

NOMINATION FORM:

Certificate III in Civil Construction
Trainee/Apprentice of the Year



The Industry Training Awards recognise the outstanding learning and development achievements of individuals within the civil construction industry.

EVENT DATE

Friday 25 August 2023

VENUE

Brisbane Convention & Exhibition Centre

TIME

6.30pm Pre-dinner drinks

7.00pm Dinner and awards commence

KEY DATES

31 May 2023 – Nominations close

June 2023 – Judging will take place

July 2023 – Finalists will be announced

EVENT INFORMATION

- ✎ One free ticket will be issued to each finalist to attend the awards night.
- ✎ Transport and accommodation are not included.

NOMINATION ELIGIBILITY

- ✎ All nominations must have formal approval from the nominee's employer, or by a person authorised to act on behalf of the employer; as well as the nominee themselves. Approval is enacted by signing this form.
- ✎ The nominee must have completed their training with Civil Train between 1 June 2022 – 31 May 2023,
- ✎ The employer and nominee must have adhered to the Training Contract with Civil Train.
- ✎ The nominee must have completed one of the following nationally accredited training packages: Certificate III in Civil Construction; Road Construction and Maintenance, General, Pipe Laying, Bridge Construction and Maintenance, Bituminous Surfacing or Certificate III in Plant Operations with Civil Train to nominate for the Certificate III award.
- ✎ All finalists should be available to attend the awards night on Friday 25 August 2023.

WHAT THE JUDGES ARE LOOKING FOR

Nominees for the awards will have demonstrated excellence and leadership in their chosen training qualification and attained significant achievements in their field.

IMPORTANT INFORMATION FOR PREPARING A NOMINATION

- ✎ Responses should be no longer than 300 words per question. Answers may be provided in another format (e.g. Word or in a specially designed PDF) but the entire nomination form must also be submitted with every entry.
- ✎ Each nomination requires at least one letter of support from the nominee's employer. Please do not contact Civil Train for letters of support as the trainers are involved in the judging process.
- ✎ Other support materials demonstrating excellence (i.e. references) should be attached and are strongly recommended.
- ✎ By submitting a nomination, the nominee and employer are giving CCF QLD permission to use and publish any photographs or video footage provided in the nomination or at the event.
- ✎ Please ensure that all personal information provided is accurate, as it will be used on all materials, certificates, media releases, etc.
- ✎ **All nominations must be submitted via email only to qldevents@ccfql.com no later than COB 31 May 2023. No physical submissions are required. Nominations not received by the deadline, or sent to the incorrect email address, may not be considered for judging.**

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PART 1

EMPLOYER TO COMPLETE

An authorised representative of the company is to complete the below details and sign to provide formal approval for the nomination, and all terms and conditions detailed. This representative will receive all awards correspondence.

1. COMPANY NAME:																																																											
2. CONTACT NAME:																																																											
3. POSITION:																																																											
4. PHONE:																																																											
5. EMAIL ADDRESS:																																																											
6. POSTAL ADDRESS:																																																											
7. YOUR RATING OF THE TRAINEE: <i>Please clearly tick the applicable box or line in-between</i>	<table border="1"> <thead> <tr> <th colspan="6">RATING CHART</th> </tr> <tr> <td colspan="6">(1 = Poor, 3 = Average, 5 = Outstanding)</td> </tr> <tr> <td></td> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>Reliability</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Initiative</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attention to Detail</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Teamwork</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Compliance</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					RATING CHART						(1 = Poor, 3 = Average, 5 = Outstanding)							1	2	3	4	5	Reliability						Initiative						Attention to Detail						Teamwork						Compliance						Communication					
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8. DOES THE NOMINEE MEET THE ELIGIBILITY REQUIREMENTS?	<input type="checkbox"/> YES		<input type="checkbox"/> NO																																																								
9. HAVE YOU ATTACHED A LETTER OF ENDORSEMENT? (AT LEAST ONE LETTER IS REQUIRED)	<input type="checkbox"/> YES		<input type="checkbox"/> NO																																																								
10. SIGNATURE:																																																											

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PART 2

NOMINEE TO COMPLETE

Please address the following nomination questions and provide practical examples. By signing below you are providing formal approval for the nomination, and all terms and conditions detailed.

1. NOMINEE NAME:	
2. EMPLOYER ORGANISATION:	
3. CIVIL TRAIN TRAINER:	
4. PHONE:	
5. EMAIL ADDRESS:	
6. PROVIDE AT LEAST THREE EXAMPLES OF HOW YOUR TRAINING HAS BENEFITED YOUR EMPLOYER:	
7. PROVIDE AT LEAST THREE EXAMPLES OF HOW YOUR TRAINING HAS ASSISTED WITH YOUR SKILL DEVELOPMENT, AND ALSO IDENTIFY TWO SKILLS ACHIEVED THROUGH YOUR TRAINING:	
8. SIGNATURE:	