

# NSW Training Awards 2026

## School-based Apprentice/Trainee of the Year

### Eligibility and Selection Criteria

**Nominations close 2 February 2026**



The NSW School-based Apprentice or Trainee of the Year Award is presented to a student who is undertaking a **Certificate II or above qualification as a part-time School-based Apprentice or Trainee** recognising the student's commitment to their formal studies at school and in the workplace.

## Eligibility Criteria

To be eligible for this award you must:

- be an Australian citizen or permanent resident of Australia;
- be undertaking/completing a Certificate II or above qualification through a School-based Apprenticeship or Traineeship;
- have a registered training contract with the NSW Department of Education;
- be enrolled at school throughout 2026 (if you are no longer enrolled at school, you may be eligible to be nominated in another category if all eligibility criteria are met); and
- have an appropriate Endorser specified. Your Endorser must provide their endorsement comments to your submitted nomination in order for it to be eligible.

Individuals who have won at the state level may nominate again, provided there is a grace period of 1 year.

**Your region is based on your training address (this is usually your workplace)**

*Photo: Amali Rollinson,  
2025 NSW School-based Apprentice/  
Trainee of the Year*

## Preparing your nomination

How do I nominate?

In 2026, the NSW Training Awards have changed to self-nominations. This means that you will lodge your own nomination and must specify an Endorser as part of it. Any nominations without an endorser will be deemed ineligible.

Please collate your supporting documentation as outlined on Page 2.

## What is an Endorser?

An endorser is someone who validates your nomination. This endorsement supports your nomination.

An endorser can be:

- Employer or host employer
- Representative from your RTO
- Career Adviser, Principal, Teacher from your school
- Group Training Organisation (GTO)
- Apprentice Connect Australia Provider (ACAPs)

Once you have submitted your nomination, your Endorser will receive an email requesting them to endorse your nomination. This is an essential requirement for all nominations.

## Endorser Comments

Endorsers are required to submit a response that outlines why you should be recognised for your achievements.

They may want to cover:

- your job skills
- your training
- your industry knowledge
- your personal skills



## Section A: Overview (300 word limit)

Provide a short overview covering a description of the qualification you enrolled in, your RTO and employer as well as your reason for choosing this industry and training pathway.

*Note: This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process.*

## Section B: Entry Criteria

You are required to address each criterion. Your responses are used to assess your nomination and shortlist nominees for interviews.

Please ensure your responses clearly address each criterion, using examples and evidence to support your statements. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you in honing other skills or undertaking other pursuits.

In developing your nomination, you may wish to consider some of the suggestions outlined below. These considerations are not additional criteria, but are provided to clarify what may be relevant to include when writing against the criteria.

### Criterion 1: Career and study achievements (400 word limit)

Consider things such as:

- Why did you choose your course?
- How has the training changed or impacted you?
- What have you gained from it?
- How has your job assisted your skills development?

### Criterion 2: Team and communication skills (400 word limit)

Consider any skills you have developed through your training, such as:

- What have you been able to tell others, students, mates etc. about your training?
- What do you like about working in a team setting?
- What traits do you think are important to positively influence others?

### Criterion 3: Ability to be an Ambassador\* (representative) for training in Australia (400 word limit) \*Ambassadors are representatives for Vocational Education and Training in NSW and Australia.

Tell us about:

- Provide examples where you have taken a leadership role inside or outside of school
- What other activities have you been involved in where you have been a representative?
- How would you describe the quality of your training?

### Criterion 4: Other qualities and pursuits (400 word limit)

You may wish to include information about:

- 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 school/workplace?
- What other qualities or activities do you feel would be useful in your role as School-based Apprentice or Trainee of the Year?
- What other community or work experience have you had?



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## Supporting Attachments

The Award criteria should be the focus of your nomination. Relevant evidence can be provided to support your nomination. Any supporting attachment should be referenced in your nomination. **Minimum of 2 and maximum of 5 attachments.**

- » **Reference letter from your school**  
Confirmation from your Principal or teacher stating that you are enrolled in school at the time of entry nomination.  
**This is an essential attachment..**
- » **Course confirmation**  
**This is an essential attachment.**  
Confirmation of the qualification you are undertaking at the time of your nomination.
- » **Awards and prizes**  
Copies of any certificates or prizes you may have received such as a sporting award, community service award or special recognition by your employer.
- » **Resume**
- » **Reference or letter of support**  
A reference or letter of support from either your employer/host employer, trainer or teacher.
- » **Workplace/training action photos**  
Action photos of you in your workplace or in training.