



THE 2024 IFA/THOMAS BROWN

APPRENTICE OF THE YEAR AWARD

ENTRY FORM

**THE WINNER WILL BE ANNOUNCED AT THE IFA 24TH NATIONAL
CONFERENCE GALA DINNER ON SATURDAY 18TH MAY IN DARWIN.**

IFA takes great pleasure in running the IFA/Thomas Brown Apprentice of the Year Award, which aims to recognise the valuable contribution apprentices make to the future of the fitout industry in Australia.

It is widely agreed that for the fitout industry to grow and be recognised, we must provide an environment that clearly defines our capacity to provide for professional development and career pathways. Integral to this, is the expertise derived by effectively developing our apprentices, which is an extremely important and valuable facet of our industry. IFA would therefore like to recognise the outstanding contribution of those apprentices who are committed to the future development and growth of interior fitout in Australia.

The IFA Apprentice of the Year Award is open to:

- any apprentice employed or engaged by IFA member or non-member companies within the fitout industry;
- an indentured apprentice or trainee apprentice; or
- an apprentice engaged through group training schemes.

Nominees can be involved in any trade associated with the fitout industry.

Please read all the sections carefully. Failure to comply with all the entry conditions may make your entry invalid.

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Instructions

In an attempt to simplify the nomination process for the Apprentice of the Year Awards, IFA has created a form that may be completed electronically. This form has been designed to be submitted via email.

In supporting you in this nomination, **an additional section (Part D) has been created** for your training organisation to complete. The purpose of this additional section is so the IFA National Office can process the main portion of your nomination, and follow up the training organisation individually to ensure completion.

TO COMPLETE THE FORM:

1. Have the appropriate people within your organisation complete Part A, B & C, ensuring the document is saved after each section is completed.
2. In regards to Part D:
 - Complete the top section - "Applicant Information".
 - Then send a copy of the Part D form to your training organisation to complete.

Please note, if you do not fill out the Applicant Information before sending it to your training organisation, IFA has no way of contacting them to complete the form if they fail to send it back to the National Office. Therefore your entry will be invalid.

3. Once all sections are completed, save the document and email to IFA National Office. Make sure all relevant and accompanying documents are attached.

If you have any queries regarding the Apprentice of the Year Award or how to complete the nomination form please contact IFA National Office.

Call: 02 4369 0055

Email: national_office@ifassociation.com.au

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Eligibility criteria

- Apprentices who are completing an apprenticeship and working predominately within the shop and office fitting industry.
- Entrants must be registered with a relevant training authority as an apprentice.
- Nominated apprentices must be in their second, third or fourth year of their apprenticeship and over 18 at the time of the National Conference to be held in May 2024.
- Apprenticeship registration or a copy of enrolment must be provided with the nomination.
- Nomination forms must be completed by an employer or supervisor from the apprentice's workplace.
- The winner must agree to be photographed as these photographs may be published for marketing purposes.

Conditions of Entry

- All entries must be received before 1 December, 2023.
- Nominations must be received from an employer, project manager or supervisor of the company the apprentice works for. Only one nomination form per candidate is required.
- Candidates must abide by the decision of the IFA judging panel.
- The winner will win a trip to the IFA Conference in Darwin, 17-19 May 2024, as part of their award.
- The winner will be invited to address the conference delegates at the IFA National Conference.
- Apprentices must be available to attend an interview with the judges either in person, by phone or Teams, if required.

What you need to do

1. The nominator, trade school teacher and the apprentice need to complete the entry form. Nominations should include the completed Parts A, B, C & D of the entry form and supporting reference material such as trade school report for the year just completed. Please note that supporting testimonials from project managers, supervisors, clients and community groups are encouraged.**
2. All entrants will be contacted by IFA and notified of receipt of entry.
3. Nominees will be notified of results.

**Please do not provide original copies of certificates, as these will not be returned.

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Assessment process

- Nominees will be assessed on information provided in their entry form and supporting documentation.
- Interviews will be conducted by the judging panel. The winner will be selected based on their initial entry and the nominee's performance at the interview.
- The decision of the judging panel is final and no correspondence will be entered into in relation to the conduct of the competition or the methodology adopted by the judging panel to determine the winners.

Privacy notice

Information collected will be made available to the judging panel for the purpose of judging and general communication.

Information will be stored securely. Entrant information will not be made available to any other person or organisation. The winner will have their name and photo published in the Interior Fitout magazine and the IFA website.

Any questions?

If you have any questions regarding the award process, please contact the IFA National Office:

Ph: (02) 4369 0055

Email: national_office@ifassociation.com.au

Entry Form

PART A

INTERIOR FITOUT INDUSTRY APPRENTICE DETAILS

Name:

Address:

City:

State:

Post Code:

Phone:

Date of Birth:

Email:

Year of Apprenticeship:

Due date for completion of apprenticeship:

(Note: Apprentice must be in Year 2 or higher to be eligible)

Training Institution Name:

I agree to be nominated for this award & authorise IFA to use my name and / or photo in any promotional material for the awards. Yes No

By ticking this box and placing an electronic signature below. I agree to support this nomination for Apprentice of the Year 2024.

Signed:

Date:

EMPLOYER (NOMINATOR'S) DETAILS

Company:

Name:

Address:

City:

State:

Post Code:

Phone Mobile:

Email:

I agree to be called as a referee Yes No

By ticking this box and placing an electronic signature below. I agree to support this nomination for Apprentice of the Year 2024.

Signed:

Date:

The nominator will need to complete Part B for the apprentice they are nominating. The judging panel may choose to contact the nominator to gain clarification or further information if required.

The Training organisation teacher will be required to complete Part D of the nomination form and the apprentice will need to complete Part C.

Supporting Reference Information

PART B

To be completed by employer or supervisor

Please complete this reference form in support of this apprentice's entry for the Interior Fitout Industry Apprentice Award.

NOMINEE INFORMATION

Name and title of referee completing this form:

Name of Apprentice:

By ticking this box and placing an electronic signature below, I agree to support this nomination for Apprentice of the Year 2024.

Signed:

Date:

1. Please provide a brief explanation, on the next page, of why you are nominating this apprentice. (Including specific strengths and potential in the interior fitout industry) – additional information can be provided as separate attachments.

RATING SCALE

2. Please rate this apprentice's performance in the following areas:

Complete this checklist, using the following rating scale:

- 1 = Needs Work (Unsatisfactory)
- 2 = Gets By (Marginal)
- 3 = Meets Requirements
- 4 = Exceeds Requirements
- 5 = Exceptional

ACHIEVEMENTS IN THE WORKPLACE

5	4	3	2	1
Exceptional	Exceeds Requirements	Meets Requirements	Gets By	Needs Work

- Level of on the job skill
- Attitude to work
- Commitment to company policies & procedures
- Demonstrates initiative
- Effective team participation
- Interest in developments in the shopfitting industry
- Willingness to learn
- Completes tasks as directed
- Looks for more efficient work practices
- Commitment to safety
- Accepts and acts on feedback
- Listens to instructions
- Positive communication with other staff
- Attitude to customer service practice

Supporting Reference Information

Additional information

This is a mandatory requirement to be completed by the Nominator.

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**Please provide the details of the training organisation
you sent Part D to for completion.**

Name of Training Organisation:

Name of Teacher:

Phone:

Email:

Form submission

1. Make a copy of this entry form for your own record.
2. Attach copies of any supporting documentation.
3. Submit form before the specified closing date.

PLEASE SUBMIT BY EMAIL TO:

national_office@ifassociation.com.au

All entrants will be contacted by IFA and notified of receipt of entry.



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