

**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. |
|  | **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. |
|  | **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).* |
|  | **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.