



VICTORIAN TRAINING INITIATIVE OF THE YEAR AWARD

NOMINATION FORM

*Nominations close Friday 15 May 2009.

ORGANISATION DETAILS: (please print clearly)

Name of Organisation: _____

Description of initiative / program / product: _____

Postal Address: _____

P/code: _____

Contact Person: _____

Position/Title: _____

Phone (work): _____

Fax: _____

Mobile: _____

Email Address: _____

On behalf of _____ (name of organisation),

I am applying for the **VICTORIAN TRAINING INITIATIVE OF THE YEAR AWARD** and agree:

- to the conditions of entry for the Victorian Training Awards as detailed in the nomination booklet and on the website www.skills.vic.gov.au/awards
- that in the case of selection as a finalist or winner, photographs and non-confidential details from the nomination form can be used in promotional materials by the Department of Innovation, Industry and Regional Development.

Signature: _____

Name: _____

Date: _____

Checklist for applications

When completing your application, remember to:

- Use 12 point fonts only
- Keep to twenty (20) A4 pages including attachment
- Directly address the criteria in your written application
- Read conditions of entry
- Meet the deadline of 15 May 2009 at 5pm
(the date and time of all applications need to be received)
- Use the correct mail or delivery address
- Provide ten (10) copies consisting of nomination form and application.

Criteria Checklist

- Criterion 1: Excellence and innovation
- Criterion 2: Client focus
- Criterion 3: Impact of the training initiative
- Criterion 4: Sustainability of the initiative.