



2024
AWARDS CEREMONY

NOMINATION FORM

Nominee Name:

Contact number:

Email:

Please select the category you are nominating for:

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Institute of Skills and Training - Student of the Year

1. CHECK YOUR ELIGIBILITY

ARE YOU ENROLLED INTO A QUALIFICATION WITH THE INSTITUTE OF SKILLS AND TRAINING AUSTRALIA?

✓ Completed a Certificate II or above qualification through the Institute of Skills and Training between 1 July 2023 and 30 June 2024.

Entries close 10pm 4 February 2024

Submit your collated and completed nomination via email as one attachment to:

marketing@gtntgroup.com.au | Please ensure the file size is no larger than 5MB.



2024
AWARDS CEREMONY

CELEBRATING TRAINING EXCELLENCE AND ACHIEVEMENTS
OF GTNT GROUP APPRENTICES, TRAINEES,
SUPERVISORS AND HOST BUSINESSES.

KEY DATES & INFORMATION

Nominations Open

4 December 2023

Nominations Close

4 February 2024

Tickets on sale

1 March 2024

Individual Judging

26 February - 8 March 2024

Awards Ceremony

31 May 2024

Mindil Beach Casino Resort

How to complete and submit your nomination

1 - Check your eligibility

Review your eligibility for each award category.

2 - Read the conditions of entry and note the key dates, selection process and further commitments

Review the conditions of entry and key dates and ensure that you agree to these conditions, dates, and commitments.

3 - Complete the nomination form

Complete the nomination form and ensure you have filled in all sections.

4 - Address the selection criteria *

**The award criteria should be the focus of your application; however any relevant evidence may be provided so long as it does not exceed the word and page limits. The selection criteria must be addressed, and the application completed by you (the nominee). Nominators have the opportunity to briefly explain their reasons for making the nomination of the applicant in Section A. Any material in excess of the word and page limits will not be forwarded to the judging panel.*

5 - Complete the declaration form

Ensure all relevant parties have signed.

6 - Sign the talent release form

Complete the talent release form and ensure you have filled in all sections.

7 - Include certificates and awards

Copy certificates and awards you have and enclose them in with your entry.

8 - Checklist

Complete the checklist to ensure you have provided everything that is needed.

9 - Submit your nomination

Collate your nomination form, selection criteria and attachments and send in your entry. **All sections must be completed. Incomplete nominations will be returned to the applicant and not accepted until they are completed in full.** The method for submitting your completed nomination is via email as **one file** to: marketing@gtntgroup.com.au

Please ensure the file size is no larger than 5MB and labelled with your full name and category.

If you have any problems submitting your nomination, please contact the GTNT Group Marketing team on marketing@gtntgroup.com.au

2. READ THE BELOW

Conditions of entry:

- All applicants will need to read and agree to the *Conditions of Entry* prior to submitting their nomination.
- The closing time and date for all nominations is 10pm, 4 February 2024. No nomination will be accepted after this date.
- All nominees must complete a nomination form and answer all criteria. You may ask your Employment Specialist for assistance in completing your nomination.
- Nominees must meet all other eligibility criteria.
- Nominees for individual categories must be employed or managed by GTNT Group.
- Organisational categories must be an active partner with GTNT Group.
- Nominees must agree to abide by the decision of the judging panel, which is final and cannot be appealed.
- Finalists and winners must agree for their photographs, profiles and training details to be used for promotional purposes by GTNT Group and their host business.
- Finalists must be prepared to make a short video (in their workplace) for use on the presentation night.
- Finalists and winners must be prepared to be involved in promotional events and activities if required.
- Nominees must be available during the judging process for an interview, refer to key dates for specific dates.
- All finalists must be available to attend the GTNT Group Awards Night, refer to key dates for individual region dates.
- Winners of individual categories must be prepared to present a short speech upon receiving their award.

Winners of selected categories that transfer across to NT Training Award categories, need to know they will be expected (in consultation with their GTNT Group Employment Specialist) to submit a nomination form, and must make themselves available for the NT Training Awards Ceremony in September 2024, date to be confirmed.

SELECTION PROCESS

- *Written applications will be assessed against the selection criteria to determine shortlisted nominees (finalists).*
- *Judging interviews will take place beginning of March 2024. The judges will ask a series of questions that directly relate to the selection criteria.*



3. NOMINATION FORM

All sections must be completed in full.

CATEGORY:			
Nominee Name:			
Nominee is (please tick):			
Personal details			
Title:			
Given name/s and surname:			
Postal address:			
Telephone – Work:		Home:	
Mobile:		Email:	
Date of Birth:		Age:	
Full name of qualification completed or due to be completed and course code: (for example BSB30110 Certificate III in Business)			
(include a copy of your qualification certificate if completed, or a statement of attainment for all units completed to date)			
Completion date or due date:			
Employer details			
Name of employer:			
Contact person:			
Position:			
Telephone:		Mobile:	
Postal Address:			
Email:			
Host Business details (if applicable)			
Name of Host Business:			
Contact person:			
Position:			
Telephone:		Mobile:	
Postal Address:			
Email:			



Registered Training Organisation details			
Name of Registered Training Organisation:			
Contact person:			
Position:			
Telephone:		Mobile:	
Postal address:			
Email:			
Nominators contact information			
Nominees for this award can self-nominate or be nominated by another person. If the nominator is the same representative from the above registered training organisation, employer or Host Business please indicate here:			
Name:			
If the nominator is different to any of the above, please complete the section below			
Given name and surname:			
Relationship to nominee:			
Organisation:			
Position:			
Telephone:		Mobile:	
Postal address:			
Email:			
How did you hear about the GTNT Group Awards			
Please tick all that are appropriate to you			
Hot 100 – Radio	TerritoryQ Magazine	Other, please state:	
Employer Referral	Google Search		
Facebook	TV		
Instagram	NT News		
LinkedIn	YouTube		
NT Government Staff	Word of Mouth		
School Counsellor	Career & Job Expos		
Website	Employment Specialist		



CRITERIA 1 : OVERVIEW (500 WORDS)

Please provide an overview of your reason for nominating for this award. You may wish to include some of the following information:

- Your reason for choosing your qualification
- Highlights from your training so far, and how has it changed or impacted on you?
- Any community or industry involvement
- Describe the personal qualities you think are important to complete your qualification

CRITERIA 2: TEAM AND COMMUNICATION SKILLS (400 WORDS)

Consider things such as:

- Have you had to address any challenges that have impacted on your training?
- When have you been required to use initiative either in your training, your personal life or your workplace?
- What do you like about working in a team setting?
- What traits do you think are important to work successfully within a team?



5. Declarations

All sections must be completed in full

2024 NOMINATION FORM						
Nominee Name:						
Apprentice declaration						
I have read the nomination information and agree to the conditions of entry as detailed in this nomination form.						
Signed:		Date:				
Employer declaration						
I agree to release the short listed applicant to attend the judging process.						
Signed:		Date:				
Name:						
Host Business declaration (if applicable)						
I am familiar with the training progress and achievements of this nominee and I endorse this application.						
Signed:		Date:				
Name:						



6. Privacy Notice and Talent Release

Privacy Notice and Talent Release

Privacy Notice

You are providing your personal information to GTNT Group or your personal information has been provided by a third party for the purpose of your nomination for, and subsequent participation in, the GTNT Group Awards Ceremony.

GTNT Group will handle your personal information in accordance with GTNT Group's Privacy Policy, which also outlines how you can access or seek to correct your personal information, or lodge a complaint. Your information will only be shared as necessary with relevant staff, judges and event organisers to progress your nomination for, and attendance to, events and activities associated with the GTNT Group Awards. GTNT Group will otherwise only disclose your information if it is required or authorised by law. If you choose not to provide your personal information, GTNT Group will be unable to progress your nomination.

Talent Release

GTNT Group collects your personal information in the form of photos, video and/or audio recordings of you in attendance at the Gala Dinner and seeks permission to use this personal information in advertising, documents, promotional materials, websites and social media accounts. Photos, video (now referred to as images) and/or audio recordings or other personal information described in this form may be supplied to GTNT Group staff, contractors or service providers (i.e. graphic designers) engaged by GTNT Group to produce these materials.

The personal information will not be provided to any other person or organisation for purposes other than described. The images or audio recording and a copy of the talent release form may also be stored on GTNT Group's Image Library. All finalists give permission for GTNT Group to use their name and photographs, video or audio recordings for marketing and promotional purposes including but not limited to printed publications, newsletters, posters, advertisements, websites, social media, television commercials, billboards, and cinema and radio advertisements.

The permission will continue until a request to revoke permission is submitted in writing to GTNT Group. In the situation where permission is revoked, every effort will be made to remove the image from future distribution; however this may not be possible or practical in some situations.

☐ **I HAVE READ AND UNDERSTAND THE ABOVE**



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Name:	
Guardian name if under 18 years:	Phone:
Email:	
Do you identify as being of Aboriginal or Torres Strait Islander descent? <i>Wherever possible, GTNT Group will remain sensitive to cultural, family and personal sensitivities. This information is optional and will not be used for any purpose involving discrimination.</i>	
Signature <i>(if under 18 years of age, must be signed by parent/guardian)</i>	Date:
Notes or special considerations:	

INFORMATION ABOUT HAVING VISUAL AND / OR AUDIO RECORDINGS TAKEN OF YOU FOR GTNT GROUP.

Before you agree to any images or audio recordings of you being used by the GTNT Group, there are some important things you need to know.

What will happen to my images once they are taken?

GTNT Group will store your images digitally in its photographic library database. The talent release form that you signed will be filed with your images. Once stored in the database, your images may be used by GTNT Group for a wide variety of purposes, ongoing, until advised otherwise by you in writing.

Where will my images or audio be used?

Your images may be used in a variety of applications. Some of the typical places could include printed brochures and flyers, newspaper advertising, magazines and journals, television commercials, radio commercials, events and displays, newsletters, websites and social media channels, outdoor billboards and banners, bus advertising and others as required. Your image may be used in situations that are unrelated to the original purpose for which they were taken.

What if I don't want my photograph to be used somewhere?

It can be quite a surprise to see your photograph blown up two metres tall at a display, or to suddenly find yourself appearing on television. You need to be aware that your photograph may be used in these situations unless you ask for it not to be. If there are circumstances where you do not want your photo used, make sure you write that down on the Talent Release Form you sign.

I had my photograph taken but I no longer want it used. How can I get it taken off the database?

You should email the address on this form to let us know.

Why do you need to know if identify as being of Aboriginal or Torres Strait Islander decent?

GTNT Group delivers a wide range of services and information programs specifically designed to reach Territorians who identify as being of Aboriginal or Torres Strait Islander descent and we appreciate that there may be certain cultural sensitivities about using your image.

You are entitled to access and amend the information provided by you.

For more information or to update your records please contact GTNT Group on marketing@gtntgroup.com.au

www.gtntgroup.com.au

7. Certificates and Awards

Enclose copies of up to five (5) single A4 attachments: certificates, awards etc. related to your study (please do not send originals as they will not be returned).

8. Checklist

Before submitting your nomination, please check:

- ☐ You are a permanent resident of Australia and reside in the NT.
- ☐ All of the assessment criteria have been individually addressed within the word count applicable for each criterion.
- ☐ The nomination in its entirety has been completed by you.
- ☐ The nomination has been endorsed by your employer (if applicable).
- ☐ The nomination has been endorsed by your registered training organisation.
- ☐ Someone you trust has read and checked your application.
- ☐ The talent release form is completed, signed and included in your nomination.
- ☐ You have enclosed copies of certificates, awards etc. related to your study (please do not send originals as they will not be returned).
- ☐ You and your employer acknowledge if short listed you must be available to attend the judging process.
- ☐ You and your employer acknowledge should you be a finalist, you must be available to attend the GTNT Group Awards Ceremony on **Friday, 31 May 2024**.

9. Submit your nomination

The preferred method for submitting your completed nomination is via email as one attachment to: marketing@gtntgroup.com.au

All sections of the nomination form, talent release form and criteria must be completed and addressed. Incomplete nominations will be returned to the applicant and not accepted until they are completed in full.

If you are submitting your nomination via email, please:

- Save a copy of your document
- Ensure your nomination document file name included your full name, a hyphen (-), and the category you are applying for. For example; *John Smith – 2024 Supervisor of the Year*

If you have any problems submitting your nomination, please contact the GTNT Group Marketing team on marketing@gtntgroup.com.au