



## GWAWA Apprentice of the Year Award 2017

Thank you for taking the time to consider nominations for the 2017, Glass and Window Association of WA Apprentice awards, **Awards Night held on the 24<sup>th</sup> June 2017**, at the Rendezvous Hotel, Scarborough.

This National award is sponsored by:

Apprentices are the future of the Glass industry. They play an integral role in the future of the glazing sector and make an enormous contribution to the business's they are employed by. By recognising the best Apprentices at both State and National level we, as the industry, let the Apprentice know we are looking for professional trade's people and will recognise them through awards such as our State awards and the National Apprentice of the Year award. The best of the best.



All nominations must be prejudged by the nominating State Association as Apprentice of the year for that Association

We ask that:

- The Registered Training Organisation completes **Section One**. Once completed it needs to be passed onto the Award Nominee.
- The Award Nominee completes **Section Two**, making sure the Conditions on Entry and Judging criteria have been read and signed. Once completed it is passed onto the nominated Apprentices employer.
- The Employer completes **Section Three** and returns the completed form to the State Association for submission.

This State award is sponsored by:

The State Associations assistance with the distribution, 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 State Association, to the RTO then the Nominee then the employer and then returned to the State Association for submission. All three sections must be completed and Nomination Booklet must be received by the AGGA Training department by the close of business **26<sup>th</sup> May 2017**.



**Note Only electronic submissions are accepted, scan any supporting evidence and submit with the application in pdf format. Please do not send portfolios as they will not be used nor returned.**

The selected finalist from the GWA Awards Night will be invited and are expected to attend the Australian Glass and Glazing Conference awards Dinner tentatively to be held on **17<sup>th</sup> -19<sup>th</sup> August 2017** at **Hilton Adelaide South Australia**.

There are 3 State Apprenticeship Awards available – **Awards Night – 24<sup>th</sup> June 2017**

- Apprentice of the Year
- Rising Star Award – Glass Processing
- Rising Star Award – Glass and Glazing

Only the Apprentice of the Year will be eligible to attend the National Awards.

Should you have any questions regarding the completion of this year's Awards, please do not hesitate to contact Chris Lavender - [admin@gwawa.org.au](mailto:admin@gwawa.org.au)



## 2017 GWAWA and AGGA National Industry Training Awards

### Award Categories & Names

#### Certificate III Awards

LMF30611/MSF30413 Certificate III in Glass and Glazing

### Conditions of Entry

1. Closing date for nominations is **26<sup>th</sup> May 2017**
2. Nominees must have been enrolled in their formal training at some point in the calendar year of 2015 / 2016 or prior and / or be in their final year of their apprenticeship.
3. Nominees must ensure the following is submitted:
  - Front page completed
  - School/training organisation section completed
  - Nominee section completed
  - Employer section completed (if applicable)
  - Folio to support work completed
  - A copy of the design brief or similar
4. Nominees will be required to attend:
  - An interview, should it be deemed necessary; and
  - If selected as a State finalist, they will be invited to attend the Australian Glass and Glazing Association Conference Presentation Dinner hosted by AGGA **18<sup>th</sup> August 2017**
5. State Associations will be responsible for the delivery of nominee's portfolios to AGGA Training for judging of the National Awards.
6. 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.
7. If selected as a State finalist, the nominee must be prepared to engage in media activity as requested and/or activated by AGGA or their media advisers.



## Judging Criteria

Certificate III Glass and Glazing specific judging criteria can be found at page 12.

## Eligibility

The GWAWA and AGGA national Apprentice of the year will be selected only from the winner of a State Apprentice of the year.

## Nominee Checklist

All nominees,

Please ensure you understand and have read through this checklist and have ticked all the boxes that apply to you, before you email the nominee booklet back to:

**GWAWA Apprentice Awards**

**Attention: Chris Lavender - [admin@gwawa.org.au](mailto:admin@gwawa.org.au)**

Check List sheet. Please ensure all pages have been completed prior To Submitting to the judging panel.

- The Front page is completed
- The School/training organisation section is completed
- The Nominee section is completed
- The Employer section is completed (if applicable)
- Portfolio to support nominees finalised
- I have submitted some pictures of the work on a CD/USB/Cloud
- Video footage to support nominees is available (optional)
- The design brief for nominee's project is attached (if applicable)

**NOTE: CLOSING DATE FOR APPLICATIONS IS 26<sup>th</sup> May 2017**



GWAWA Apprenticeship Award procedure



## GWAWA and AGGA National Industry Training Awards Nomination Booklet

<b>Nomination for the AGGA National Apprentice of the Year 2017</b>		
Certificate III in Glass and Glazing <input type="checkbox"/>		
State Winner: <input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> VIC <input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> TASSI <input type="checkbox"/> NT		
<b>Nominee Details</b>		
<b>Give Name:</b>	<b>Family Name:</b>	
<b>Address:</b>		
<b>Suburb:</b>	<b>P/code:</b>	
<b>Mobile:</b>	<b>Work :( )</b>	<b>Home :( )</b>
<b>Email:</b>		
<b>Training Organisation Details</b>		
<b>Name of Training Organisation:</b>		
<b>Name of Trainer or Teacher:</b>		
<b>Phone: ( )</b>	<b>Mobile:</b>	
<b>Email:</b>		
<b>Course Undertaken:</b> Please tick relevant qualification.		
LMF30611 Certificate III in Glass and Glazing <input type="checkbox"/>		
MSF30413 Certificate III in Glass and Glazing <input type="checkbox"/>		
<b>Date of completion of course:</b> ____ / ____ / ____		
<b>Employer Details</b> Note: This is the company that directly employs the nominee.		
<b>Name of Company:</b>		
<b>Contact Name:</b>		
<b>Address:</b>		
<b>Suburb:</b>	<b>P/code:</b>	
<b>Mobile:</b>	<b>Work :( )</b>	
<b>Email:</b>		

**\*\*\* All sections of this nomination booklet must be completed fully\*\*\***



## SECTION ONE

To be completed by the Registered Training Organisation

**You are invited to note any outstanding traits, talents or abilities demonstrated by the nominee.**

**You may use the areas below as guidelines.**

1. Please supply a brief statement including reference to and including things such as:

- ability to understand concepts
- ability to perform skills required
- communication skills
- ability to interact with others
- ability to act responsibly in the training environment
- ability to understand the process
- ability to take initiative

(if more space is required continue using section 4 on the next page)

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2. Particular additional units of training undertaken which may be worthy of note.

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3. Community service or extra curricula activity that the Nominee is involved in.

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## SECTION TWO

To be completed by the Award Nominee

Congratulations on submitting a nomination to your State Association as a potential national Apprentice of the year and to participate in the **2017 AGGA National Industry Training Awards**.

When known for the National Awards your State Association will explained to you that you have been nominated as an Award Nominee and your requirements to complete this nomination. We ask in advice that we prepare this detail in readiness should you be the award winner.

Please read the conditions of entry (Page 2) and the judging criteria (Page 12) and if you are able to provide all that is necessary, please sign below.

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 the GWA and AGGA and agreed to by myself and my employer.

I also agree that the GWA and AGGA can use my photograph in promoting the AGGA National Training Awards (Apprentice of the Year) as required to promote the awards.

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_









## **SECTION THREE**

### **To be completed by the Employer**

- 1.** Please provide your assessment of the nominee's work skills. (You might like to consider technical ability, understanding of processes, quality of output, productivity, decision-making ability.)

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- 2.** Please provide your assessment of the nominee's attitude to work. (e.g. attendance, punctuality, attitude to tasks, enthusiasm, and level of interest in work related issues).

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- 3.** Please provide your assessment of the nominee's communication skills. (e.g. listening skills, ability to understand instructions, ability to express ideas, awareness of broad industry issues, ability to communicate with co-workers.)

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**GWAWA Apprenticeship Award procedure**



**AGGA JUDGING CRITERIA – Glass and Glazing Certificate III in Glass and Glazing**    J1  J2

**Judge:** Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

**Applicant:** Given Name \_\_\_\_\_ Family Name: \_\_\_\_\_ State: \_\_\_\_\_

**PROJECT DESIGN 55%**

1. Portfolio Note: Each section is marked against the maximum score shown								Awarded %
1. Explanation of why they were attracted to the industry							5%	<b>Maximum 55%</b>
2. Nominees vision for further education (CPD) – Realistic? Relevant?							5%	
3. Nominees career goal in the glass industry. Realistic? relevant							5%	
4. Nominees thoughts on how they believe glass industry can contribute to their State							5%	
5. Portfolio								
5. a. Layout and neat ness of the project submission							5%	
5. b. Complexity of project. This is at the discretion of judges and is based on the amount of effort and skill the nominee required to produce this project							20%	
Easy	1 – 5 <input type="checkbox"/>	Moderate	6 – 10 <input type="checkbox"/>	Difficult	11- 15 <input type="checkbox"/>	Very difficult		
5. c. Level and quality of the support documentation							5%	
6. Workplace health and safety requirements are observed throughout the project							5%	

**EMPLOYABILITY SKILLS 25%**

2. Employer and training organisation input			<b>Maximum 30%</b>
1. Employer reference (Nomination reference)		20%	
2. Training organisation reference (Nomination reference)		10%	

**Judges' comments and discretionary points 15%**

3. Judges general comments and discretionary points.		15%	<b>Maximum 15%</b>
Signed: _____			

<b>Maximum Total Score 100%</b>		<b>Achieved score</b>
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