

NECA 2020-21 Excellence Awards Entrant Guidelines/Criteria

These guidelines are designed to ensure the integrity of every National Electrical and Communications Association (NECA) Excellence Award or Certificate of Commendation awarded.

The NECA Excellence Awards are open to all NECA contractor members. There are thirteen Award Categories judged at a State/Territory level. State/Territory award winners progress to the NECA National Excellence Awards for their Category.

Conditions of Entry

- Entrants must be current NECA contractor members at the time of entry and throughout the award process
- At the time of submission, the project needs to be beyond practical completion stage.
- All entries must be completed online. All questions must be completed for an entry to be valid.
- Entrants must adhere to the criteria of the Awards Category being entered
- Projects may be entered into more than one Category however, each entry must reflect the specific criteria of the Category, supported by visual evidence specific to that Category
- Entrants must obtain client permission to submit a project. This includes obtaining written permission from the client to use photographs in the entry and gain site access for the purposes of judging where required
- By entering a project, you give NECA permission to use project details and photographs on the NECA website, promotional material, social media and media
- Entrants must clearly identify in their entry any connection either the project or the entrant (or its Company) has with a NECA board representative

Entry Process

All entries must be completed online. All four sections must be completed for an entry to be valid.

To optimise each entry, it is strongly recommended that entrants:

- carefully read and take note of guidance for each step of the online entry process;
 - address each of the prompts relevant to their entry;
 - carefully choose the pull-down options, as these may be challenged by the judges if not relevant to the project entry;
 - include photos from various stages of the project, particularly aspects of excellence referred to in responses
 - be aware that any follow up with a judge or judges will be considered as inappropriate.
- **Section 1** – Company profile and project detail.
 - **Section 2** - Series of multiple-choice questions and associated drop-down answers specific to the award category being entered.

Entrants should note: responses that do not directly answer questions specific to the Award Category being entered may negatively affect entry scoring.

- **Section 3** - Series of questions with 300-word (max) answers, specific to the Award Category being entered.

Entrants should note: this information will have the greatest influence on entry scoring.

To optimise responses, it is strongly recommended that entrants:

- Respond to each of the criteria as succinctly as possible - bullet points and/or short paragraphs are preferred
 - Only highlight areas of the project that are truly outstanding - focus on key innovations, methods employed, controls implemented, and what was done differently (and why) to make this a stand out project. Also consider including any difficulties encountered and how these were overcome.
 - Avoid using general or 'motherhood' statements that will not add to the 'wow factor' of an entry.
- **Section 4** - Photo file and letters of reference document (upload)
Upload one attachment that contains both the photo file and letters of reference.

All photos related to a project should be uploaded as a single PDF document, with numbered thumbnails of each photo and a brief description of what is shown in the photo. Do not upload individual photos to the online award entry system.

To support your entry, please submit (via [Dropbox](#) or alternative file sharing service) a minimum of 15 and maximum of 25 individual high res photos (for video clips used in the presentation material) directly to your NECA State Chapter office,

Judging

The judging panel is comprised of a Chairperson and experienced electrical industry representatives, as selected, or appointed by the individual NECA Chapter for State/ Territory judging, and by NECA National for National judging. The National Chairperson's role is to be an independent judge and may assist other judges with disputes or assessment queries.

Judging for State/Territory Awards shall be subject to the same categories, criteria and weightings as for the National Awards.

Note:

- No changes between the original State/Territory entry and the National entry will be accepted.
- The winning state entry will be entered in the same category in which they won the State/Territory Award for the National Awards. National judging is done solely on the on-line submission.
- Winners of a State/Territory Award will automatically be entered in the National Awards unless the entrant expressly advises (via email) to their State/Territory Chapter office, that they do not wish to be entered and judged for a National Award.
- Site visits and/or presentations (as and if required) will be at State level only and will be determined by the State Chapter office.

CATEGORIES

Please note: There have been changes made to the 2020 NECA Award Categories. Please read these carefully.

			Pages
Cat 1	Emerging New Small Business	A small business employing up to 9 technical employees demonstrating a wide range of skills and excellence in electrical installation and/or service, a Recognition Award for first time entrants during their first five years of business.	6-7
Cat 2	Work Health & Safety Best Practice	A recognition of 'Best Practice' Award for companies who have demonstrated ongoing commitment to achieving best-practice in Health and Safety management within the business and/or for major innovative new hazard reductions, safety improvements or safety solutions.	8-9
Cat 3	Lighting Design & Installation	A commercial, industrial, residential, hospitality, retail, entertainment or sports project of any value where the applicant's influence on lighting achieves a higher or improved creative and aesthetic design and technical excellence than the original design or concept (evidence of designer credentials to be included in the entry).	10-11
Cat 4	Domestic Residence Small	A single residence project in the domestic sector (as described in AS/NZS 3000, clause 1.4.53) where the applicant's contract value is less than \$100,000 .	10-11
Cat 5	Domestic Residence Large	A single residence project in the domestic sector (as described in AS/NZS 3000, clause 1.4.53) where the applicant's contract value is greater than \$100,000 .	10-11
Cat 6	Industrial Small	An industrial project which may also include, but is not limited to, undertakings of a civil, mining, high voltage, manufacturing or process nature where the applicant's contract value is less than \$1 million .	10-11
Cat 7	Industrial Medium	An industrial project which may include, but is not limited to, undertakings of a civil, mining, high voltage, manufacturing or process nature where the applicant's contract value is greater than \$1 million and less than \$5 million .	10-11
Cat 8	Industrial Large	An industrial project which may include, but is not limited to, undertakings of a civil, mining, high voltage, manufacturing or process nature where the applicant's contract value is greater than \$5 million .	10-11
Cat 9	Energy Efficiency & Environment	A project where the applicant's direct and proactive influence on design, product selection, lighting, processes or technologies has created a substantially improved and more sustainable energy efficient installation than the original design or concept.	10-11
Cat 10	Voice/Data Communications & Audio Visual	A voice/data, communications & audio-visual project of any contract value where the applicant's influence on the project achieves a higher or improved level of performance, and technical excellence than the original design or concept (evidence of designer credentials to be included in the entry).	10-11
Cat 11	Commercial Small	A commercial project where the applicant's contract value is less than \$2 million , which may include multiple domestic and residential electrical installations (as described in AS/NZS 3000 clauses 1.4.54 and 1.4.55).	10-11
Cat 12	Commercial Medium	A commercial project where the applicant's contract value is greater than \$2 million and less than \$6 million which may also include multiple domestic and residential electrical installations (as described in AS/NZS 3000 clauses 1.4.54 and 1.4.55).	10-11
Cat 13	Commercial Large	A commercial project where the applicant's contract value is greater than \$6 million which may also include multiple domestic and residential electrical installations (as described in AS/NZS 3000 clauses 1.4.54 and 1.4.55).	10-11

SECTION 1 - REQUIRED INFORMATION (the following applies to all categories)

Company Profile

You will need to provide the following information about the nominee:

- The name of the nominated representative.
- The position held by the nominated representative.
- Contact details.
- The name of business.
- The size of the business.
- The date that the business was established.
- Scope of works performed.
- The nature of the electrotechnology (and wider) industry areas or disciplines the company undertakes.
- Critical team members.

Project Overview

You will need to provide the following information about the nominated project:

- Project name.
- Project location.
- Project final contract value.
- Date of project commencement.
- Date of project completion (or its practical completion).
- An estimate of the overall number of hours worked by the contractor and its subcontractors on the project from start to finish.
- The average number of persons on site during that period under the control of the contractor, including the contractor's direct subcontractors.
- The highest one-week peak number of persons on site during that period under the control of the contractor, including the contractor's direct subcontractors.
- The name of the third-party certifying body, the certificate number and the Standard for the contractors' Quality System if the contractor holds third-party accreditation.
- The name of the third-party certifying body, the certificate number and the Standard for the contractors' WHS System if the contractor holds third party accreditation.
- Was the project design/construct and was it completely undertaken by in-house or entrant bought-in expertise or was a customer-appointed engineer's design used?
- A brief overview of the scope of work performed (e.g. upgrade or construction of building).
- Project description: This should be no more than 100 words. In Sections 2, 3 and 4 entrants are asked to elaborate on their project entry.

Project commentary

The nominee must provide a brief comment in relation to the each of the following questions:

1. What will it mean to your business, if your project is recognised as a winner at this year's Excellence Awards? (answer to be no more than 75 words).
2. What was the proudest accomplishment your business achieved while undertaking this project? (answer to be no more than 75 words).

By submitting a project, the nominee must acknowledge and agree that any comments and quotes provided by your company may be used by NECA in its promotional activities and will be attributed to the nominated representative.

Summary

The nominee must summarise the project or company achievements, highlighting the major outcomes:

- Was the project/company successful (e.g. financially, quality, workmanship and professionalism)?
- Feedback from those involved on the project, in the company and clients.
- The success of the project and how it affected the company and team members (e.g. employee skill enhancement and recruitment and raising company profile).
- Benchmarking of the project (e.g. degree of difficulty, skills utilised and overall success).

SECTION 2 - CRITERIA (category specific)

Multiple choice questions and associated drop-down answers (as provided online).

Entrants to please note: Select responses that apply directly to the project being entered. Responses that do not accurately reflect the Award Category entry may negatively affect entry scoring.

SECTION 3 - CRITERIA (category specific)

Criteria Related Questions for each of the award criteria on which the entry will be judged (restricted to 300-word answers).

Please note:

Answers must only include information on the scope of the work or other entry details that the entrant and the direct subcontractors, suppliers and engineers under the direct control of the entrant have undertaken. This would normally only include the goods and services paid for by the entrant and exclude any goods and services paid for by others unless a direct link between the entrant and the supplier of goods and services can be shown.

The more succinct and 'to the point' entrants make their answers, the easier it will be for the judges to understand them, so the use of bullet-points is encouraged when highlighting key aspects of the project. There are prompts for each response that should be used as a guide to what these typically are.

All responses should focus on the criteria being addressed by each question. Read each question carefully and consider the prompts on what the entrant DID on the project being entered, HOW and WHY it was done, and WHAT made that different.

Entrants should focus on the project specifics and avoid making general statements unless they are going to add to the 'wow factor' of the entry and judging.

Remember, every successful company already does all those routine things that makes their business a success so the judges will be looking for what you did specific to your entry to go 'that extra mile'.

Note:

- Ensure you address questions specific to your category only as per below.

Category 1 (pages 6-7)

- Emerging New Small Business

Category 2 (pages 8-9)

- Work Health & Safety Best Practice

Categories 3 - 13 (pages 10-11)

- Lighting Design & Installation
- Domestic Residence - Small
- Domestic Residence - Large
- Industrial - Small
- Industrial - Medium
- Industrial - Large
- Energy Efficiency & Environment
- Voice/Data Communications & Audio Visual
- Commercial - Small
- Commercial - Medium
- Commercial - Large

- It is recommended that entrants draft their answers in a word document prior to completing the online entry. This will avoid any issues online that may result in lost work.

Category 1

▪ Emerging New Small Business Award

Note: Entry responses should be brief and written in such a way as to assist the judges, for scoring and for National Judging, to identify those areas of your project that are truly outstanding and excellent.

Commercial Factors

Describe in 300 words or less, the most outstanding and key commercial initiatives that were initiated and applied by your company on this project and that you believe make this project a worthy Excellence Award entry. This may include the project's major commercial challenges and how these were overcome, how the project was won, how it created other opportunities, how you related with your suppliers, what you did to improve your margin, what benefit in other work the project brought to your company, was the profit outcome to your expectations, or any other benefits to you or other stand-out commercial-type issues. Where possible, use succinct bullet points, statistics etc.

Quality

Describe in 300 words or less, the most significant and noticeable quality initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include the project's most critical quality-related challenges and or specific site-related quality issues and how these were overcome, as well as any key quality control initiatives, any formal approach to your quality system and any quality-focused meetings, special quality focused installation method innovation and or design optimisation, any special tool or jig development to deliver consistency, any third-party QA certification (including certifier name) and or any quality-related other benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

Management

Describe in 300 words or less, the most important and meaningful management initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include any considerable changed approach in managing this project, what important management controls you set in place, what significant production and management controls you used, what financial and other benefits you derived from this, any uniqueness in project management structure, how often or when you reviewed the project, any challenges related to the project size and the number of persons on site at any one time, what meetings you regularly held with your team on site, any other management-related benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

Work Health and Safety

Describe in 300 words or less, the most prominent and foremost WHS initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include what you did differently to manage WHS on the projects, the project's most critical WHS-related challenges and or specific site-related WHS issues and how these were overcome, as well as any key WHS initiatives, any formal approach to WHS systems and WHS-focused meetings, special WHS focused installation method innovation and or design optimisation, any special tool or jig development to prevent injuries, project total hours worked and LTI/MTI data, any third-party WHS certification (including certifier name), your WHS management structure, any expert assistance or advice sought, any system improvements made, confirm if you have a certificate of compliance and or other stand-out WHS issues. Where possible, use succinct bullet points, statistics etc.

Note: Please do not submit your entire safety management system.

Training

Describe in 300 words or less, the most important training initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include your company's distinctive approach, your exceptional commitment to training and, on this project; the numbers of apprentices employed, if they were your own or group apprentices, how you managed their training, any significant formal mentoring, any specialist upskilling, any project team career-path training or personal development and any other unique specialist training-specific upskilling or any other benefits or stand-out issues. Please do not include any WHS training normally mandated, normally expected or for refresher-type courses and the like unless these were beyond that normally required. Where possible, use succinct bullet points, statistics etc.

Continuous Improvement

Describe in 300 words or less, the most important continuous improvement initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include how you undertake regular reviews of your business, if and how you have embedded continuous improvement in your business system, how continuous improvement is reported and maintained, how your business administration system is tracked and reported, sales budgeting & tracking, your company's best type of trading, how you measure & maintain your competitiveness, how you are growing your profitability, how you are remaining your competitiveness and any other unique specialist continuous improvement-specific upskilling or any other benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

Business Development

Describe in 300 words or less, the most important business development initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include the status of your current business plan and its monitoring, your perceivable differentiation, how you are being seen as different, your marketing plan and its review, your key business development aspects, your key prospecting aspects, your business growth aspirations, your business leadership aspirations, your branding plans and any other unique specialist business development-specific upskilling or any other benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

Vision Mission and Objectives

Describe in 300 words or less, the most important initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include your company's vision & vision statement, your company's mission & mission statement, your company's objectives & objective statement, how you are communicating these to the stakeholders, your strengths, weaknesses, opportunities and threats, how you are dealing with each of these, your people, project management, career advancement and management training strategies, your production and or installation processes and procedures, your work in progress controls and any other unique specialist vision, mission & objectives-specific upskilling or any other benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

SECTION 3 (continued)

Category 2

▪ WHS - Best Practice Award

Note: Entry responses should be brief and written in such a way as to assist the judges, for scoring and for National Judging, to identify those areas of your project that are truly outstanding and excellent.

Technical and Innovation

Describe in 300 words or less, the most exceptional and significant technical and innovation initiatives that were initiated by your company and applied by your company on this project and that you believe make this project a worthy Excellence Award entry. This may include the project's most critical technical challenges or site-related issues and how these were overcome, as well as any key product or installation method, what innovative solutions you made, any substantial design optimisation, any unusual / cutting edge / bespoke products or components introduced, any innovative systems created to generate efficiencies, what substantial site-related innovation you developed, or any other benefits or stand-out technical or innovative issues. Where possible, use succinct bullet points, statistics etc.

Work Health and Safety

Describe in 300 words or less, the most prominent and foremost WHS initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include what you did differently to manage WHS on the projects, the project's most critical WHS-related challenges and or specific site-related WHS issues and how these were overcome, as well as any key WHS initiatives, any formal approach to WHS systems and WHS-focused meetings, special WHS focused installation method innovation and or design optimisation, any special tool or jig development to prevent injuries, project total hours worked and LTI/MTI data, any third-party WHS certification (including certifier name), your WHS management structure, any expert assistance or advice sought, any system improvements made, confirm if you have a certificate of compliance and or other stand-out WHS issues. Where possible, use succinct bullet points, statistics etc.

Note: Please do not submit your entire safety management system.

Training

Describe in 300 words or less, the most important training initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include your company's distinctive approach, your exceptional commitment to training and, on this project; the numbers of apprentices employed, if they were your own or group apprentices, how you managed their training, any significant formal mentoring, any specialist upskilling, any project team career-path training or personal development and any other unique specialist training-specific upskilling or any other benefits or stand-out issues. Please do not include any WHS training normally mandated, normally expected or for refresher-type courses and the like unless these were beyond that normally required. Where possible, use succinct bullet points, statistics etc.

WHS System

Describe in 300 words or less, the most important WHS initiatives (as distinct from general WHS –above) that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include solutions to a particular electrical safety issue, a specific solution to an electrical hazard or a solution to a work place safety situation that your company has dealt with differently with regard to WHS, your WHS system maintenance, employee WHS awareness, induction procedures, internal notification of LTIs & MTIs, LTI & MTI review and actioning, LTI & MTI targets, dealing with employee WHS policy breaches, WHS policies display, and any other unique specialist WHS system-specific upskilling or any other benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

Hazard Identification, Risk Assessment and Control

Describe in 300 words or less, the most important hazard & risk management initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include who is responsible, how you identify, remedy and remediate workplace hazards, how risk assessments are undertaken, authority to sign-off on medium and high (catastrophic) risk remediation, authority to sign off on testing potentially live parts, review of risk reduction effectiveness, forums for hazard and risk assessment discussions, the role of meetings for hazard ID and any other unique specialist risk management-specific upskilling or any other benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

Employee WHS Consultation

Describe in 300 words or less, the most important employee WHS consultation initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include how you consult with employees on WHS issues, using toolbox meetings as a WHS forum, dealing with WHS issues arising from meetings, providing employee feedback on WHS issues, consultation and company WHS feedback and any other unique specialist WHS employee consultation-specific upskilling or any other benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

Management WHS Commitment

Describe in 300 words or less, the most important management WHS commitment initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include your WHS management & audit structure, internal auditing, demonstration of company commitment, use of expert assistance with emerging issues, creating on-going company awareness, LTI or MTI reporting (both for the incident and for review), electric shock reporting, LTI & MTI incident actioning and any other unique specialist management WHS commitment consultation-specific upskilling or any other benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

Safe Work Systems

Describe in 300 words or less, the most important safe work system initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include the current status of your safe work system procedures, specific WHS work safe system training, responsibility for and development of work safe systems & procedures, keeping these procedures up to date, results delivered in terms of reductions in LTIs & MTIs, your WHS training, apprentice and new employee training and any other unique specialist safe work system-specific upskilling or any other benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

SECTION 3 (continued)

Categories 3-13:

- [Lighting Design & Installation](#)
- [Domestic Residence - Small](#)
- [Domestic Residence - Large](#)
- [Industrial - Small](#)
- [Industrial - Medium](#)
- [Industrial - Large](#)
- [Energy Efficiency & Environment](#)
- [Voice/Data Communications & Audio Visual](#)
- [Commercial - Small](#)
- [Commercial - Medium](#)
- [Commercial - Large](#)

Note: Excellence Award entry responses should be brief and written in such a way as to assist the judges, for scoring and for National Judging, to identify those areas of your project that are truly outstanding and excellent.

Commercial Factors

Describe in 300 words or less, the most outstanding and key commercial initiatives that were initiated by your company that were applied by your company on this project and that you believe make this project a worthy Excellence Award entry. This may include the project's major commercial challenges and how these were overcome, how the project was won, how it created other opportunities, how you related with your suppliers, what you did to improve your margin, what benefit in other work the project brought to your company, was the profit outcome to your expectations, or any other benefits to you or other stand-out commercial-type issues. Where possible, use succinct bullet points, statistics etc.

Technical and Innovation

Describe in 300 words or less, the most exceptional and significant technical and innovation initiatives that were initiated by your company and applied by your company on this project and that you believe make this project a worthy Excellence Award entry. This may include the project's most critical technical challenges or site-related issues and how these were overcome, as well as any key product or installation method, what innovative solutions you made, any substantial design optimisation, any unusual / cutting edge / bespoke products or components introduced, any innovative systems created to generate efficiencies, what substantial site-related innovation you developed, or any other benefits or stand-out technical or innovative issues. Where possible, use succinct bullet points, statistics etc.

Please identify any technical or innovative solutions that demonstrate excellence as applied on the project, which were created by and can be credited to your business, that demonstrate excellence.

Energy Efficiency and Environment

Describe in 300 words or less, the most substantial and noteworthy energy efficiency and or environmentally-friendly initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include any considerable reductions in the project's carbon footprint, the way your initiatives resulted in sizeable life-time running-cost savings and benefits, reduced the project's other environmental impacts, the reduction of waste during construction, any whole-of-life benefits for the owner or occupier, optimising recycling or any other benefits or stand-out energy and environment related issues. Where possible, use succinct bullet points, statistics etc.

Quality

Describe in 300 words or less, the most significant and noticeable quality initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include the project's most critical quality-related challenges and or specific site-related quality issues and how these were overcome, as well as any key quality control initiatives, any formal approach to your quality system and any quality-focused meetings, special quality focused installation method innovation and or design optimisation, any special tool or jig development to deliver consistency, any third-party QA certification (including certifier name) and or any quality-related other benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

Management

Describe in 300 words or less, the most important and meaningful management initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include any considerable changed approach in managing this project, what important management controls you set in place, what significant production and management controls you used, what financial and other benefits you derived from this, any uniqueness in project management structure, how often or when you reviewed the project, any challenges related to the project size and the number of persons on site at any one time, what meetings you regularly held with your team on site, any other management-related benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

Work Health and Safety

Describe in 300 words or less, the most prominent and foremost WHS initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include what you did differently to manage WHS on the projects, the project's most critical WHS-related challenges and or specific site-related WHS issues and how these were overcome, as well as any key WHS initiatives, any formal approach to WHS systems and WHS-focused meetings, special WHS focused installation method innovation and or design optimisation, any special tool or jig development to prevent injuries, project total hours worked and LTI/MTI data, any third-party WHS certification (including certifier name), your WHS management structure, any expert assistance or advice sought, any system improvements made, confirm if you have a certificate of compliance and or other stand-out WHS issues. Where possible, use succinct bullet points, statistics etc.

Note: Please do not submit your entire safety management system.

Training

Describe in 300 words or less, the most important training initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include your company's distinctive approach, your exceptional commitment to training and, on this project; the numbers of apprentices employed, if they were your own or group apprentices, how you managed their training, any significant formal mentoring, any specialist upskilling, any project team career-path training or personal development and any other unique specialist training-specific upskilling or any other benefits or stand-out issues. Please do not include any WHS training normally mandated, normally expected or refresher-type courses and the like unless these were beyond that normally required. Where possible, use succinct bullet points, statistics etc.

Aesthetic Design Achievement [\(Lighting Category only\)](#)

Describe in 300 words or less, the most important aesthetic design initiatives that were initiated by your company and applied by your company that you believe make this project a worthy Excellence Award entry. This may include what (and how much) design your company initiated or undertook, how and by whom the luminaires were selected and provided, if your company or another did the design, who selected the lamps and their colour, who selected the places they were installed, who resolved any glare, dim or shadow illumination issues, who selected the lighting control system or systems, who designed the electrical wiring and control systems, who commissioned these and if there were any power-over-ethernet (PoE) features included and any other unique specialist aesthetic design-specific upskilling or any other benefits or stand-out issues. Where possible, use succinct bullet points, statistics etc.

SECTION 4 - REQUIRED INFORMATION (all categories)

Supporting Documentation:

The nominee must submit the following as 'Attachments' in PDF format:

- For the judging, you will be required to upload, in your online entry, a PDF document with thumbnails of each photo, numbered, with a brief description of what the photo is representing. (no individual photo uploads will be permitted) [\(to be uploaded via the on-line portal\)](#)
- References or testimonials
- For the Video Clips used for the Awards event, you will need to provide between a minimum of 15 and maximum of 25 individual photographs. [\(to be provided via drop box link to your State Chapter office\)](#)
 - The photographs must be high resolution in a JPEG format.
 - Photos taken in landscape are preferable to portrait.
Examples: 1-Demolition of Existing Building.jpg, 2-Comms Room Cable Installation.jpg etc.
 - Preferably, the photos should provide a visual overview of the contracted project, as it is developing, during different stages of the project.

Entrants to note the following:

- The upload of other documents (other than what is requested above) is firmly discouraged.
- The photos and letters of reference/testimonials must be collated in a word type document and presented in one document in the PDF format.
- The photo document must be converted by the entrant into PDF format prior to uploading it online.
- Each photo must have a detailed caption of why it is included and what features (relative to the entry) photo intends to show.
- No upload of individual photos to the online portal will be permitted.

Note 1: *For clarity, please only submit photos of the contracted works performed that are relevant to the entry, not the completed building or structure.*

Note 2: *Please ensure that permission is received from your client for the use of all photos and other visual evidence. NECA does not accept any responsibility or liability that may arise for images displayed that have not had permission granted by the client / owner of the project.*
