

2009 Star Regional Business, Apprenticeship and Training Awards Application Form

The Committee thanks you for taking the time to enter the Star Business Awards 2009 and hope that you find this a valuable and rewarding opportunity to review, enhance and better your business. Please read the disclaimer on the last page of this nomination form.

Please tick your category and complete Section One

- Apprentice of the Year 2009
- Trainee of the Year 2009
- School Based Apprentice/Trainee of the Year 2009
- Junior Employee of the Year 2009
- Employee of the Year 2009
- Young Business Person of the Year 2009
- Business Person of the Year 2009
- Community Award

Please tick type of business and the relevant size and complete Section Two

Business Type	Home 2 or less Employees	Small Less than 5 Employees	Medium 5-20 Employees	Large More than 20 Employees
Agricultural Based				
Retail				
Industry				
Hospitality/Tourism				
Services/Other				

Section 1

Eligibility Criteria for Apprentices, Trainees, School-Based Apprentices/Trainees, Junior & Employee of the Year Awards and Young Business Person & Business Person of the Year Awards

Applicants must reside and be engaged in training or employment within the Star distribution area.

Apprentices

Apprentices in all industries and the service sector who have completed their apprenticeship between July 1st 2008 and June 30th 2009 are encouraged to nominate.

Trainees

Trainees in all industries and the service sector who have completed their traineeship between July 1st 2008 and June 30th 2009 are encouraged to nominate for this award

School-Based Apprentice or Trainee

School-based apprentice or trainee who have completed their apprenticeship/traineeship between July 1st 2008 and June 30th 2009 are encouraged to nominate for this award

Junior Employee of the Year

Junior employee of less than 25 years of age or in their first three years of completion of education or training who has contributed significant and outstanding service in the course of their employment. Must be employed within the Star distribution area for a period of twelve (12) months prior to nomination.

Employee of the Year

An employee 25 years or over who has contributed significant and outstanding service in the course of their employment. Must be employed within the Star distribution area for a period of twelve (12) months prior to nomination.

Young Business Person of the Year – to be nominated by Chambers of Commerce

An owner, part-owner or senior manager of a business who has shown exceptional business acumen to elevate their business into a success. Must be 30 years of age or less and an owner, part-owner or employee within the Star distribution area for a period of twelve (12) months prior to nomination.

Business Person of the Year – to be nominated by Chambers of Commerce

An owner or part-owner of a business who has shown exceptional business acumen to elevate their business into a success. Must be over 30 years of age and an owner or part-owner of a business within the Star distribution area for a period of twelve (12) months prior to nomination.

Community award – to be nominated by Chambers of Commerce

Open to eligible businesses or individuals employed in a community-based, not-for-profit group who has made an outstanding contribution to the community.

Apprentice/Trainees - What we need to know about you

Please provide and affix to the application the following information in no more than five (5) pages.

1. In 100 words or less, provide details of your studies and why you chose your course.
2. In 100 words or less, describe what you do/did in your job and how you use training in your daily activities (if applicable).
3. In 100 words or less, give some examples to show how you are committed to your training and work.
4. In 100 words or less what are your career goals? Include further training and study goals.
5. Give some examples of your leadership and communication skills.
6. List your achievements (e.g. awards received, personal and professional achievements, involvements in community groups or activities).

Additional information required: ask your employer and/or registered training organisation to write a Letter of Reference for you and attach it to this application. The letter of reference should cover your commitment, skills, organisational ability and Teamwork. Also include a copy of your Certificate of Completion or a copy of your qualification if available.

Junior/Employees of the Year - What we need to know about you

Please provide and affix to the application the following information in no more than five pages.

1. Briefly describe your employment position and duties.
2. How long have you been in this position?
3. What special qualifications, experience, training or awards have you held or have you received over your career?
4. Describe how your performance makes a special contribution in your role, participation or leadership to your business?
5. What skills or services do you provide in the course of your employment?
6. What career goals and objectives do you hold for your professional future?
7. Detail your involvement in community, charitable and business groups or networks.

For Apprentices, Trainees, School-Based Apprentices/Trainees, Junior & Employee of the Year Awards and Young Business Person & Business Person of the Year Awards please complete the following:

Title _____ Given Name _____ Surname _____

Address _____

_____ Postcode _____

Telephone (W) _____ (Mob) _____

(A/H) _____ (Fax) _____

Email _____

Date of Birth _____

Course/ Certificate _____

Course/ Certificate Completion Date _____

Name of Registered Training Organisation _____

Name of Employer _____

Name of Supervisor / Manager _____

Street Address _____

Postal Address _____

_____ Postcode _____

Contact Name _____ Title / Position _____

Telephone (W) _____ (Mob) _____

(A/H) _____ (Fax) _____

Email _____

I agree to the conditions of entry as detailed in the nomination guide.

Signed _____ Name _____ Date _____

I agree to having my details used in the organiser's database Yes (Please circle)

No

Please attach your 5 pages or less to this application

Section 2

Eligibility Criteria for Agricultural-Based Business, Hospitality/Tourism Business, Retail Business, Industry Business, Services/Other Business

The Business must operate from the Applicant's home/premises (as applicable) which is located within the Star distribution area. All nominees must have been in operation based within the Star distribution area for a period of twelve (12) months prior to nomination.

Home Based Business Award

- No More than 2 Staff

Small Business of the Year

- Less than 5 staff

Medium Business of the Year

- 5 to 20 staff

Large Business of the Year

- More than 20 staff

SECTOR

Agricultural Based Business

- Any Primary Producing business of farming, grazing, forestry, mining or orchids located in the Star distribution area. Examples may include small-crop farms, studs, fruit farms, abattoirs etc.

Hospitality/Tourism

- Must be servicing or working within the Tourism or Hospitality sector in the Star distribution area. Examples may include motels, pubs, cafes, restaurants etc.

Retail

- Must be operating a retail outlet within the Star distribution area. Examples may include jeweler shop, clothing outlet, newsagency etc.

Industry

- Must be manufacturing, repairing, or constructing product or services for the above within the Star Distribution area. Examples may include panel beaters, glass repairers, electricians, plumbers etc.

Services/Other

- Any other business operating in the Star distribution area, not in any other categories. Examples may include banks, solicitors, transport companies etc.

Agricultural-Based Business, Hospitality/Tourism Business, Retail Business, Industry Business, Services/Other Business

– What we need to know about you

Please provide and affix to the application the following information in no more than five pages.

1. Briefly describe the nature of your organisation (e.g. the industry, number of employees and nature of work undertaken)
2. How long has your business been operational?
3. What skills do your staff require to fulfill their roles. What training is provided to them and how much of a role does it play. How do you encourage your staff to undertake professional development to meet the needs of the business?
4. What innovative ideas has your business implemented in the last twelve (12) months?
5. How do you set goals for your business?
6. What is your business development plan for:
 - Product range and development
 - Marketing (include marketing material with application)
 - Financial ROI, sustainability and viability
 - Capacity –
 - property,
 - plant and equipment,
 - personnel
 - succession planning
7. Have you identified risks to your business and developed a plan to deal with these?
8. How and what are your plans for future growth?

For Agricultural-Based Business, Hospitality/Tourism Business, Retail Business, Industry Business, Services/Other Business please complete the following:

Name of Organisation / Business _____

Street Address _____

Postal Address _____

_____ Postcode _____

Contact Name _____ Title / Position _____

Telephone (W) _____ (Mob) _____

(A/H) _____ (Fax) _____

Email _____

I am applying on the Behalf of _____

(Organisation / Business) for the _____

(Category).

On Behalf of this organisation/ Business I agree to the conditions of entry as detailed in the Eligibility Criteria and will allow for the business' contact information to be used in an opt-in/opt-out database.

Signed _____ Name _____ Date _____

I agree to having my details used in the organiser's database Yes (Please circle)

No

Please attach your 5 pages or less to this application

Section 3

Tips for writing your nomination

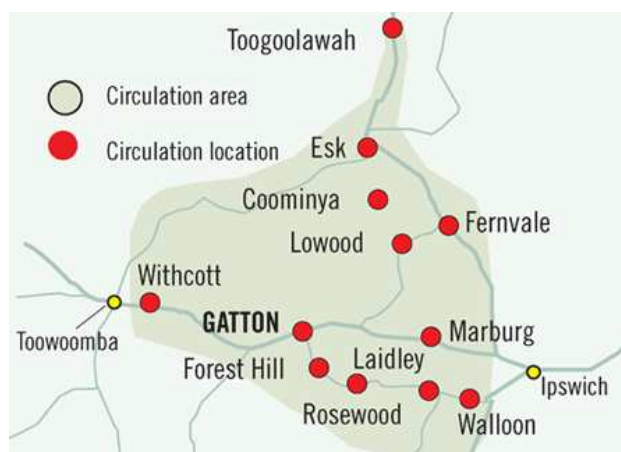
- Keep your writing clear and simple
- Use dot points to clearly convey your message so not write more than the maximum number of pages
- Consider that the judges will not know your workplace, try to provide some insight into the organisation
- Read the questions carefully. Make sure you answer the questions logically, and provide practical examples where possible
- Please feel free to include any marketing material (brochures, business cards, hand-outs etc). This will help the judges to see how well your business is being marketed
- If your business has a web site don't forget to include it somewhere in your application as web sites are becoming increasingly important to the success of businesses and as such judges will more than likely want to see your web site.

Application Checklist

Before sending your application, Please ensure the Following:

- You meet the eligibility criteria
- You have answered all the questions under the 'what we need to know about you or your business' section
- The supporting documents you have attached are no more than 5 pages
- Your application form is filled out, signed and attached to your nomination.

"Distribution Area" of the Gatton, Lockyer and Brisbane Valley Star is defined by the attached distribution map.



As a general guide, businesses and employees located in the Lockyer Valley Regional Council area, Somerset Regional Council area and the Division 10 area of Ipswich City Council are eligible to nominate.

Post your nomination to:

Star Business Apprenticeship and Training Awards 2009
C/- Somerset Regional Council
PO Box 117
ESK QLD 4312

By Friday 28th August 2009

For enquiries please contact the Somerset Regional Council on 07 5424 4000 (ask for Promotions & Tourism Officer)

What happens from here

Wednesday 6 th May 2009	Nominations Open
Friday 28 th August 2009	Nominations Close
September 2009	Short listed nominees notified by mail and the date judges will interview
Saturday 31 st October 2009	Gala Awards Night Held at Lowood High School Hall, Lowood

Disclaimer

The Committee shall have the right to conduct the awards in such a manner as it sees fit in its sole and absolute discretion, including the right to interpret or vary the rules of participation or otherwise as they see fit and accepts no responsibility or liability to any applicant, sponsor or participant in any way whatsoever or however arising out of the conduct of the event.

Confidentiality

The Committee shall maintain information received from all applicants confidential, other than as a sector or award finalist or winner and reserves the right to destroy all judging notes, applications and any associated documents, whether written or electronically stored immediately the use of same has been completed.