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APPRENTICE AWARDS 2024

Submission Guide Neca apprentice awards

national electrical and communications association

neca

About the Awards

NECa EXCELLENCE AWARDS 2024 **DECA** SMALL BUSINESS AWARDS 2024





A HISTORY OF EXCELLENCE

NECA has led the electrotechnology industry's Apprentice Awards for over three decades and continues to work to achieve an ever increasing level of awareness and respect for electrical and communications apprentices and their employers.

NECA recognises the essential role apprentices play in the future of our industry. The NECA Apprentice Awards showcase the outstanding contribution an apprentice can make to the projects they work on and to their employer's business.

The Awards also acknowledge achievement in personal development, effort, academic attainment and workplace competency.

SUBMISSION DATES:

NECA Excellence Awards Submissions Open - Monday, 22 January 2024 Submissions Close - Friday, 17 May 2024

NECA Small Business Awards Submissions Open - Monday, 22 January 2024 Submissions Close - Friday, 17 May 2024

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NECA Apprentice Awards Submissions Open - Monday, 22 January 2024 Submissions Close - Friday, 5 April 2024

Awards Presentation Event Dates

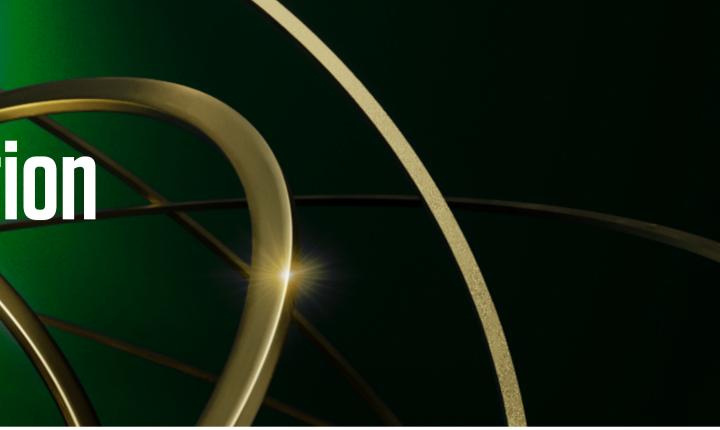


The NECA Awards are open to all NECA members and their apprentices. The NECA Awards celebrate achievements across the entire industry through three dedicated awards programs:

- NECA Apprentice Awards
- NECA Small Business Awards
- NECA Excellence Awards

The submissions are judged at a state level, with each state hosting a gala event between July and September. State winners then progress to the National Awards.

Collins



- QLD Awards (lunch) | Friday, 19 July 2024 | Sofitel Brisbane Central
- ACT Awards (dinner) | Friday, 26 July, 2024 | The QT Canberra
- WA Awards (dinner) | Friday, 16 August 2024 | The Westin
- VIC Awards (dinner) | Friday, 30 August 2024 | The Crown
- SA/NT Awards (dinner) | Friday, 30 August 2024 | Adelaide Convention Centre
- **TAS Awards** (dinner) | Saturday, 7 September 2024 | Wrest Point
- NSW Awards (lunch) | Friday, 20 September 2024 | The Star
- National Awards (dinner) | Thursday, 28 September 2024 | Sofitel Melbourne on



Step-by-Step Guide

N E C Z EXCELLENC AWARD





CLICK HERE to access the NECA Awards platform or visit: https://necaawards.awardsplatform.com

(NOTE: If you are an employer / host employer / trainer with an existing NECA Awards portal login, you will be able to use the same account)



Start to collate your submission content: reference letters, academic results, personal statement and on-the-job photograph.



Upload all the required content and supporting documents to the portal before the closing date. Please check the closing dates and mark your calendar as there are strictly no extensions to the submission timeframe.



Immediately following the closing date, judges will be given access to the online portal to begin reviewing your submission.

You will then be contacted to schedule your interview which may be inperson or an online meeting.



Create a log in to the NECA Awards platform and read through the category criteria and submission requirements.

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Commercial / Domestic Apprentice of the Year

CATEGORY DESCRIPTION:

Commercial / Domestic

By definition commercial/domestic work covers the field of construction type electrical light and power wiring, factory general light and power wiring, commercial light and power and domestic light and power.

Section 1 - Essential Details Section 2 - Training & Employment

Criteria

The applicant shall demonstrate competence in the following area of the commercial/domestic field of work. Their competence will be assessed through the interview process and a review of their submission.

Competencies

- Understanding of Work Health and Safety requirements for the industry.
- Understanding of regulatory requirements.
- Should have practical knowledge of wiring methods used in commercial/domestic installation. • Ability to carry out the tests required to enable power to be connected and also to determine faults within an installation.
- Ability to carry out simple tasks and produce a quality result.

Supporting Documents:

- References and/or Letter/s of Support There are a number of people that the applicant has worked with over their apprenticeship and they can also provide relevant details on the applicant. • Academic Results - Training results to indicate how the applicant performs off the job and should include actual school results, ie. not profiling. • Applicants Statement - This is a very important statement, it enables the judges to learn more about the applicant, the type of work they have done so far and their ambitions for the future. • Photo - Provide an on-the-job photograph of apprentice (for use in Awards presentation and marketing material) in high res JPEG format.

- Please ensure the photo conforms with WHS requirements.





Section 3 - Supporting Documents (see below) Section 4 - Confirmation



Industria Apprentice of the Year

CATEGORY DESCRIPTION:

Industrial

By definition Industrial work covers the field of machine wiring, control systems, variable speed drives, switchboards, programmable logic controls (limited exposure) and motor control systems.

Section 1 - Essential Details Section 2 - Training & Employment

Criteria

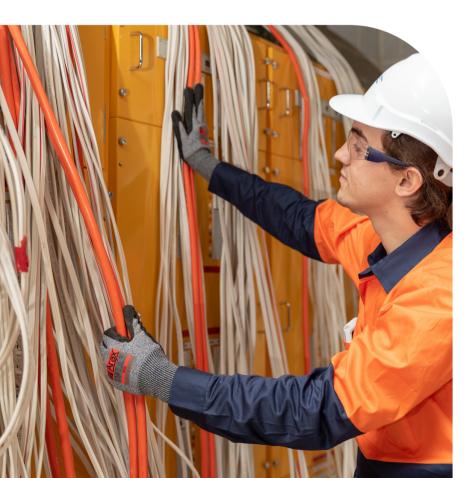
The applicant shall demonstrate competence in the following area of the industrial field of work. Their competence will be assessed through the interview process and a review of their submission.

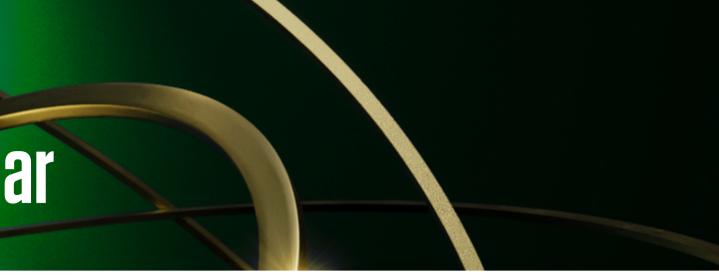
Competencies

- Understanding of Work Health and Safety requirements for the industry.
- Understanding of regulatory requirements.
- Should have practical knowledge of wiring methods used in Industrial installation.
- Should have some practical knowledge in fault finding.
- Ability to carry out the tests required to enable power to be connected and also to determine faults within an installation.
- Ability to carry out design of a simple circuit.

Supporting Documents:

- they can also provide relevant details on the applicant.
- profiling.
- they have done so far and their ambitions for the future.
- Photo Provide an on-the-job photograph of apprentice (for use in Awards presentation and marketing material) in high res JPEG format. Please ensure the photo conforms with WHS requirements.





Section 3 - Supporting Documents (see below) Section 4 - Confirmation

• References and/or Letter/s of Support - There are a number of people that the applicant has worked with over their apprenticeship and • Academic Results - Training results to indicate how the applicant performs off the job and should include actual school results, ie. not • Applicants Statement - This is a very important statement, it enables the judges to learn more about the applicant, the type of work

ELV / Communications Apprentice of the Year

CATEGORY DESCRIPTION:

ELV / Communications

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APPRENTICE AWARDS

2024

By definition this covers communication, networking, fibre optics, data cabling systems, voice and data, wireless communication and home automation.

Section 1 - Essential Details Section 2 - Training & Employment

Criteria

The applicant shall demonstrate competence in the following areas related to communications and extra low voltage installations. Their competence will be assessed through the interview process and a review of their submission.

Competencies

- Understanding of Work Health and Safety requirements for the industry.
- Understanding of regulatory requirements for all the areas in which the applicant works.
- Should have practical knowledge of wiring methods in all the areas the applicant works in.
- Ability to prepare terminations.
- Ability to carry out the tests required to certify installations.

Supporting Documents:

- they can also provide relevant details on the applicant.
- profiling.
- they have done so far and their ambitions for the future.
- Please ensure the photo conforms with WHS requirements.





Section 3 - Supporting Documents (see below) Section 4 - Confirmation

• References and/or Letter/s of Support - There are a number of people that the applicant has worked with over their apprenticeship and • Academic Results - Training results to indicate how the applicant performs off the job and should include actual school results, ie. not • Applicants Statement - This is a very important statement, it enables the judges to learn more about the applicant, the type of work • Photo - Provide an on-the-job photograph of apprentice (for use in Awards presentation and marketing material) in high res JPEG format.

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Conditions of Entry

ELIGIBILITY

Applicants must be in their fourth year of training or have completed their apprenticeship within the 12 months prior to the closing date for submissions. During their apprenticeship, they must be or have been employed by a NECA member or a NECA Group Training apprentice company. Applicants may only enter one category and must not have been previously nominated in that category.



CONDITIONS OF ENTRY

- All entries must be completed online via the Awards portal.
- All required questions must be completed for an entry to be valid.
- Entrants must adhere to the criteria of the Awards Category being entered.
- By entering a project, you give NECA permission to use photographs on the NECA website, magazine, promotional material, social media and media.

THE APPLICATION

Employer - The employer plays an important part in the training of the applicant and they can provide information in regards to the applicant, his/her training, management skills and many other details. It is advisable that the employer considers addressing some items in the criteria. Please include details on the type of work the applicant has done during his/her employment. – This is very important.

NATIONAL APPRENTICE AWARDS

Fourth year state apprentice winners in each category will be invited to enter the National Apprentice Awards. Information will be provided in September to those that qualify.



JUDGING PROCESS

State

Applicants will initially be assessed at a state level, with finalists being invited to an interview with a judging panel. State winners and any place getters will be invited to receive their award at a state gala awards event. State winners from each category will then be invited to submit a project to be judged for the NECA National Apprentice Awards.

National

Each State winner will be forwarded application details mid September regarding the project they will be required to submit. They will also be interviewed by the national judging panel.

Winners for each category will be selected following the interview. Winners and runners up will receive their award at NECA's National Awards presentation dinner in November 2024 in Melbourne.

Contact Information

Local Branch Contacts

VIC Ph: 1300 300 031 Email: necavic@neca.asn.au

SA / NT Ph: 08 8272 2966 Email: neca@necasa.asn.au

NSW / ACT / QLD / TAS Ph: 1300 361 099 Email: memberservices@neca.asn.au/

WA Ph: 08 6241 6100 Email: events@necawa.asn.au

