

ENTER HERE**Apprentice info**Name Joe SmithHome address 2 Builder Lane, Ferndale, DunedinPostal address PO Box 123
DunedinEvening phone 03 123 4567Mobile 021 123 4567Email joesmith@xtra.co.nzDate-of-birth 1 May 1985

If you proceed to becoming a regional finalist, where will the judges visit you on-site?

Site address 13 Left St
Dunedin**Employer info**Name of company ABC BuildersName of contact person Tom JonesPostal address ABC Builders Ltd23 Home AvenueDunedinPhone 03 987 6543Mobile 021 987 6543Email tomjones@xtra.co.nz**Apprenticeship info**Training coordinator BCITO Other organisationStart date of on-site apprenticeship 1 / 5 / 2007Training coordinator contact person John BrownPhone 03 543 2145Mobile 027 876 5698Email (if you know it) john.brown@bcito.org.nz

Other building qualifications – you can include information about any other Unit Standards you have achieved here:

NZQA Unit Standard 23251 (Level 3) Demonstrateknowledge of production processes used in trailer boatbuilding (8 credits). NZQA Unit Standard 14612 (Level 4)Prevent hazards associated with working with scaffoldingand false work on construction sites (4 credits)

Perforation Two

You can complete the information to sections 1, 2 and 3 on separate pages but they must be submitted with the entry form.**1. SO APPRENTICE, TELL US – WHY YOU?****1A. Why do you think you've got what it takes to be the Registered Master Builders Carters 2011 Apprentice of the Year?**

Here you need to write about why you think that you are the best carpentry apprentice. You should put information in about what sets you apart from other apprentices. Write about talents like your leadership skills, your skills on the tools, your self motivation and initiative, your communication skills and how you work with workmates and clients. You might want to write about what plans you have for your future career and where you hope your apprenticeship will take you (approx 120 words).

I should be the 2011 Apprentice of the Year becauseI excel in three main areas within the buildingscope. Firstly, I have a practical use of tools whereI effectively complete requested tasks within settime frames and to a high quality. Secondly, I havedemonstrated the leadership skills that allows me toorganise and manage others on site. Thirdly, I havegood communication skills, logic and knowledge. Iwork with clients directly, and read plans effectivelyto produce a quality outcome.In addition, I have worked and gained experience atboth commercial and residential sites. My willingnessto learn from others – and help others learn –along with my enthusiasm and commitment,makes me the best apprentice.For the future I see myself having establisheda small business which is respected inthe community and being able to pass onmy knowledge and experience to up andcoming apprentices.**1B. What have you built or created that shows off your skills and learning?**

Here you need to include details of a project that you are currently working on or have completed while you were training. You should talk about:

- The advanced skills and learning you used on the project
- The initiative you showed following plans and working to code specs.

You can include photos and plans – you will need to have your employer's permission, and you might need to get the permission of your client. This section should be completed on separate sheets of paper and needs to be sent in with your entry form.

2. EMPLOYER, TELL US WHY YOUR APPRENTICE IS THE BEST THERE IS?

What makes your apprentice stand out from the rest, and why do they deserve this kind of recognition?

Here you can write about what you have been impressed by during their training. You should tell us about the skills your apprentice has mastered, the initiative they have shown, their enthusiasm and dedication to your business and their trade. You should also tell us about what makes your apprentice different from his/her peers and why they are an asset to your company (approx 120 words).

Joe has been employed in my company for two and half years now, and ever since day one he has showed the signs of a future Master Builder. He joined us after his start in commercial and has adapted to the residential scene remarkably well. Joe has been a very reliable, enthusiastic and teachable apprentice, which is what every employer is looking for. He shows confidence and skill in the use of hand and power tools and is a quick learner with new challengers. In the last year I have increased his responsibility, and he is now running his own jobs with one – two staff under his supervision. Joe has turned out to be a big asset to my company. I think Joe is a step above the other apprentices because of the enthusiasm and confidence he has in himself, and his high standard of workmanship is also a testament to this.

Employers, don't forget to sign the consent declaration below.

3. EDUCATION AND TRAINING COORDINATORS SHOULD COMPLETE THIS SECTION

What has impressed you during the apprentice's training?

Here you should write about the progress that you have seen as the apprentice has worked towards their National Certificate. You can talk about attitude to learning, uptake of skills and personal motivation to improve their skills. You need to include a start date for the on-site experience and advise how far the apprentice has progressed through their National Certificate so we can verify the application (approx 120 words).

Joe started his apprenticeship in January 2009 and is now half way through his National Certificate in Carpentry. I have always been impressed with Joe's practicality and skills on site. Joe loves what he does and completes everything he starts to a high standard. Joe is well respected by his workmates and his employer. He is able to achieve his own goals and to meet the high expectations of his employer and clients. Joe shows initiative and, when faced with challenges, looks for solutions. Joe has excellent product knowledge and skills and an impressive knowledge of building acts, codes and regulations. From talking with Joe I can tell he takes his job seriously and challenges himself to reach new goals. I am really happy to support Joe in his application for Apprentice of the Year.

Any extra pages you include or complete have to be sent in with this entry form. We suggest you photocopy your entry form so you have it for when you meet the judges.

You can see an example of a completed form at www.masterbuilder.org.nz or www.carters.co.nz or www.bcito.org.nz.

SEND YOUR COMPLETED ENTRY FORM, AND ADDITIONAL MATERIAL, TO YOUR REGIONAL COORDINATOR (SEE SNIP 'N SEND SECTION FOR DETAILS) BY THURSDAY 30 JUNE.

THE FINE PRINT

Any carpentry apprentice can enter, but you need to be:

- 26 years old or younger on 31 December 2011
- Currently employed by a building firm or a builder at the time of the regional judging. If you've lost your job because of the market downturn, the judges may still consider your application if you support it with a reference from your old boss.

You'll also need to have:

- Completed at least two years of your National Certificate in Carpentry on-site or have finished your apprenticeship during the start of 2011 (no more than 6 months before applications close).

But you won't have to:

- Be working for a Registered Master Builder or be doing a BCITO apprenticeship.

TERMS AND CONDITIONS OF ENTRY

1. Entries need to be fully completed and signed by you and your employer – your entry will not be accepted if it isn't complete.
2. You can enter the competition a maximum of two times, provided you are not a national winner the prior year.
3. You need to confirm that all details provided in the entry form are correct and that you have read and understood the terms and conditions of entry.
4. The judges must be satisfied that you meet the criteria established for the competition.
5. The judges have the right to disqualify any entries.
6. The judges' decision is final and no correspondence will be entered into.
7. You agree to participate in judging and associated activities. If judged a regional winner, you agree to participate in the national competition in Wellington.
8. If you win, you must collect your prizes within two years of the event and the prizes are not transferable or redeemable for cash.
9. You agree to allow your details to be supplied to national sponsors.
10. You agree to let the national project team know of any change in your employment during the competition.
11. You agree to participate in any publicity relating to this award. This may include, but is not exclusive to, interviews/photographs with media.

THE DECLARATION – PLEASE SIGN

The apprentice

I, **Joe Smith**, hereby declare the information included on this entry form is correct and that I have read and understood the terms and conditions of entry – **the fine print**. In regards to the details supplied on this entry form, I confirm the project is all my own work and that I have not been assisted in the preparation of these details. I also understand that failure to provide correct information may result in my disqualification. I agree to participate in any media activity surrounding this competition.

Signed Joe Smith

Date 30 / 5 / 2011

The employer

I, **Tom Jones**, being the employer of the entrant, hereby declare that the information included on this entry form is correct and I give permission for the entrant to participate in this competition and the judging process. Should my apprentice have a site visit with the judges, I agree to be onsite for this, or will arrange for the apprentice's foreman or supervisor to meet the judges onsite. I further agree to allow, should the entrant receive an award, permission for him/her to receive the benefits of the award without penalty.

Signed Tom Jones

Date 30 / 5 / 2011