

APPLICATION FORM

BUSINESS SA/ HILLROSS FINANCIAL

WHYALLA

AWARD FOR EXCELLENCE

**EMPLOYERS OF APPRENTICES
& TRAINEES**

2009

Open to all Employers from any industry who have or had an Apprentice or Trainee employed for more than 6 months prior to the 30th September 2009

CLOSING DATE FOR APPLICATIONS
FRIDAY 25th SEPTEMBER 2009

Return completed application form marked confidential to:

Office Manager

Business SA

PO Box 1762, Port Augusta 5700

APPLICATIONS REMAIN CONFIDENTIAL TO MEMBERS OF JUDGING PANEL

BUSINESS/ EMPLOYER DETAILS

Legal Name of Employer:.....

ABN of your Legal Entity:

Trading Name:.....

What is the industry or principle activity of the business: (briefly describe your business)

.....
.....
.....

Business Address (postal):

State: **Postcode:**

Local Business Address (physical):
.....

State: **Postcode:**

WORKPLACE DETAILS

Total no. of Employees: **Total no. of Employees based in Whyalla:**

Total no. of Trainees at Whyalla site:..... **Total no. Apprentices at Whyalla site:**.....

How long have you been employing Apprentices/ Trainees:

What vocations/ qualifications are your Apprentices/ Trainees employed in?

1..... 2.....

3..... 4.....

CONTACT DETAILS

Name of contact person:

Position of contact person:.....

Telephone: **Fax:**

Mobile: **E-mail:**

NAME AND CONTACT DETAILS OF ONE OR TWO CURRENT APPRENTICES/ TRAINEES FOR REFERENCE

Name: **Name:**

Telephone: **Telephone:**

APPLICATION DETAILS

1. Does your Business/ Organisation have a planned induction process?

- Yes- formal and structured Yes- informal/ as required No

Comments (optional):
.....
.....

2. Does your Business/ Organisation have a training program?

- Yes- formal and structured Yes- informal/ as required No

Comments (optional):
.....
.....

**3. Does your Business/ Organisation provide your Apprentices/ Trainees with learning resources?
(please tick all resources provided)**

- Staff manual Online access Procedure guides
 Policy guides Study time Other

Comments (optional):
.....
.....

4. Does each Apprentice/ Trainee have a designated mentor?

- Yes- supervisor Yes- colleague
 Yes- other No

Comments (optional) :
.....
.....

5. Is there a process in place for each Apprentice/ Trainee to have an opportunity to provide input and feedback on their training?

- Yes- regular meetings Yes- as required No

Comments (optional):
.....
.....

6. Is there anything in place to assist your Apprentice/ Trainee in completing their training?

- Yes- formal program Yes- as required No

Comments (optional):
.....
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