





## Steps to complete application

- 1. Read the 'First thing's first' information sheet
- 2. Fill out your personal details
- 3. Fill out your application along with references
- 4. Return your completed forms by Friday 8<sup>th</sup> September to Taryn Hall, Community Wellbeing Officer, Wakefield Regional Council, <a href="mailto:admin@wrc.sa.gov.au">admin@wrc.sa.gov.au</a> with the subject title: 'VET Application (*your name*)'.

#### Tips for filling out your application:

- Show us your enthusiasm in your comments (remember; we don't know what we don't read)
- · Dot points are encouraged

IMPORTANT DATES	
VET Awards open	Wednesday 9 <sup>th</sup> August 2023
Applications due	Friday 8th September 2023
Interviews	Thursday 21st September 2023
Awards Presentation	Thursday 28 <sup>th</sup> September 2023

Any queries please call Community Wellbeing Officer Taryn Hall on 8862 0800.

## **VET AWARDS – FIRST THINGS FIRST**

To be eligible for nomination the student needs to satisfy these minimum requirements:

- Student must be currently enrolled in or have completed a VET course or ASBA (Australian School Based Apprenticeship/Traineeship) in Semester 1, 2023 or Semester 2, 2023.
- Student must live within the boundaries of the Wakefield Regional Council or be enrolled in a course through Balaklava High School or Horizon Christian School.
- Students must be fulfilling all the requirements for on the job training, i.e. the work placement.
- Students must be satisfactorily achieving in their off the job training requirements, i.e. the modules they are enrolled in, whether delivered by RTO or school.
- Students must have satisfactorily met all the school's organisational requirements.

#### Selection criteria are based on:

- The application submitted by the student.
- The feedback provided by the employer/workplace supervisor, VET coordinator & trainer.
- A short interview.

### **INTERVIEW**

There will be a short interview at your school on Thursday, September 21<sup>st</sup>. It is anticipated that the interview will be no longer than 15 minutes in duration. The interview is not meant to be scary! It's meant to be a casual conversation so we can meet you. There will be two known questions for the applicant to answer and the judging panel may also ask clarifying questions related to the application.

A staff member from Council will be in contact with you to advise/negotiate your interview time.

#### **Interview Questions:**

Please prepare answers to the following two questions:

Question 1: Describe a task, activity or project that you have completed that is unique to your chosen industry.

Question 2: What encouraged you to consider the training that you are doing and why do you want to work in the industry you have chosen?

It is looked favourably upon by the judging panel if you bring evidence of completed projects to talk to (i.e. a finished metal or wooden project, photos of completed projects)

## **Awards Presentation**

The presentation of the awards will be held in the Phil Barry Chamber at Wakefield Regional Council, Balaklava on Thursday 28<sup>th</sup> of September.

Students are encouraged to attend and invite their parents/caregivers.

# PERSONAL DETAILS

Student's Name	
School	
Year level	
Postal address	
Email address	
Contact phone number	

List the VET Program/s that you are/have been enrolled in or completed during 2022. Example: Certificate I, II or III in Hospitality			

Tell us a little about yourself.
What are your hobbies? What do you enjoy doing?

## \*IMPORTANT NOTE\*

- The VET Awards process is designed to be similar to a job interview to help prepare
  you for the future! You <u>must</u> provide us with the details of your references
  (employer/workplace supervisor, vet coordinator and trainer)
- This will allow us to contact them and get the information we require to complete the application process.

# APPLICATION

Student Name
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Answer the following questions for your application:

What reason did you have for choosing this course?
List the skills you have learnt as a result of this VET course?
Elst the skins you have learne as a result of this VET sourse.
What have you learnt about what is important in the workplace?
What have you enjoyed about doing this course?
How will doing this course help you? E.g. in getting a job.
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# Part 2

# REFERENCES

As part of this program, the below people will be contacted as referees.

<b>VET Coordinator d</b>	tails *required
Name	
Email	
Phone	
Work placement(s)	completed at: *required
Workplace name	
Workplace location	
Employer name	
Email	
Phone	
TAFE Trainer *requ	ired
TAFE campus	
Name	
Email	
Phone	
Student signature	Date
End of application.	

