

**2018 School-Based Apprentice/Trainee Award**

**Assessment Criteria**

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|  | **Criterion** | **Points for Guidance*****(see note at bottom of page)*** |
|  | **Demonstrated high quality performance** **on-the-job** | * Skill development.

*(e.g. the rapid development of competencies, the level of skill attained; additional skills developed and translation of skills attained off the job into the workplace).** Knowledge of employer/host employer’s business.
* Awareness and understanding of new developments and trends in apprentice/trainee’s workplace or industry.
* Overall work performance and commitment to the apprenticeship/traineeship.
* Demonstrated commitment to safe work practices.
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|  | **Off and On-the-job training achievement**  | * RTO/school results.

*(e.g. consistent high grades, awards received and / or additional studies undertaken)** Integration of skills learnt off-the-job with on-the-job performance.
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|  | **Personal Qualities** | * Communication skills and personal presentation.

*(e.g. effective written and oral communication)** Team work and leadership

*(e.g. self-started projects and team participation).*Goal setting and planning.*(e.g. work involving goal setting and attainment).** Self-reliance.*(e.g. ability to manage skill and personal development).*
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|  | **Statement of Claims** | Career goals and aspirations |

**Note:**

* **The application must be completed by the applicant.**
* Ensure all criteria are addressed.
* Ensure supporting evidence is provided.
* Candidates will be assessed on the strength of the written nomination form.

Any other relevant information which shows the quality of the apprentice/trainee may be provided.