



2020 Host Business of the Year

This award is presented to a Host Business within the Northern Territory who has achieved outstanding results in the nationally recognised training of its Apprentices and/or Trainees.

Proudly Sponsored by



The winner of this category will be nominated for the category that closely relates at the NT Training Awards. Winners from the NT Training Awards will then automatically be registered to compete at the Australian Training Awards.

The winner of this category will receive a trophy, certificate & prize money.

Nomination Close: 5pm Friday 24th January 2020

Submit your completed nomination to: marketing@gtnt.com.au



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How to complete and submit your nomination form

Checklist

(please ensure that you can tick each of the following boxes before submitting your nomination)

Check your eligibility

Please review the eligibility criteria for this category. If you don't meet this eligibility another category may be more applicable. If eligibility isn't met, your nomination will be void. ☐

Read the conditions of Entry

Please read the conditions of Entry, and ensure that you are able to agree to all conditions, date and commitments. ☐

Complete the Nomination Form

Please complete the nomination form and ensure all fields are completed. ☐

Address the Selection Criteria

Please ensure that you address each of the questions asked and attach appropriate documentation.
The award criteria should be the focus of your application; however any relevant evidence may be provided.
The selection criteria must be addressed and the application completed by you (the nominee). If you require assistance in completing your nomination please ask your designated Employment Specialist for help.
Any material not submitted together in one document will not be forwarded to the judging panel. ☐

Parent/Guardian approval/declaration (if under 18 years of age)

Please ensure that you parent/guardian has read the nomination pack and signed the declaration. *Any nomination received for persons under 18 years of age without the signed declaration will be considered void.* ☐

Complete the declaration section

Please sign agreeing to adhere to all conditions of entry. ☐

Sign the talent release form

Please complete, sign and attach the talent release form to your nomination (*nominations received without this will be void*). ☐

Acknowledge and agree to your photo and details being used for Marketing purposes if selected as a Finalist.

This including – events, professional development, video presentation, social media posts ☐

Include attachments

Attachments can include (but not limited to):

- Supporting letters from your Host Business or Supervisor, you're RTO contact, and you're Employment Specialist. ☐
- Copy of your Completion Certificate or Statement of Attainment (*N/A for Host Business & Supervisor categories*)
- Copy of certificates & other awards received
- Talent release form

Checklist

Please ensure that you have read the above checklist and complied with requirements. ☐

Submit your nomination

Collate your nomination form, selection criteria, any attachments etc into one PDF document. ☐
Send your completed nomination to: Marketing Manager at marketing@gtnt.com.au

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Key Dates

Events	Date
Nominations Open	Monday 25 th November 2019
Nominations Close	Friday 24 th January 2020
Shortlisting of finalists	Monday 3 rd to Friday 7 th February 2020
Finalists announced	Wednesday 12 th February 2020
Individual category judging	Monday 17 th to Friday 28 th February 2020
Tickets go on sale	Monday 2 nd March 2020
Finalists footage taken (photos/videos)	Monday 16 th to Friday 28 th March 2020
GTNT Awards Night	Friday 15 th May 2020

Eligibility Criteria

Nominees for this category:

- Must employ a number of full time, part time or casual employees.
- Must Host at least 1 GTNT Apprentice or Trainee.
- Must have been partnered with GTNT for a 12-month period as of 30 December 2019.

Award Presentation Night

The GTNT Awards night will be held on Friday 15th May 2020, with tickets available to purchase through the online system from Monday 2nd March 2020. The ticketing site will be promoted through our Website and Social Media Platforms.

It is a requirement that all finalists be present at the dinner.

Each finalist will each receive one ticket for themselves, along with one ticket for their nominated Supervisor and one ticket for a guest (*three in total*). All other tickets will need to be purchased.

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Judging Process

To ensure that we are awarding the best of our Apprentices, Trainees, Supervisors, Host Businesses and Vocational Students, a rigorous judging process will take place. The winners of each category will be nominated for the NT Training Awards.

The judging process will occur in two phases – nomination & shortlisting & interviews.

Phase 1 - Nomination and shortlisting

Each written nomination will be assessed against the eligibility and selection criteria to determine the short-listed nominees, who then become known as finalists.

All nominees will be advised in writing by the Project Coordinator, informing them of the outcome of shortlisting (if you have been shortlisted or not).

Phase 2 - Interviews

At the judging interview, the judges will ask you a series of questions that directly relate to the selection criteria. They want to hear your story and why you deserve to win the category.

Conditions of entry

- All applicants will need to read and agree to the Conditions of Entry prior to submitting their nomination.
- The closing time and date for all nominations is 5pm, Friday 24th January 2020. No nomination will be accepted after this date.
- All nominees must complete a nomination form and answer all criteria. You may ask your Employment Specialist for assistance in completing your nomination.
- Nomination packs are available via the website – gtnt.com.au
- Nominees must meet all other eligibility criteria.
- Nominees for individual categories must be employed or managed by GTNT. Organisational categories must be an active partner with GTNT.
- Nominees must agree to abide by the decision of the judging panel, which is final and cannot be appealed.
- Finalists and winners must agree for their photographs, profiles and training details to be used for promotional purposes by GTNT and their Host Business.
- Finalists must be prepared to make a short video (in their workplace) for use on the presentation night.
- Finalists and winners must be prepared to be involved in promotional events and activities if required.
- Nominees must be available during the Judging process for an interview, refer to key dates for specific dates.
- All finalists must be available to attend the GTNT Awards Night's, refer to key dates for individual region dates.
- Winners of individual categories must be prepared to present a short speech upon receiving their award.
- Winners of categories that transfer across to NT Training Award categories, need to know that they will be expected (in consultation with their GTNT Employment Specialist) to submit a nomination form, and must make themselves available for the NT Training Awards Ceremony in September 2020, date to be confirmed.



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➤ Nomination Form

Nominee Name:

Nominee is (please tick):

Self-nominated ☐

Nominated by another party ☐

Personal details:

Title:

Mr ☐

Mrs ☐

Miss ☐

Ms ☐

Given name/s and surname:

Telephone – Work:

Mobile:

Email:

Company details:

Name of Host Business:

Contact person:

Position:

Telephone:

Mobile:

Postal Address:

Email:

Industry Sector:

Business Structure:

(Sole trader, trust, company)

Length of time in operation:

Training expenditure as a percentage of annual payroll:

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Apprentice or Trainee Details:

Name	Qualification

Declaration:

I, the nominee agree to be nominated for the GTNT Awards and agree to participate in the Professional Development.

Host Business Representative Name: _____

Host Business Representative Signature: _____

Employment Specialist support:

We hereby fully support the above listed nominee and their nomination for above listed category. In signing, the Host Business agrees to release the Apprentice, Trainee, Supervisor or Representative for Professional Development.

GTNT Employment Specialist Name: _____

GTNT Employment Specialist Signature: _____

GTNT Employment Services Manager Name: _____

GTNT Employment Services Manager Signature: _____



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Selection Criteria

The following sections must be addressed. Criteria may be addressed in the table below or as a separate attachment. 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 to achieve other pursuits.

Nominee Name: _____

Section A: Please explain why you are nominating for this award

This section can be completed by the nominee or the nominator.



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Nominee Name: _____

Section B: Provide an overview of how your business has contributed to the Vocational Education and Training Industry

Provide a brief overview of the total number of apprentices you have employed, qualified tradesman you have produced, industry councils/committees, provided structured work placement etc.



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Nominee Name: _____

Section C: Selection Criteria

Criterion 1: Demonstrate the emphasis on quality of training for employees

Describe the training your business is involved in

Consider:

- the qualifications or courses that your employees are undertaking
- number of employees actively engaged in training
- the training organisations that are delivering the training
- briefly tell the story of an innovative training approach you are using (e.g. mentoring, e-learning, collaborative learning)



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Nominee Name: _____

Section C: Selection Criteria

Criterion 2: Demonstrate the achievements of your Apprentices or Trainees

Consider:

- how has training benefited your apprentice or trainee
- how training has improved the well-being of your apprentice or trainee
- how training has improved the productivity of your apprentice or trainee



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Nominee Name: _____

Section C: Selection Criteria

Criterion 3: Demonstrate how having an Apprentice or Trainee through GTNT has benefited your business

Consider:

- your relationships with other clients
- improved the productivity and profitability of your business
- briefly tell the story of how your business has grown as a result of having GTNT manage your apprentice or trainee training.

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Talent Release Form

I, _____
 of (address) _____
 Phone: _____ Mobile: _____
 Email: _____

I agree to appear in visual and/or audio recordings which can be used in advertisements, documents and other promotional material published by GTNT.

I give permission for my name and visual and / or audio recordings of me to be used in advertisements, documents and other promotional material published by GTNT.

I assign any rights I may have in the visual and/or audio recordings and associated advertisements, documents and promotional material to GTNT.

I am free to enter into this Agreement, and to appear in the proposed advertisements, documents and other promotional material published by GTNT.

This Agreement is made under the laws of the Northern Territory and any dispute can be taken for resolution by the courts in the Northern Territory.

Wherever possible, GTNT will remain sensitive to and understanding of cultural, family and personal sensitivities.

Are you of Aboriginal or Torres Strait Islander descent? Yes ☐ No ☐

Any special considerations for use of the visual / audio recording(s):

Brief description of visuals / audio recorded:

Date: _____ Signed: _____
 (if under 18, signature of parent/guardian)

Collected on behalf of GTNT by:

Name: Marketing Manager Signed: _____

GTNT is collecting the information in this form to obtain permission to use visual and audio recordings in GTNT advertising, documents and promotional materials. Visual and / or audio recordings, or other personal information described in this form may be supplied to contractors or service providers engaged by GTNT to develop or produce advertising, publications or promotional materials, but will not be provided to any other person or organisation for purposes other than GTNT advertising and promotions. You are entitled at any time to access and amend the information provided by you on this form.

For more information please contact GTNT via

Email: marketing@gtnt.com.au

Phone: (08) 8980 0600