

Apprentice Employment Network Awards

AEN Member Guide to
writing an effective nomination -
Employer Categories



**Apprentice
Employment Network
NSW & ACT**



The Apprentice Employment Network NSW & ACT the peak industry body representing the largest employer network of apprentices and trainees in NSW & ACT.

aennswact.com.au

Apprentice Employment Network Awards Guide

Introduction to the Apprentice Employment Network Awards Guide - Host Employers

The Apprentice Employment Network (AEN) Awards celebrate outstanding host employers, showcasing their skills, dedication, and contributions. As staff within a Group Training Organisation (GTO), you play a crucial role in ensuring nominees receive the recognition they deserve.

This guide will help you craft strong, competitive nominations by providing practical advice and a structured approach. A compelling nomination goes beyond listing achievements—it tells a powerful story that highlights the nominee’s journey, leadership, and impact.

By following this guide, you’ll learn how to gather meaningful information, structure your submission effectively, and provide the detail needed to stand out. Whether you’re new to the process or refining past submissions, this resource will support you in writing nominations that truly reflect the hard work and success of your host employers. Let’s make sure their achievements are recognised at the highest level.

We would like to thank Chris Czarnosz, CEO of Australian College of Commerce & Management, for his assistance in writing this guide.



Jason Sultana

Executive Officer

Apprentice Employment Network NSW & ACT

Background Information

What makes a competitive nomination?

Consider what sets your host employers apart when crafting your Apprentice Employment Network Awards nomination. Here's how to make it stand out:

- Tell the host employer story in an engaging and easy way to connect with. Compellingly share their journey and achievements.
- Use clear, straightforward language. Avoid jargon or exaggerated statements that aren't backed up by real examples.
- Bring their accomplishments to life with specific examples and stories showing what they've achieved and how they've impacted.
- Make sure you cover all three judging criteria in detail, offering a full picture of who the host employee is – not just their work, but as a partner as well.
- Help the judges feel like they understand the host employers, their experiences, and how the VET journey shaped them.
- Write with a general audience in mind, ensuring it's clear and relatable to anyone – not just experts in the industry.

Who is the audience for your nomination package?

The audience for your nomination package consists of a panel of judges selected by AEN. These judges have extensive experience in Vocational Education and Training (VET) and/or Group Training Organisations (GTOs), but they may not be experts in the specific industry of your host employer. This means your nomination should clearly highlight the host employer achievements so that judges can understand and appreciate, even if they're unfamiliar with the details of that particular field.

What makes an entry stand out?

Judges seek high achievers who excel as a host employer and can inspire others as your GTO, AEN & VET ambassadors.

A strong personal story told clearly and authentically—no jargon, just real achievements. Substance over style—judges will focus on the impact of their influence, not just fancy words.

Background Information

Who should write the nomination?

- GTOs should be writing nominations for the host employer categories
-

How does the scoring work?

- Each nominee is judged in three equal categories.
 - Ensure your nomination has strong, meaningful content in every section to stay competitive.
 - Please don't do it alone! Gather insights from co-workers, your Host, and supervisors to strengthen your nomination.
-

Writing is more than just putting words on a page.

A well-prepared nomination starts with gathering the right details—as important as the writing itself.

Approach it step by step, and you'll build a strong, standout nomination package.



Background Information

Getting Started: Writing a Strong Nomination

1. Writing an awards package takes time—start early and plan!
2. Carefully review the award criteria so you know exactly what each section requires.
3. Gather specific examples of the host employer's achievements that you've personally witnessed.
4. Add details and context to each example—help the judges understand why it matters.
5. Talk to others (supervisors, co-workers, Hosts) for more examples and insights.
6. Organise your examples into categories, ensuring balanced coverage across all criteria.
7. Start writing! Use tools like ChatGPT to help refine your writing.
8. Don't stress over fancy wording—clear, straightforward language is best.
9. Make sure the host employers strengths shine through.
10. If possible, involve the host employer in the writing process or include direct quotes.
11. Review, refine, and repeat.
12. A winning nomination will:
 - Tell a compelling story of the host employers involvement with your GTO.
 - Highlight achievements in a way that makes their impact clear.
 - Address all three award criteria.

Let Their Story Shine

Simply listing achievements isn't enough—this is about bringing the host employer's achievements to life on the page.

You're telling their story.

The more compelling their journey, the stronger and more memorable the nomination will be.

The Awards Criteria

Commitment to the Apprenticeship & Traineeship system

1. Numbers of apprentices and trainees in training (currently and over time)
2. Responsiveness to requirements of the Contract of Training/Training Plan
3. Flexibility in provision of on the job training to meet training requirements (e.g. rotation, flexible delivery)
4. Take up or retention of apprentices/trainees in difficult business environment
5. Willingness to take on out of trade apprentices/trainees

Quality of Training provided to apprentices and trainees

1. Integration of on the job and off the job training
2. Integration of training into business operations
3. Quality of Work Health & Safety systems
4. Interaction with TAFE/RTO
5. Availability and quality of supervision and supervisors; and
6. Additional support and/or development offered to apprentices and trainees to meet their skill and personal development needs.

Support for the Group Training system and overall relationship with the Group Training Company

1. Length of time of relationship with Group Training Organisation
2. Nature of relationship with GTO (e.g. has the GTO been involved in specific projects, business planning or other activities that show strength of relationship)
3. Communication – timeliness and quality of interactions on all issues to do with apprentices and trainees
4. Support for on the job assessment processes