

# NOMINATION FORM:

## Encouragement Award



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

### EVENT DATE

Friday 9 August 2024

### VENUE

Brisbane Convention & Exhibition Centre

### TIME

**6.30pm** Pre-dinner drinks

**7.00pm** Dinner and awards commence

### KEY DATES

**31 May 2024** – Nominations close

**June 2024** – Judging will take place

**July 2024** – 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 currently be enrolled and studying a Certificate II, III or IV or Diploma with Civil Train between 1 June 2023 – 31 May 2024.
- The employer and nominee must have adhered to the training contract with Civil Train.
- All finalists should be available to attend the awards night on Friday 9 August 2024.

### 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. This award recognises the outstanding effort of trainees currently enrolled and is awarded to an individual who shows passion and commitment to working in the civil industry.

### 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 a signed letter of endorsement 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@ccfqld.com](mailto:qldevents@ccfqld.com) no later than COB 31 May 2024. 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

### TRAINER TO COMPLETE

A trainer from Civil Train is to complete the below details and sign to provide formal approval for the nomination, and all terms and conditions detailed.

1. COMPANY NAME:																																																											
2. CONTACT NAME:																																																											
3. POSITION:																																																											
4. PHONE:																																																											
5. EMAIL ADDRESS:																																																											
6. POSTAL ADDRESS:																																																											
7. YOUR RATING OF THE TRAINEE: Please clearly tick the applicable box or line in-between	<table><thead><tr><th colspan="6">RATING CHART</th></tr><tr><th colspan="6">(1 = Poor, 3 = Average, 5 = Outstanding)</th></tr><tr><th></th><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																																																								

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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 ASSISTED WITH YOUR SKILL DEVELOPMENT, AND IDENTIFY TWO SKILLS ACHIEVED THROUGH YOUR TRAINING.		
7. PROVIDE AT LEAST THREE EXAMPLES OF HOW YOUR TRAINING HAS BENEFITED YOUR EMPLOYER.		
8. HAVE YOU ATTACHED A SIGNED LETTER OF ENDORSEMENT? (AT LEAST ONE LETTER IS REQUIRED)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. SIGNATURE:		