



NOMINATION FORM ENGINEERING

*Engineering Taranaki Consortium
welcomes your nomination for this
year's Apprenticeship Awards.*



NOMINATIONS CLOSE 5 OCTOBER 2018

*Conditions of closing date: Nomination Forms must be received at the offices of
Engineering Taranaki Consortium no later than 4.00pm on Friday 5 October.*

NOMINEE/APPRENTICE TO COMPLETE

FULL NAME:

CONTACT HOME PH: MOBILE:

EMAIL:

ADDRESS:

(Documentation will not be returned to nominees post the Awards evening unless otherwise requested. Please make this clear in your nomination).

WHAT YOU NEED TO DO

- **PLEASE ATTACH YOUR CURRENT CURRICULUM VITAE (C.V.)**
- **PLEASE ATTACH PROOF OF UNIT STANDARD(S) ACHIEVED**
- **EMPLOYERS LETTER OF ENDORSEMENT**
- **SUPPLY WORKPLACE PORTFOLIO**
 - Junior - level 2 unit standard
 - Senior - level 3 or 4 unit standard
 - Supply evidence in the form of photos, description, plans, drawings, etc of a job or project that you have been a part of, in the workplace, in the last 12 months. You will need to clearly outline your involvement/contribution to this job/project.The unit standard can be one that you have already been assessed on. (No unit standard result will be credited as part of this judging process)
- **YOU WILL BE JUDGED ON:**
Your part in the job/project and the quality/quantity of your supplied evidence.
- **COMPETENZ E-LEARNING AWARD (optional)**
For those apprentices who wish to enter this award, please indicate in the Awards section.

WHAT YOU WILL BE JUDGED ON

- **CURRICULUM VITAE (C.V.)** Is it up to date? Correct grammar? Good format? Shows skills/experience? Shows interests?
- **PROOF OF UNIT STANDARD(S) ACHIEVED** Is it a recent copy?
- **PLEASE ATTACH A LETTER OF ENDORSEMENT FROM YOUR EMPLOYER**
- **WORKPLACE PORTFOLIO**
 1. Relevance of evidence to assessment conditions stated in the assessment guide
 2. Completion of assessment guide (*All relevant sections filled out correctly*)
 3. All necessary documentation included (*e.g. Record of Learning (R.O.L) if pre-requisites stated, work site procedures, photos, drawings etc*)
 4. Workplace verification (*has it been signed by your employer?*)
 5. Scope of work carried out (*e.g. Complexity of job, your part in the job*)
 6. Was it all your work or did you work as part of a team etc...
 7. Detailed information and photographic evidence of a project that you have been involved in, in the workplace.
- **COMPETENZ E-LEARNING AWARD** - Progression and quality of answers.
- **SPECIAL PRIZE** - Detailed information and photographic evidence of a personal project (homer) that you have made/created outside of work hours in your own time. **Note: This special prize is a separate project to the workshop project.**

The Judges decision is final and no correspondence will be entered into.

SUPPLY A LETTER OF ENDORSEMENT FOR YOUR APPRENTICE'S APPLICATION

In your letter please include the following information:

1. Apprentice's work ethics and attitude
2. How you rate your apprentice's current trade skills and anything they may need to improve on
3. Any examples of how your apprentice has contributed to being a 'team player' in the workplace
4. Any unique jobs/projects your apprentice has been a part of
5. Any examples of how your apprentice has contributed to health and safety in the workplace
6. Any courses that your apprentice has completed outside of the apprenticeship requirement (eg. HSE, rigging, slinging, etc...)

AWARDS

SENIOR	Awarded to an apprentice who has completed 2 or more years or completed 4000+ hours.	Prize is to the value of \$500
JUNIOR	Awarded to a first or second year apprentice who has completed up to 4000 hours.	Prize is to the value of \$250
OPEN	Entry is open to all apprentices at any stage of their apprenticeship.	Prize is to the value of \$500

CATEGORIES

✓ Please tick the category you wish to enter (Senior, junior or open)

SENIOR	JUNIOR	OPEN	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NATIONAL CERTIFICATE IN MECHANICAL ENGINEERING GENERAL
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NATIONAL CERTIFICATE IN MECHANICAL ENGINEERING ALL OTHER STRANDS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	FABRICATION - LIGHT
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	FABRICATION - HEAVY
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	REFRIGERATION & AIR CONDITIONING
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HEATING, VENTILATION & AIR CONDITIONING

OTHER AWARDS

✓ Please tick the Award(s) you wish to enter

- WITT EXCELLENCE AWARD**
- E-LEARNING TRAINEE OF THE YEAR AWARD**
- THE YEAR 1 NEW ZEALAND APPRENTICE OF THE YEAR AWARD**

SPECIAL AWARD

✓ Please tick the Special Prize Engineering if you wish to enter this

- SPECIAL PRIZE ENGINEERING**
If you would like a chance to win this \$500 auto welding helmet, please supply photos and a description of a personal project that you have completed outside of work (can be for you or a mate/family member). You will be judged on the content you supply, the uniqueness of the project, and your workmanship.

Kindly Donated by



Awarded to the apprentice exhibiting outstanding excellence over all awards.

The ETC prize is a travel voucher to the value of **\$1000**

Please note that you will need to indicate in the tick boxes above, that you wish to enter for a chance to win one of these special prizes. *If you have any questions about the special prizes, call ETC on 759 1800 for further information.

CHECKLIST

HAVE YOU INCLUDED THE FOLLOWING WITH YOUR APPLICATION?

- ✓ C.V.
- ✓ Proof of ROL
- ✓ Employer letter of endorsement
- ✓ 'On-job' Workplace Assessment at the correct Level
- ✓ Workshop portfolio
- ✓ Evidence for Competenz E-Learning Award



Make sure you have ticked the category(s) inside that you wish to enter



SEND THIS NOMINATION FORM TO:

Engineering Taranaki Consortium 2018 Apprenticeship Awards, PO Box 968, New Plymouth 4340.
Alternatively courier QR drop off to 9 Robe Street, New Plymouth by **Friday 5th October 2018**.

If you have any questions regarding the Awards:
email: AppAwards@engineeringtaranaki.co.nz or phone: (06) 759 1800.

CONDITIONS OF ENTRY:

Nominations close Friday 5th October 2018
Judging commences Monday 15th October 2018

The Judges decision is final and no correspondence will be entered into.

AWARDS NIGHT

Attendance at the Awards evening requires a high standard of dress. Engineering Taranaki Consortium have the right to refuse any persons who are intoxicated or become so at the Awards evening.

WINNERS WILL BE ANNOUNCED AT THE APPRENTICESHIP AWARDS CEREMONY ON 8TH NOVEMBER 2018.

This signed entry form indicates acceptance of entry criteria and permission by the Apprentice and Employer for Judges to gather and examine work related educational information. Documentation will not be returned to nominees post the Awards evening unless otherwise requested. Please make this clear in your nomination.

In submitting this nomination form, you give consent to ETC to publish photographs, comments for specific use post the 2018 awards. Publications may include ETC website, media coverage and promotional activities post the awards.



www.engineeringtaranaki.co.nz