



Nomination Writing Guide

About the awards

The NT Training Awards (NTTA) recognise excellence and outstanding achievement by Territory businesses, training organisations, apprentices, trainees and students in the vocational education and training (VET) sector.

The awards offer finalists access to opportunities in their industry and provide the opportunity to be part of an elite group of ambassadors representing the Territory's best in vocational education and training.

Eligible winners of each state and territory awards go on to represent their state or territory at the Australian Training Awards (ATA).

Who is your audience?

The NTTA are the entry into the ATA. If you are successful in the NT awards - *and your entry is eligible to proceed to the ATA* – the nomination that you are completing now will be the nomination that is submitted to the national program. There are no opportunities to amend or update your submission between the NTTA and ATA process.

Your audience are the NT judges AND the ATA judges!
Be bold, be confident and write to your end audience – the ATA judges.

What are the judges looking for?

Judges are looking for **ambassadors** of the VET industry. VET ambassadors exemplify passion and drive and show initiative in their chosen field of work and study. They display leadership, explore alternate training and career paths and promote their industry and VET pathways. ATA finalists are invited to become Ambassadors for the VET sector as members of the [Australian VET Alumni](#).

Are you writing as a business or an individual?

Regardless of if you are nominating as a business or an individual you can use this guide to write about you or your business.

Preparation

Preparation is key to writing a successful nomination! Don't leave your nomination to the last minute. We recommend:

- Download a blank nomination form from the [NT Training Awards](#) website or nomination platform (when you start an entry, a blank entry form will become available to download for the relevant award you have selected).
- Write/draft your nomination offline so that you can spell check, proofread and review your word count.
- Seek support from a teacher or trainer to review your submission to help you submit the best entry you can.

TIP: Start your nomination straight away with just your personal details so that you are in the system. When you are in the system, you will be sent prompts and reminders about closing dates.

Getting started - create a timeline

- Start a chronological timeline of your career/training and life history.
- Add accomplishments and obstacles that have been significant to your training. Even if it doesn't seem important it's good to be across the FULL story. This will help you create your biography, overview or elevator pitch!
- Understand your 'why' - uncover your motivations and your purpose. This humanises your actions and makes them feel more genuine.
- Ask these reflective questions to get you started
 - What are your strengths that others acknowledge?
 - How did you get to where you are?
 - What are 5 words to describe you?
 - What are your values?
 - Why do you do what you do?
 - What do people say about you?
 - What sets you apart?

Talk to people

Discuss with people involved with your training to gather their experiences, thoughts, feedback and language about you and your strengths and achievements. This may remind you of something worthwhile or suggest supporting material, and often others speak a lot higher of us than we do of ourselves.

The use of AI systems

AI systems can be helpful in these nomination situations; however, we recommend you use it as a tool and not to answer questions completely. You must always read the details any AI system generates to ensure it is in line with your answers. Discretion is with the NTTA team and judges for entries to not be considered if it is apparent care has not been taken to complete the answers yourself, but rather completely using an AI system.

Writing tips

- Prepare a list of people to discuss/review your nomination with
- Remember your audience - for eligible categories, winning submissions will also be sent to the judges for the Australian Training Awards. Local terminology or references may not be understood by them - for example “down the track” or “in community” might not be understood by someone who hasn’t been to the Territory.
- Respond to the criteria - answer every criterion, don’t leave anything blank
- Use the word limit wisely! Take the time to tell your story and give examples but keep it relevant and concise, don’t use the word count for the sake of it.
- Avoid repetition - try to answer each criterion with a different example or story.
- Think big picture, what is the impact your work/study is having? How can you showcase this in your nomination.
- Tell YOUR story - writing about yourself or your business is not easy - what is your Unique Selling Point!
- Provide evidence - if you say it, prove it!
- Include statistics, graphs, tables, examples, photographs, testimonials
- Include news and media coverage that you have been in
- Make sure to add photos and content that shows your story
- Write down what you’ve achieved/accomplished in your training that makes you proud
- Avoid using slang, jargon or acronyms and spell out words in full
- Make sure you clearly explain any industry specific terms and write acronyms in full the first time.
- The judges will have lots of submissions to read, make sure yours stands out for the right reasons.
- The STAR model may be useful:
 - Situation - set the scene, describe who, what, when
 - Task - describe the objective, issue, or obstacle
 - Action - describe what you did and how
 - Result - outline the outcome
- Keep it simple and authentic - passion and personality make award nominees stand out - it’s a breath of fresh air to read one that feels like you’re sitting across from the nominee - and you want to keep talking to them!
- Support letters - reach out to people in your training network early and give them a copy of your nomination to ensure the letter of support is in line with your nomination.

Edit

Editing is a three-step process:

1. Substantive editing
 - Look at the structure, overall content, and flow.
 - Did you answer all the questions? Were you clear and concise?
 - Did you upload required and appropriate attachments?
2. Copy editing
 - Review the whole nomination, check spelling and grammar, ensure you are within word count limits.
 - Does your answer make sense?
3. Proofreading
 - Once you're happy with the content – proofread the whole nomination to ensure it is exactly what you want it to say before submitting.

TIP: Have someone else proofread for you!

Submit!

When you have a strong draft of your entry, copy in and complete all your information – submit your entry!

REMEMBER: Judges are looking for future [ambassadors](#) for the Northern Territory and Australia who can represent the success that is possible through the VET sector. Have you proven that you can do this?

Remember, you do have the opportunity to return to your submission prior to the NTTA nominations closing date if you want to update or review your application or perhaps attach another supporting document – or even a short video!

You've got to be in it to win it!

The NT Training Awards team are here to support you!

GOOD LUCK!