



AEN SA AWARDS

Recognising excellence across South Australia's
Group Training network

NOMINATION GUIDE 2026



Acknowledgement of Country

Apprentice Employment Network South Australia (AEN SA) acknowledges the Traditional Custodians of the lands and waters across South Australia and pays respect to Elders past and present. AEN SA recognises the continuing connection of Aboriginal and Torres Strait Islander peoples to Country, culture and community.

A message from AEN SA

The 2026 AEN SA Awards celebrate the apprentices, trainees, field officers, host employers and Group Training Organisations whose commitment and achievements strengthen South Australia's skills system. The Awards provide an opportunity to recognise outstanding performance, reflect on success and share the stories that demonstrate the value of the Group Training model.

This guide is designed to help nominees understand the nomination process, prepare a clear and compelling submission, and respond to the exact eligibility and selection criteria for their chosen category. We encourage nominees and supporting organisations to begin early, gather strong evidence and ensure every criterion is addressed before submission.

We look forward to recognising all finalists and announcing the 2026 Award winners at the AEN SA Awards Gala Dinner on Wednesday 11 November 2026.



Matt Lowe
Executive Officer
Apprentice Employment Network South Australia



Contents

Acknowledgement of Country	2
A message from AEN SA	3
About the AEN SA Awards	5
2026 Award Categories / How to Nominate	6
Key dates and contacts	7
Attachments to support your nomination	8
Conditions of Entry	9
Selection and judging process	10
Tips for preparing your nomination	11
Eligibility and Selection Criteria / 2026 AEN SA Award Categories	12
AEN SA Apprentice of the Year	13–15
AEN SA Trainee of the Year	16–18
AEN SA Australian School-based Apprentice or Trainee of the Year	19–21
AEN SA Field Officer of the Year	22–25
AEN SA 4th Year Apprentice of the Year	26–28
AEN SA 3rd Year Apprentice of the Year	29–31
AEN SA 2nd Year Apprentice of the Year	32–34
AEN SA 1st Year Apprentice of the Year	35–37
AEN SA Host Employer of the Year	38–44
AEN SA WHS Excellence of the Year	45–52



About the AEN SA Awards

The AEN SA Awards recognise excellence within South Australia's Group Training sector. They celebrate individuals and organisations that demonstrate outstanding achievement, leadership, collaboration, innovation and commitment to apprenticeships and traineeships.

Finalists are recognised at the 2026 AEN SA Awards Gala Dinner. Category winners receive a framed certificate, trophy and prize, while all finalists receive a framed certificate.

Why nominate?

- Reflect on achievements, growth and contribution to apprenticeships and traineeships.
- Build professional or organisational profile and gain industry recognition.
- Celebrate the contribution of apprentices, trainees, staff, host employers and GTOs.
- Share examples of innovation, leadership and successful outcomes.
- Connect with AEN SA members, industry leaders and key stakeholders at the Awards Gala Dinner.



2026 Award Categories

Individual categories

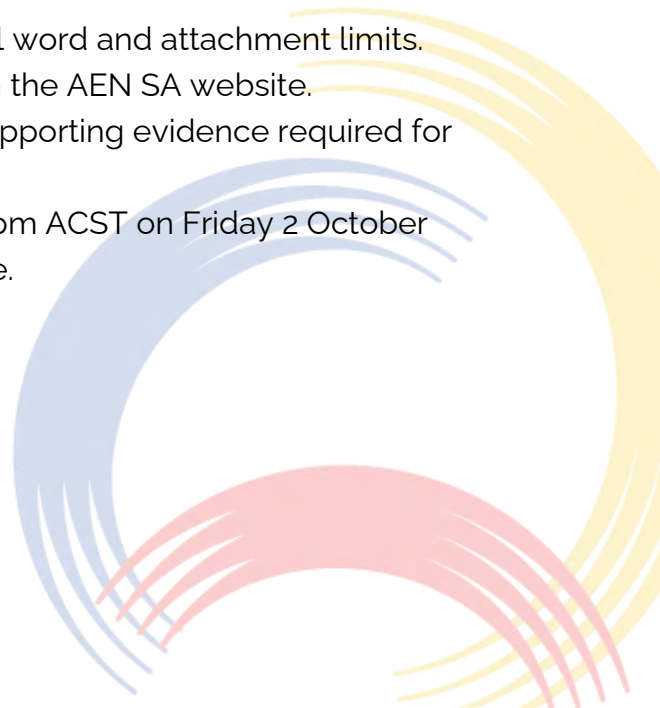
- AEN SA Apprentice of the Year
- AEN SA Trainee of the Year
- AEN SA Australian School-based Apprentice or Trainee of the Year
- AEN SA Field Officer of the Year
- AEN SA 4th Year Apprentice of the Year
- AEN SA 3rd Year Apprentice of the Year
- AEN SA 2nd Year Apprentice of the Year
- AEN SA 1st Year Apprentice of the Year

Organisational categories

- AEN SA Host Employer of the Year
- AEN SA WHS Excellence of the Year

How to Nominate

1. Review the conditions of entry and confirm the nominee can comply.
2. Select the most appropriate Award category and check every eligibility requirement.
3. Read the complete selection criteria and note all word and attachment limits.
4. Access the relevant nomination process through the AEN SA website.
5. Prepare the written responses and gather the supporting evidence required for the category.
6. Submit the fully completed nomination by 5:00 pm ACST on Friday 2 October 2026. Late nominations will be deemed ineligible.



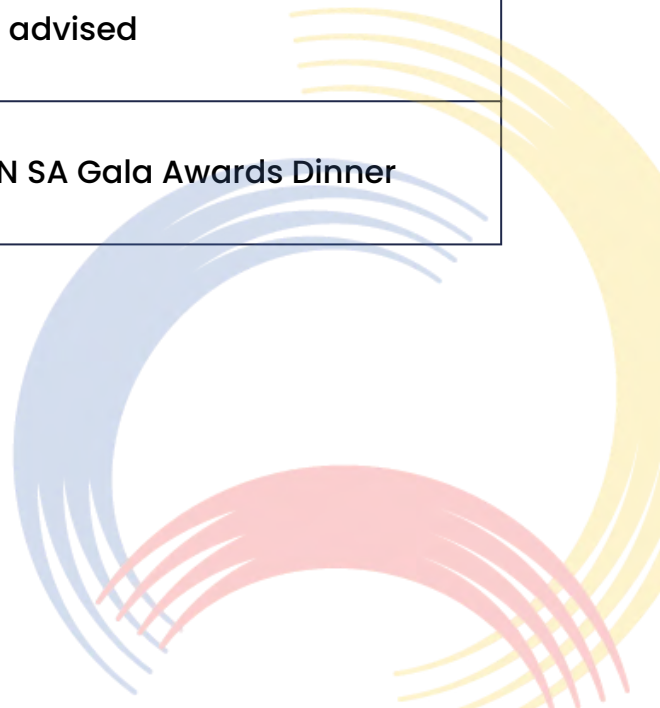


Key dates and contacts

DATE	MILESTONE
31 July 2026	Nominations open
2 October 2026	Nominations close
October 2026	Eligibility review and judging
Late October 2026	Finalists advised
11 November 2026	2026 AEN SA Gala Awards Dinner

Key contact

Apprentice Employment Network South Australia
E: admin@aensa.com.au
W: aensa.com.au



Attachments to support your nomination

Attachments may be included where permitted by the relevant category criteria. They should support claims made in the nomination and be clearly referenced in the written response.

Examples may include certificates, qualifications, awards, letters of reference, testimonials, workplace photographs, performance reports, case studies, training records, WHS documents or other evidence specified in the category criteria.

The exact attachment requirements for each category are reproduced in the relevant category section of this guide. **Mandatory evidence requirements must be included for a nomination to be eligible.**



Conditions of Entry

- All nominations must be submitted through the nomination method specified by AEN SA for the relevant category.
- The closing date for nominations is 5:00 pm ACST on Friday 2 October 2026. Nominations received after the closing time will be deemed ineligible.
- Nominees must meet every eligibility requirement stated for their selected Award category.
- Where a person or organisation is nominated by another party, the nominee must agree to the nomination and the use of the information submitted.
- All information provided must be complete, accurate and capable of verification.
- AEN SA may request additional information to confirm eligibility or substantiate information contained in a nomination.
- Only the maximum number of attachments specified for the category will be considered. Material exceeding the stated limit may be excluded from judging.
- Nominees must comply with relevant workplace health and safety, employment, training and industrial relations obligations.
- AEN SA may determine that a nomination is ineligible where unresolved compliance, integrity or conduct matters may bring the Awards into disrepute.
- Shortlisted nominees may be required to participate in an interview, provide further information or assist with promotional content.
- Finalists are expected to attend the 2026 AEN SA Awards Gala Dinner on Wednesday 11 November 2026.
- By nominating, nominees consent to AEN SA using non-confidential nomination information, photographs and recordings for Awards-related promotion and communications.
- The decisions of the judging panel and AEN SA are final, and no correspondence will be entered into regarding judging outcomes.





Selection and judging process

Judging of the 2026 AEN SA Awards is conducted by panels of individuals with relevant experience in training and industry sectors.

Stage 1 - Eligibility and written assessment

- Nominations are evaluated against the eligibility criteria to determine whether they are eligible to progress.
- Eligible nominations are assessed against the selection criteria for the nominated category.
- The judging panel determines the finalists for each Award category.

Stage 2 - The final determination

- The judging panel may seek further information or conduct interviews where required.
- The panel selects the finalists and one winner for each Award category.
- Finalists and winners are announced at the 2026 AEN SA Awards Gala Dinner.
- The decision of the judging panel is final. No written correspondence will be entered into.



Tips for preparing your nomination

Start early - Allow time to read the criteria, collect evidence, draft responses, seek feedback and proofread the final submission.

Check the rules - Confirm the nominee meets every eligibility requirement and can comply with the conditions of entry.

Tell a clear story - Use practical examples to explain what was achieved, how it was achieved and why it matters.

Address every element - Use the prompts under each criterion as a checklist. Do not assume the judges know the nominee or organisation.

Use evidence - Support claims with specific outcomes, examples, data, testimonials or documents where available.

Observe limits - Stay within the stated word and attachment limits. Material outside the limits may not be considered.

Avoid repetition - Use each criterion to add new information and present a complete picture of the nominee.

Write clearly - Use plain English, explain acronyms and keep responses concise and relevant.

Seek feedback - Ask a manager, mentor, colleague, trainer or GTO representative to review the nomination.

Complete a final check - Proofread spelling, names, dates and attachments, and confirm all mandatory evidence has been included.





ELIGIBILITY AND SELECTION CRITERIA

2026 AEN SA Award Categories



INDIVIDUAL

AEN SA Apprentice of the Year

The AEN SA Apprentice of the Year Award is presented to an individual who is undertaking an apprenticeship with an AEN SA GTO Member and has been outstanding in all aspects of their training.

Eligibility criteria

You must:

- Have completed or be due to complete your apprenticeship (i.e. contract end date) in the period from 1 November 2025 to 31 October 2026, in a training course that leads to a nationally recognised outcome or qualification relevant to the AEN SA Apprentice of the Year Award.
- Have a Contract of Training registered with the South Australian Skills Commission.
- Be employed by a current AEN SA member Group Training Organisation.

Preparing your nomination

Section A: Overview

Provide a short description of the qualification you are enrolled in, your Registered Training Organisation (RTO), your Group Training Organisation (GTO), and Host Employer (if applicable), as well as your reason for choosing the industry and training path. (Limit: 300 words)



AEN SA Apprentice of the Year (cont.)

Section B: Selection Criteria

Criterion 1: Career and study achievements

Consider things such as:

- Why you chose your course.
- How it has changed or impacted you.
- What you have gained from it.
- What you have been able to bring to your workplace.

(Limit: 400 words)

Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

- What you tell family, friends, employer/s, workmates and others about your training.
- What you like about working in a team setting.
- What traits you think are important to positively influence others.

(Limit: 400 words)

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about and provide examples of:

- When you have taken a leadership role inside or outside of training and/or work.
- Other activities you have been involved in where you have been a representative.
- How you would describe the quality of your training.

(Limit 400 words)



AEN SA Apprentice of the Year (cont.)

Criterion 4: Other qualities and pursuits

You may wish to include information about:

- How you have addressed challenges that have impacted your training.
- When you have been required to use initiative – in your training, your personal life, or your workplace.
- Other qualities you have or activities you have undertaken that you feel would be useful in your role as AEN SA Apprentice of the Year
- Other community work or industry involvement you have had.

(Limit: 400 words)

Attachments

Up to five single A4 page attachments to be provided at a 100 per cent ratio, with one document per page.

These may include copies of training and education certificates, VET certificates and qualifications, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.





INDIVIDUAL

AEN SA Trainee of the Year

The AEN SA Trainee of the Year Award is presented to an individual who is undertaking a traineeship and has been outstanding in all aspects of their training.

Eligibility criteria

You must:

- Have completed or be due to complete your traineeship (i.e. contract end date) in the period from 1 November 2025 to 31 October 2026, in a training course that leads to a nationally recognised outcome or qualification relevant to the AEN SA Trainee of the Year Award
- Have a Contract of Training registered with the South Australian Skills Commission.
- Be employed by a current AEN SA member Group Training Organisation.

Preparing your nomination

Section A: Overview

Provide a short description of the qualification you are enrolled in, your Registered Training Organisation (RTO), Group Training Organisation (GTO), and Host Employer (if applicable), as well as your reason for choosing the industry and training path.

(Limit: 300 words)

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process.



AEN SA Trainee of the Year (cont.)

Section B: Selection Criteria

Criterion 1: Career and study achievements

Consider things such as:

- Why you chose your course.
- How it has changed or impacted you.
- What you have gained from it.
- What you have been able to bring to your workplace.

(Limit: 400 words)

Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

- What you tell your family, friends, employer/s, workmates and others about your training.
- What you like about working in a team setting.
- What traits you think are important to positively influence others.

(Limit: 400 words)

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about and provide examples of:

- When you have taken a leadership role inside or outside of training and/or work.
- Other activities you have been involved in where you have been a representative.
- How you would describe the quality of your training.

(Limit: 400 words)



AEN SA Trainee of the Year (cont.)

Criterion 4: Other qualities and pursuits

You may wish to include information about:

- How you have addressed challenges that have impacted your training.
- When you have been required to use initiative – in your training, your personal life, or your workplace.
- Other qualities you have or activities you have undertaken that you feel would be useful in your role as the AEN SA Trainee of the Year.
- Other community work or industry involvement you have had.

(Limit: 400 words)

Attachments

Up to five single A4 page attachments to be provided at a 100 per cent ratio, with one document per page.

These may include copies of training and education certificates, VET certificates and qualifications, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.





INDIVIDUAL

AEN SA Australian School-based Apprentice or Trainee of the Year

The AEN SA Australian School-based Apprentice or Trainee of the Year Award is presented to a student who is undertaking a Certificate II qualification or above as a part-time school-based apprentice or trainee. The award recognises the student's commitment to their formal studies at school and in the workplace.

Eligibility criteria

You must:

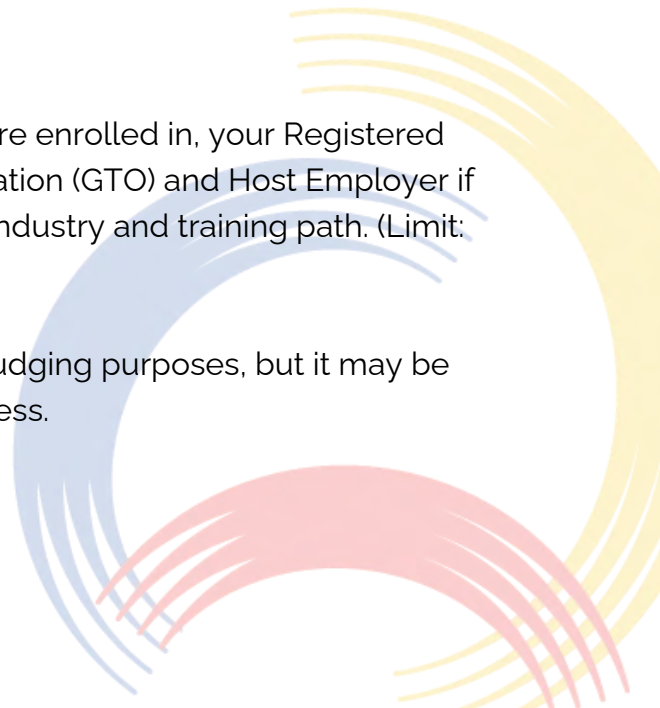
- Be undertaking/completing a Certificate II qualification or above through an Australian school-based apprenticeship or traineeship.
- Be enrolled in school at the time of nomination.
- Have a Contract of Training registered with the South Australian Skills Commission.
- Be employed by a current AEN SA member Group Training Organisation.
- Have completed or be due to complete their apprenticeship or traineeship in the period from 1 November 2025 to 31 October 2026, in a training course that leads to a nationally recognised outcome or qualification.

Preparing your nomination

Section A: Overview

Provide a short description of the qualification you are enrolled in, your Registered Training Organisation (RTO), Group Training Organisation (GTO) and Host Employer if applicable, as well as your reason for choosing the industry and training path. (Limit: 300 words)

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process.



AEN SA Australian School-based Apprentice or Trainee of the Year (cont.)

Section B: Selection Criteria

Criterion 1: Career and study achievements

Consider things such as:

- Why you chose your course.
- How it has changed or impacted you.
- What you have gained from it.
- How your job has assisted your skills development.

(Limit: 400 words)

Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

- What you tell family, friends, employer/s, workmates, teachers, classmates and others about your training.
- What you like about working in a team setting.
- What traits you think are important to positively influence others.

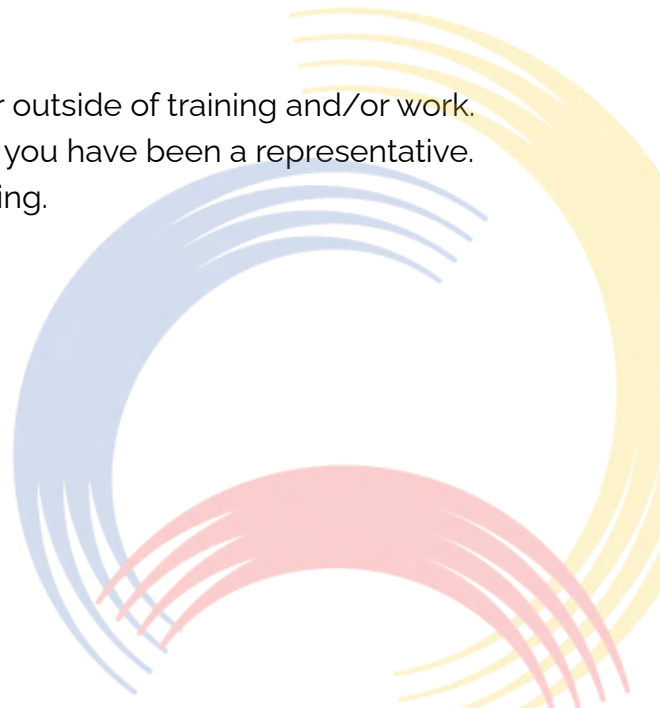
(Limit: 400 words)

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about and provide examples of:

- Where you have taken a leadership role inside or outside of training and/or work.
- Other activities you have been involved in where you have been a representative.
- How you would describe the quality of your training.

(Limit: 400 words)



AEN SA Australian School-based Apprentice or Trainee of the Year (cont.)

Criterion 4: Other qualities and pursuits

You may wish to include information about:

- How you had to address any challenges that have impacted your training.
- When you have been required to use initiative – in your training, your personal life, or your school and/or workplace.
- Other qualities or activities you feel would be useful in your role as AEN SA Australian School-based Apprentice or Trainee of the Year.
- Any community work or industry involvement you have had.

(Limit: 400 words)

Attachments

Up to five single A4 page attachments to be provided at a 100 per cent ratio, with one document per page.

These may include copies of training and education certificates, VET certificates and qualifications, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.



ASBA Apprentice or Trainee of the Year – Stacy Thomas (Maxima Group), accepting the award on behalf of the 2025 Award Winner Nyre Coffee



INDIVIDUAL

AEN SA Field Officer of the Year

The AEN SA Field Officer of the Year Award is presented to an individual who is employed as a Field Officer by an AEN SA GTO Member and has been outstanding in all aspects of their role.

Eligibility criteria

You must:

- Have been employed for 12 continuous months as a Field Officer during the period from 1 July 2025 to 30 June 2026 by a current AEN SA member Group Training Organisation.
- Currently be employed by an AEN SA member Group Training Organisation.

Preparing your nomination

Section A: Overview

Provide a short description of your Group Training Organisation (GTO) as well as your reasons for choosing the industry and being a Field Officer as a career pathway.

(Limit: 300 words)

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process.



AEN SA Field Officer of the Year (cont.)

Section B: Selection Criteria

The Field Officer of the Year award recognises outstanding performance, dedication, and contribution in the role of a Field Officer. Nominees will be assessed against the following criteria:

Criterion 1: Career and Professional Achievements

Consider things such as:

- Why you chose a career as a Field Officer.
- How your role has developed throughout your career.
- What professional development, qualifications or training you have completed.
- What you have contributed to your organisation through your role.
- Examples of achievements that have enhanced your effectiveness as a Field Officer.

(Limit: 400 words)

Criterion 2: Team and Communication skills

Consider any skills you have developed through your role, such as:

- How you communicate with apprentices, trainees, host employers and colleagues.
- What you enjoy about working collaboratively with others.
- Examples of building strong relationships with employers and apprentices.
- Examples of conflict resolution, negotiation or problem solving.
- What personal qualities you believe positively influence others.

(Limit: 400 words)



AEN SA Field Officer of the Year (cont.)

Criterion 3: Coaching, mentoring and ability to be an ambassador for Group Training

Tell us about and provide examples of:

- When you have coached or mentored apprentices or trainees to achieve positive outcomes.
- How you have supported apprentices and trainees experiencing challenges.
- When you have taken a leadership role inside or outside your organisation.
- Other activities where you have represented your organisation or the Group Training sector.
- How you would describe the value and quality of the Group Training model.

(Limit: 400 words)

Criterion 4: Other qualities and pursuits

You may wish to include information about:

- How you have demonstrated initiative in your role.
- Other qualities that make you an outstanding Field Officer.
- Community, industry or professional involvement.
- Contributions to continuous improvement within your organisation.
- Other achievements you believe would assist you in your role as AEN SA Field Officer of the Year.

(Limit: 400 words)



AEN SA Field Officer of the Year (cont.)

Attachments

Up to five single A4 page attachments to be provided at a 100 per cent ratio, with one document per page.

These may include copies of training and education certificates, VET certificates and qualifications, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.





INDIVIDUAL

AEN SA 4th Year Apprentice of the Year

The AEN SA 4th Year Apprentice of the Year Award is presented to an individual who is undertaking their 4th year of an apprenticeship with an AEN SA GTO Member and has been outstanding in all aspects of their training.

Eligibility criteria

You must:

- Have completed or be due to complete the 4th year of an apprenticeship in the period from 1 November 2025 to 31 October 2026, in a training course that leads to a nationally recognised outcome or qualification relevant to the AEN SA 4th Year Apprentice of the Year Award.
- Have a Contract of Training registered with the South Australian Skills Commission.
- Be employed by a current AEN SA member Group Training Organisation.

Preparing your nomination

Section A: Overview

Provide a short description of the qualification you are enrolled in, your Registered Training Organisation (RTO), your Group Training Organisation (GTO), and Host Employer (if applicable), as well as your reason for choosing the industry and training path.

(Limit: 300 words)

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process.



AEN SA 4th Year Apprentice of the Year (cont.)

Section B: Selection Criteria

Criterion 1: Career and study achievements

Consider things such as:

- Why you chose your course.
- How it has changed or impacted you.
- What you have gained from it.
- What you have been able to bring to your workplace.

(Limit: 400 words)

Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

- What you tell family, friends, employer/s, workmates and others about your training.
- What you like about working in a team setting.
- What traits you think are important to positively influence others.

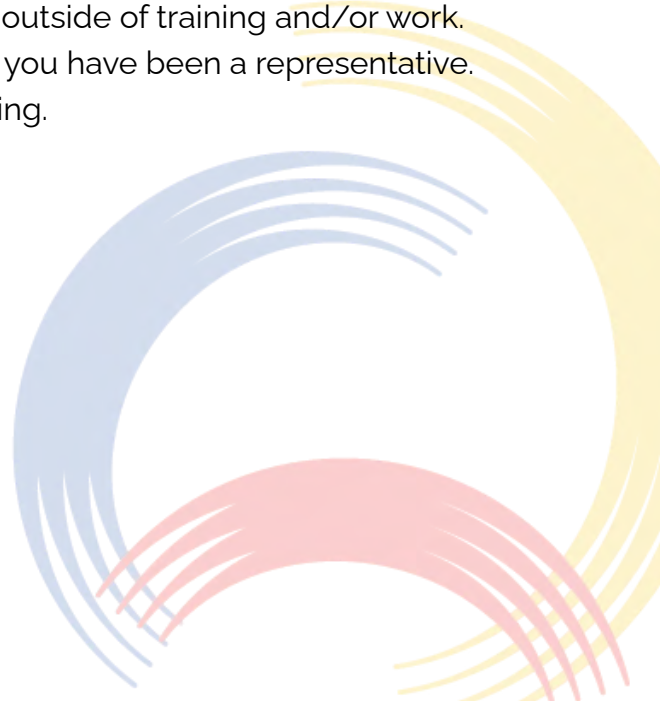
(Limit: 400 words)

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about and provide examples of:

- When you have taken a leadership role inside or outside of training and/or work.
- Other activities you have been involved in where you have been a representative.
- How you would describe the quality of your training.

(Limit: 400 words)



AEN SA 4th Year Apprentice of the Year (cont.)

Criterion 4: Other qualities and pursuits

You may wish to include information about:

- How you have addressed challenges that have impacted your training.
- When you have been required to use initiative – in your training, your personal life, or your workplace.
- Other qualities you have or activities you have undertaken that you feel would be useful in your role as AEN SA 4th Year Apprentice of the Year
- Other community work or industry involvement you have had.

(Limit: 400 words)

Attachments

Up to five single A4 page attachments to be provided at a 100 per cent ratio, with one document per page.

These may include copies of training and education certificates, VET certificates and qualifications, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.



4th Year Apprentice of the Year – 2025 Award
Winner: Lachlan Leake (employed by GTE)



INDIVIDUAL

AEN SA 3rd Year Apprentice of the Year

The AEN SA 3rd Year Apprentice of the Year Award is presented to an individual who is undertaking their 3rd year of an apprenticeship with an AEN SA GTO Member and has been outstanding in all aspects of their training.

Eligibility criteria

You must:

- Have completed or be due to complete the 3rd year of an apprenticeship in the period from 1 November 2025 to 31 October 2026, in a training course that leads to a nationally recognised outcome or qualification relevant to the AEN SA 3rd Year Apprentice of the Year Award.
- Have a Contract of Training registered with the South Australian Skills Commission.
- Be employed by a current AEN SA member Group Training Organisation.

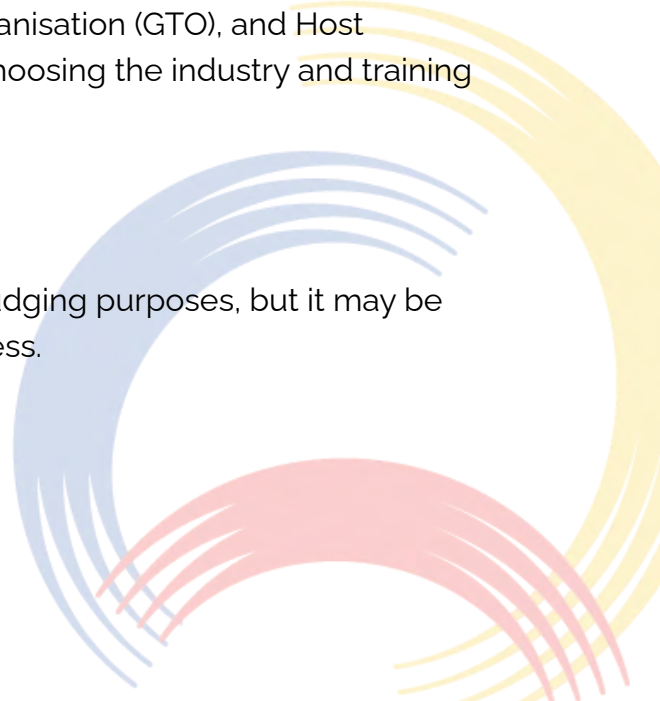
Preparing your nomination

Section A: Overview

Provide a short description of the qualification you are enrolled in, your Registered Training Organisation (RTO), your Group Training Organisation (GTO), and Host Employer (if applicable), as well as your reason for choosing the industry and training path.

(Limit: 300 words)

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process.



AEN SA 3rd Year Apprentice of the Year (cont.)

Section B: Selection Criteria

Criterion 1: Career and study achievements

Consider things such as:

- Why you chose your course.
- How it has changed or impacted you.
- What you have gained from it.
- What you have been able to bring to your workplace.

(Limit: 400 words)

Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

- What you tell family, friends, employer/s, workmates and others about your training.
- What you like about working in a team setting.
- What traits you think are important to positively influence others.

(Limit: 400 words)

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about and provide examples of:

- When you have taken a leadership role inside or outside of training and/or work.
- Other activities you have been involved in where you have been a representative.
- How you would describe the quality of your training.

(Limit: 400 words)



AEN SA 3rd Year Apprentice of the Year (cont.)

Criterion 4: Other qualities and pursuits

You may wish to include information about:

- How you have addressed challenges that have impacted your training.
- When you have been required to use initiative – in your training, your personal life, or your workplace.
- Other qualities you have or activities you have undertaken that you feel would be useful in your role as AEN SA 4th Year Apprentice of the Year
- Other community work or industry involvement you have had.

(Limit: 400 words)

Attachments

Up to five single A4 page attachments to be provided at a 100 per cent ratio, with one document per page.

These may include copies of training and education certificates, VET certificates and qualifications, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.



3rd Year Apprentice of the Year – 2025 Award Winner:
Callan McKenzie (employed by TAPS)



INDIVIDUAL

AEN SA 2nd Year Apprentice of the Year

The AEN SA 2nd Year Apprentice of the Year Award is presented to an individual who is undertaking their 2nd year of an apprenticeship with an AEN SA GTO Member and has been outstanding in all aspects of their training.

Eligibility criteria

You must:

- Have completed or be due to complete the 2nd year of an apprenticeship in the period from 1 November 2025 to 31 October 2026, in a training course that leads to a nationally recognised outcome or qualification relevant to the AEN SA 2nd Year Apprentice of the Year Award.
- Have a Contract of Training registered with the South Australian Skills Commission.
- Be employed by a current AEN SA member Group Training Organisation.

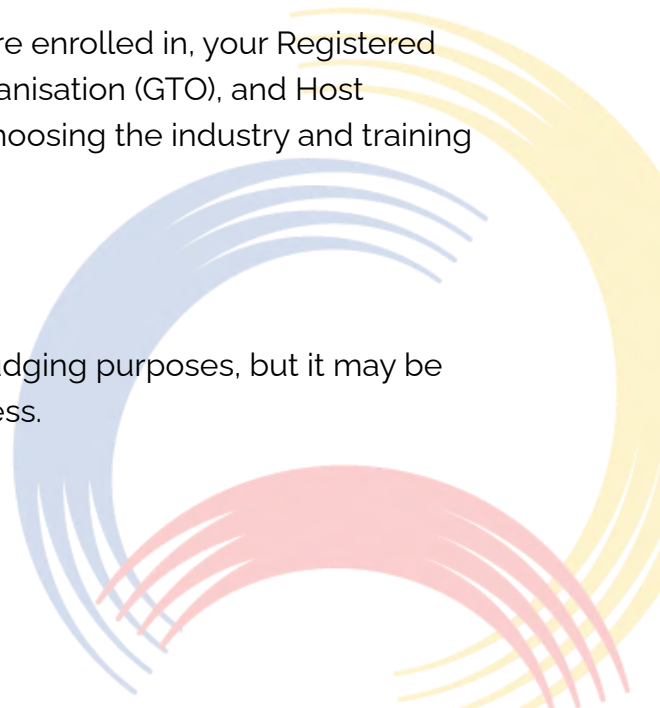
Preparing your nomination

Section A: Overview

Provide a short description of the qualification you are enrolled in, your Registered Training Organisation (RTO), your Group Training Organisation (GTO), and Host Employer (if applicable), as well as your reason for choosing the industry and training path.

(Limit: 300 words)

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process.



AEN SA 2nd Year Apprentice of the Year (cont.)

Section B: Selection Criteria

Criterion 1: Career and study achievements

Consider things such as:

- Why you chose your course.
- How it has changed or impacted you.
- What you have gained from it.
- What you have been able to bring to your workplace.

(Limit: 400 words)

Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

- What you tell family, friends, employer/s, workmates and others about your training.
- What you like about working in a team setting.
- What traits you think are important to positively influence others.

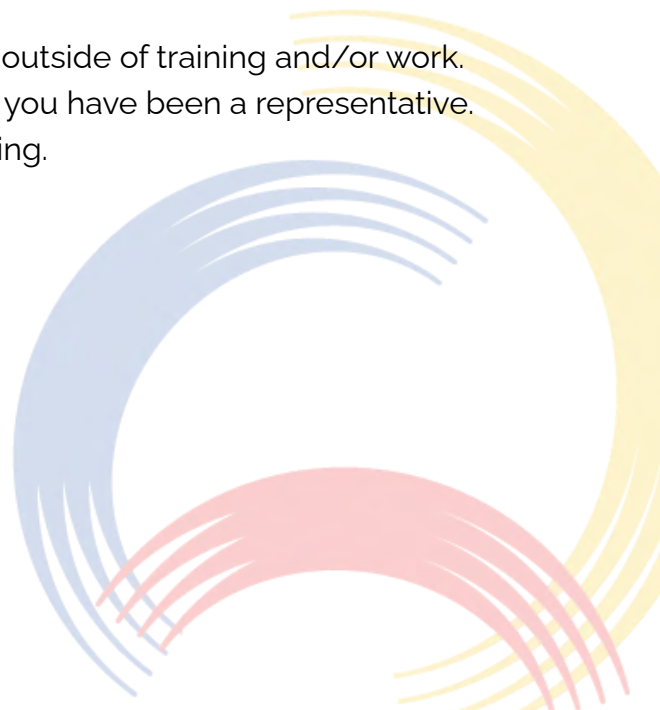
(Limit: 400 words)

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about and provide examples of:

- When you have taken a leadership role inside or outside of training and/or work.
- Other activities you have been involved in where you have been a representative.
- How you would describe the quality of your training.

(Limit: 400 words)



AEN SA 2nd Year Apprentice of the Year (cont.)

Criterion 4: Other qualities and pursuits

You may wish to include information about:

- How you have addressed challenges that have impacted your training.
- When you have been required to use initiative – in your training, your personal life, or your workplace.
- Other qualities you have or activities you have undertaken that you feel would be useful in your role as AEN SA 4th Year Apprentice of the Year
- Other community work or industry involvement you have had.

(Limit: 400 words)

Attachments

Up to five single A4 page attachments to be provided at a 100 per cent ratio, with one document per page.

These may include copies of training and education certificates, VET certificates and qualifications, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.



Craig Hilton (Australian Industry Group Apprentice & Trainee Centre), accepting the award on behalf of the 2025 Award Winner Nigel Fiegert



INDIVIDUAL

AEN SA 1st Year Apprentice of the Year

The AEN SA 1st Year Apprentice of the Year Award is presented to an individual who is undertaking their 1st year of an apprenticeship with an AEN SA GTO Member and has been outstanding in all aspects of their training.

Eligibility criteria

You must:

- Have completed or be due to complete the 1st year of an apprenticeship in the period from 1 November 2025 to 31 October 2026, in a training course that leads to a nationally recognised outcome or qualification relevant to the AEN SA 1st Year Apprentice of the Year Award.
- Have a Contract of Training registered with the South Australian Skills Commission.
- Be employed by a current AEN SA member Group Training Organisation.

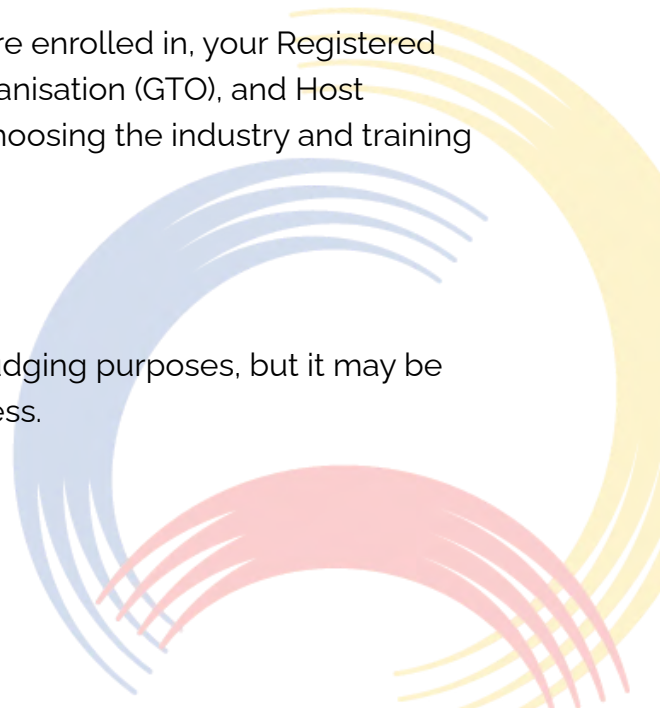
Preparing your nomination

Section A: Overview

Provide a short description of the qualification you are enrolled in, your Registered Training Organisation (RTO), your Group Training Organisation (GTO), and Host Employer (if applicable), as well as your reason for choosing the industry and training path.

(Limit: 300 words)

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process.



AEN SA 1st Year Apprentice of the Year (cont.)

Section B: Selection Criteria

Criterion 1: Career and study achievements

Consider things such as:

- Why you chose your course.
- How it has changed or impacted you.
- What you have gained from it.
- What you have been able to bring to your workplace.

(Limit: 400 words)

Criterion 2: Team and communication skills

Consider any skills you have developed through your training, such as:

- What you tell family, friends, employer/s, workmates and others about your training.
- What you like about working in a team setting.
- What traits you think are important to positively influence others.

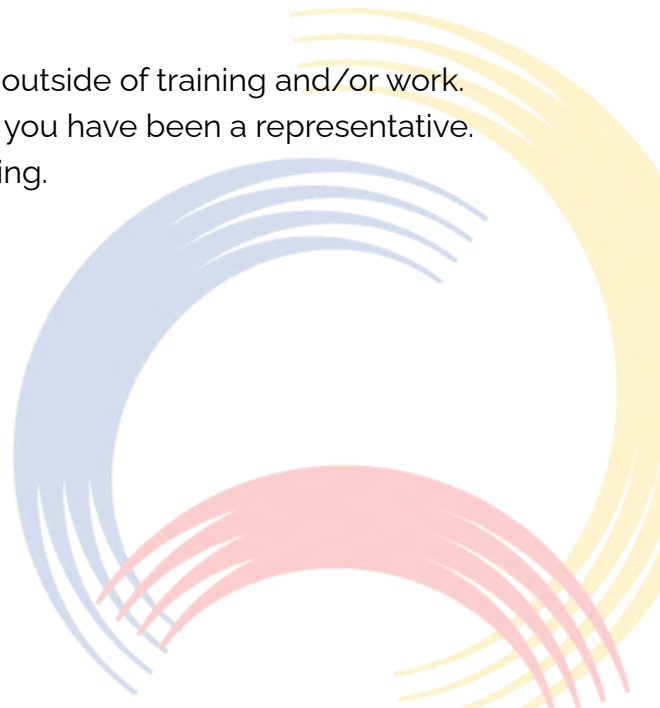
(Limit: 400 words)

Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about and provide examples of:

- When you have taken a leadership role inside or outside of training and/or work.
- Other activities you have been involved in where you have been a representative.
- How you would describe the quality of your training.

(Limit: 400 words)



AEN SA 1st Year Apprentice of the Year (cont.)

Criterion 4: Other qualities and pursuits

You may wish to include information about:

- How you have addressed challenges that have impacted your training.
- When you have been required to use initiative – in your training, your personal life, or your workplace.
- Other qualities you have or activities you have undertaken that you feel would be useful in your role as AEN SA 4th Year Apprentice of the Year
- Other community work or industry involvement you have had.

(Limit: 400 words)

Attachments

Up to five single A4 page attachments to be provided at a 100 per cent ratio, with one document per page.

These may include copies of training and education certificates, VET certificates and qualifications, certificates of completion, certificates and awards, letters of reference or photographs of you in your workplace or at your training organisation.



1st Year Apprentice of the Year – 2025 Award Winner:
Isis Allen (employed by Australian Industry Group
Apprentice & Trainee Centre)



ORGANISATIONAL

AEN SA Host Employer of the Year

The AEN SA Host Employer of the Year Award recognises a South Australian host employer that has demonstrated an outstanding commitment to employing, developing and supporting apprentices and trainees engaged through an Apprentice Employment Network SA (AEN SA) Member Group Training Organisation (GTO).

The award celebrates host employers who have created an inclusive, safe and supportive workplace, invested in the development of apprentices and trainees, worked collaboratively with their GTO partner and demonstrated excellence in contributing to successful training and employment outcomes.

Eligibility criteria

You must:

- Be a South Australian employer currently hosting one or more apprentices and/or trainees through a current AEN SA Member Group Training Organisation.
- Have hosted apprentices and/or trainees through an AEN SA Member GTO during the period 1 July 2025 to 30 June 2026.
- Continue to be actively engaged as a host employer with an AEN SA Member GTO at the time nominations close.
- Demonstrate a commitment to supporting apprentices and trainees regardless of trade, vocation or year level.
- Demonstrate compliance with all relevant workplace health and safety and employment obligations.



AEN SA Host Employer of the Year (cont.)

Evidence Required

The nomination must include a letter of support from the nominee's current AEN SA Member Group Training Organisation confirming:

- The organisation is a current host employer of the GTO.
- The period of engagement with the GTO.
- The apprentices and/or trainees hosted during the eligibility period.
- The GTO's endorsement of the nomination.

Preparing Your Nomination

Section A: Organisation Overview

Provide a brief overview of your organisation, including:

- Your core business and industry
- Number of employees
- How long you have partnered with your AEN SA member Group Training Organisation
- Why your organisation chooses to employ apprentices and trainees through the Group Training model.

(Limit: 300 words)

This information will not be considered during judging but may be used as a summary throughout the Awards process.



AEN SA Host Employer of the Year (cont.)

Section B: Selection Criteria

The Host Employer of the Year Award recognises employers that demonstrate leadership, commitment and excellence in developing apprentices and trainees through the Group Training model.

Nominees will be assessed against the following criteria.

Criterion 1: Commitment to Apprentice and Trainee Development

Describe how your organisation has demonstrated an ongoing commitment to developing apprentices and trainees.

Consider:

- Your philosophy towards employing apprentices and trainees
- Providing meaningful workplace learning opportunities
- Exposing apprentices and trainees to a broad range of work experiences
- Supporting apprentices and trainees across all stages of their training
- Investment in skills development and career pathways
- Initiatives that encourage successful completion of training.

The assessment will consider how the organisation has created an environment where apprentices and trainees can develop the skills, confidence and experience required for long-term career success.

(Limit: 400 words)



AEN SA Host Employer of the Year (cont.)

Criterion 2: Excellence in Partnership with Your Group Training Organisation

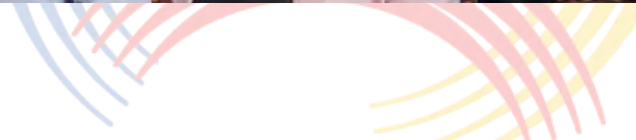
Demonstrate how your organisation has developed a strong and collaborative partnership with your AEN SA Member Group Training Organisation.

Consider:

- Maintaining regular communication with your GTO
- Working collaboratively to support apprentice and trainee wellbeing
- Proactive management of workplace issues
- Participation in performance reviews and development planning
- Supporting workplace monitoring and mentoring activities
- Demonstrating flexibility and responsiveness when challenges arise
- Contributing to positive employment and completion outcomes

The assessment will focus on how the partnership between the host employer and the Group Training Organisation has contributed to successful apprenticeship and traineeship outcomes.

(Limit: 400 words)



AEN SA Host Employer of the Year (cont.)

Criterion 3: Workplace Culture, Safety and Support

Describe how your organisation provides a workplace that enables apprentices and trainees to thrive.

Consider:

- Creating a positive and inclusive workplace culture
- Workplace health and safety leadership
- Quality induction and onboarding practices
- Mentoring and supervision arrangements
- Supporting diversity, equity and inclusion
- Recognising and celebrating apprentice and trainee achievements
- Promoting wellbeing and psychological safety

The assessment will consider how the organisation provides a safe, supportive and engaging workplace that encourages apprentices and trainees to remain in employment and complete their qualification.

(Limit: 400 words)



AEN SA Host Employer of the Year (cont.)

Criterion 4: Innovation and Industry Leadership

Provide examples of initiatives that demonstrate innovation or leadership in supporting apprentices and trainees.

You may wish to include:

- Innovative workplace learning approaches
- Adoption of new technologies or work practices
- Initiatives that improve apprentice or trainee engagement
- Community or industry involvement
- Promoting apprenticeships and traineeships within your industry
- Encouraging diversity in recruitment
- Continuous improvement initiatives
- Measurable outcomes achieved through your approach

The assessment will consider how the organisation has demonstrated leadership and innovation while contributing to the broader success of apprenticeships and traineeships within South Australia.

(Limit: 400 words)



AEN SA Host Employer of the Year (cont.)

Attachments

A maximum of five (5) single A4 page attachments may be submitted.

Attachments may include:

- Letter from your current AEN SA Member Group Training Organisation confirming eligibility and supporting the nomination. (MANDATORY Requirement)
- Letters of support or testimonials
- Workplace photographs
- Examples of apprentice or trainee development initiatives
- WHS, quality or industry awards
- Staff development programs
- Apprentice or trainee success stories
- Media articles or case studies
- Other supporting evidence relevant to the nomination

Attachments should be provided at 100% scale, with one document per page.

Judging Considerations

In assessing nominations, the judging panel will consider evidence of:

• Outstanding commitment to apprentices and trainees.

- Strong collaboration with an AEN SA Member Group Training Organisation.
- Quality workplace supervision and mentoring.
- Demonstrated investment in workforce development.
- Workplace health and safety leadership.
- Positive apprentice and trainee outcomes, including retention and completions.
- Innovation, continuous improvement and industry leadership.
- The overall impact the organisation has made in supporting the South Australian apprenticeship and traineeship system through the Group Training model.





ORGANISATIONAL

AEN SA WHS Excellence of the Year

The AEN SA WHS Excellence of the Year Award recognises an Apprentice Employment Network SA (AEN SA) member Group Training Organisation (GTO) that has demonstrated outstanding leadership, innovation and commitment to achieving excellence in work health and safety (WHS) for apprentices and trainees across South Australia.

This award celebrates organisations that have embedded a positive safety culture, implemented innovative WHS initiatives, demonstrated strong leadership and collaboration with host employers and industry partners, and achieved measurable improvements in protecting the health, safety and wellbeing of apprentices and trainees.

The award acknowledges that excellence in WHS extends beyond legislative compliance and is demonstrated through leadership, continuous improvement, collaboration, education and measurable outcomes.

Eligibility criteria

You must:

- Be a current financial Apprentice Employment Network SA (AEN SA) Member Group Training Organisation.
- Have remained a financial AEN SA Member continuously during the period 1 July 2025 to 30 June 2026.
- Have employed apprentices and/or trainees in South Australia during the eligibility period.
- Demonstrate a genuine organisational commitment to achieving excellence in work health and safety for apprentices and trainees.
- Demonstrate compliance with relevant Work Health and Safety legislation throughout the eligibility period.

AEN SA WHS Excellence of the Year (cont.)

Evidence Required

The nomination must include:

- A letter signed by the Chief Executive Officer (or equivalent) confirming the organisation satisfies the eligibility requirements.
- Evidence supporting the initiatives described within the nomination where appropriate.

Preparing Your Nomination

Section A: Organisation Overview

Provide a brief overview of your Group Training Organisation, including:

- Organisational profile
- Number of apprentices and trainees employed
- Industries serviced
- Overview of your WHS management approach
- Why workplace health and safety is a strategic priority within your organisation
-

(Limit: 300 words)

This information will not be considered during judging but may be used throughout the Awards process.



AEN SA WHS Excellence of the Year (cont.)

Section B: Selection Criteria

The WHS Excellence of the Year Award recognises organisations that demonstrate leadership, innovation and measurable excellence in protecting apprentices and trainees.

Nominees will be assessed against the following criteria.

Criterion 1: WHS Leadership and Organisational Commitment

Describe how your organisation demonstrates leadership and commitment to creating a positive safety culture for apprentices and trainees.

Consider:

- Visible leadership and organisational commitment to WHS
- WHS governance and accountability
- Safety leadership demonstrated by management
- Integration of WHS into organisational planning
- Workforce engagement in safety
- Continuous improvement processes
- Creating a culture where apprentices and trainees feel safe to raise concerns

The assessment will consider how WHS leadership has contributed to a positive organisational safety culture and improved apprentice and trainee outcomes.

(Limit: 400 words)



AEN SA WHS Excellence of the Year (cont.)

Criterion 2: Collaboration and Partnership

Demonstrate how your organisation works collaboratively with host employers, apprentices, trainees and industry stakeholders to improve WHS outcomes.

Consider:

- Collaborative relationships with host employers
- Engagement with apprentices and trainees on safety matters
- Partnerships with regulators, industry associations or other organisations
- Safety consultation processes
- Sharing of WHS resources and best practice
- Joint problem solving and risk management
- Supporting host employers to continuously improve workplace safety

The assessment will focus on how collaboration has strengthened safety performance across host workplaces and contributed to safer learning and working environments.

(Limit: 400 words)



AEN SA WHS Excellence of the Year (cont.)

Criterion 3: Innovation and Continuous Improvement

Provide examples of innovative WHS initiatives implemented during the eligibility period.

You may wish to include:

- Innovative technologies or digital safety solutions
- New approaches to apprentice safety induction
- Behaviour-based safety initiatives
- Mental health and psychological safety programs
- Hazard identification innovations
- Incident prevention initiatives
- Data-driven decision-making
- Continuous improvement projects
- Development of new WHS resources or systems
- Innovative methods of engaging apprentices and host employers

The assessment will consider originality, effectiveness, sustainability and measurable improvements arising from the initiatives implemented.

(Limit: 400 words)



AEN SA WHS Excellence of the Year (cont.)

Criterion 4: Demonstrated Outcomes and Industry Impact

Describe the measurable outcomes your organisation has achieved through its WHS leadership and initiatives.

Consider:

- Improvements in WHS performance indicators
- Reduction in incidents or injuries
- Improved apprentice and trainee wellbeing
- Positive safety culture outcomes
- Host employer engagement
- Training and competency outcomes
- Return-to-work outcomes
- Examples of organisational learning
- Broader contribution to improving WHS across the Group Training sector

The assessment will consider the evidence provided demonstrating sustainable improvements and the overall impact the organisation has had on protecting apprentices and trainees throughout South Australia.

(Limit: 400 words)



AEN SA WHS Excellence of the Year (cont.)

Attachments

A maximum of five (5) single A4 page attachments may be submitted.

Attachments may include:

- CEO eligibility declaration (Mandatory Requirement)
- WHS performance reports.
- Audit or accreditation reports.
- Safe Work Method Statements or safety resources.
- Training records.
- Consultation outcomes.
- Safety campaign material.
- Case studies
- Photographs
- Awards or industry recognition
- Innovation project documentation
- Media articles
- Other relevant supporting evidence

Attachments should be provided at 100% scale, with one document per page.



AEN SA WHS Excellence of the Year (cont.)

Judging Considerations

In assessing nominations, the judging panel will consider evidence of:

- Outstanding WHS leadership
- Demonstrated commitment to apprentice and trainee safety
- Innovation in workplace health and safety
- Strong collaboration with host employers and industry partners
- Continuous improvement and organisational learning
- Measurable improvements in WHS performance
- Positive safety culture across the organisation
- Effective engagement of apprentices and trainees in WHS
- Contribution to raising WHS standards across the South Australian Group Training sector
- Overall organisational excellence in creating safe, healthy and supportive workplaces for apprentices and trainees

The judging panel will particularly value evidence demonstrating that the organisation has gone beyond legislative compliance to embed a culture of excellence, innovation and leadership in workplace health and safety.





KEY CONTACT

APPRENTICE EMPLOYMENT NETWORK SOUTH AUSTRALIA

E: admin@aensa.com.au

W: aensa.com.au

NOMINATION GUIDE 2026
