
Productivity				
Quality of Work completed				
Attendance and punctuality at work				
Enthusiasm and level of interest in work				
Ability to understand instructions				
Ability to work in a team				
Commitment to learning new skills				
<b>TOTAL SCORE:</b>				

2. Please provide any additional comments about the nominee.

### END SECTION THREE