

## Nomination Application

- Training Contract
- Training Plan – this needs to be tailored to the experience and skill level of the Nominee, and needs to include the following information:
  - Location(s) where training will be held;
  - Hours per week of training;
  - Percentage of training to be conducted in classroom environment;
  - Skills auditing/training needs analysis of the nominee;
  - Statement of nominee's training needs and how these will be addressed through the training;
  - Objectives of training program and outline of enhanced skills that each nominee is expected to gain;
  - List of the duties of the nominated position;
  - Work activities to be undertaken;
  - Curriculum and training tasks to be undertaken;
  - Duration and timeframe of training, and timeframe for completion of training tasks;
  - How the nominee's training progress will be assessed/monitored – detailed assessment schedule and competency criteria;
  - Outline of the mechanisms to measure progress towards reaching training objectives;
  - List of all supervisors, trainers, assessors, and their qualifications and experience; and
  - The training should increase in difficulty/complexity over the course of the training program