



2011 APPRENTICE AND TRAINEE OF THE YEAR AWARDS

Host Employer of the Year – Nomination Form

Nominator's Details (Host Employer Contact)

Organisation Name:
Contact Person:
Position:
Phone:
Fax:
Email:

Signature of Nominator: Date:

Entry Requirements - All entry requirements must be met to be eligible.

- Nomination form (fully completed and signed)
- Information provided by the nominee addressing the criteria as set out below (no more than 3 pages)
- Attachments eg copies of photos, awards, certificates etc. Do not send originals as MG is unable to return submissions (No more than 10 pages)
- Host Employer Biography – Max 250 words providing a description of the host employers business and scope of operations. Eg. Industry, size, specialisations, years in operation, achievements, etc.
- Host Employers that are represented on the My Gateway board are ineligible for this award.

How to Submit Your Nomination

Email: emma.milton@mygateway.org.au
 Post: PO Box 1354, Campbelltown NSW 2560
 In person: Suite 2.06, 4 Hyde Parade, Campbelltown
 Fax: 4627 1040

Copies

The nominee should submit one copy only. Submissions may be bound or unbound.

Nomination Checklist

The nomination should comprise of the following:	(mark completed)
■ Nomination form completed (this page)	
■ Information addressing the selection criteria	
■ Attachments: Certificates, photos or other visual information (if applicable [attached])	



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Assessment Criteria (Maximum of one page per criteria)

1 Commitment to the Apprenticeship & Traineeship System

Examples

- Numbers of apprentices and trainees in training currently and over time
- Take up/retention of apprentices/trainees in difficult business environments
- Willingness to take 'out of trade'/'mid-term' apprentices/trainees

2 Quality of Training Provided to Apprentices & Trainees

Examples

- Integration of on-the-job and off-the-job training
- Integration of training into business operations
- Availability and quality of supervision & supervisors
- Additional support and/or development offered to apprentices/trainees
- Provision of training over and above what is required for the apprenticeship/traineeship.

3 Quality of OH&S Systems

Examples

- Actively including apprentices/trainees in OH&S system
- OH&S innovations in the workplace

Plus

Brief Biography – Maximum 250 words describing host employers business and scope of operations



Entries must be received by Friday 2nd September 2011