

# ENTER HERE

## Apprentice info

Name Joe Smith

Home address 2 Builder Lane, Ferndale, Dunedin

Postal address PO Box 123

Dunedin

Evening phone 03 123 4567

Mobile 021 123 4567

Date-of-birth 1 May 1984

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 Builders

Name of contact person Tom Jones

Postal address ABC Builders Ltd

23 Home Avenue

Dunedin

Phone 03 987 6543

Mobile 021 987 6543

Who should the judges call to talk about you?  
(YOUR BOSS, FOREMAN or ON-SITE SUPERVISOR)

Name Tom Jones

Role Boss/owner

Mobile 021 987 6543

## Apprenticeship info

Training coordinator  BCITO  Other organisation

Start date of on-site apprenticeship 1 / 5 / 2006

Training coordinator contact person John Brown

Phone 03 543 2145

Mobile 027 876 5698

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

NZQA Unit Standard 23251 (Level 3) Demonstrate knowledge of production processes used in trailer boat building (8 credits)

NZQA Unit Standard 14612 (Level 4) Prevent hazards associated with working with scaffolding and false work on construction sites (4 credits)

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?

### Why do you think you've got what it takes to be the Registered Master Builders Carters 2010 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 believe I have got what it takes to be the 2010

Master Builders Apprentice of the Year. I'm

hardworking, I have high standards and a really good attitude to my work and to the building and construction industry.

I enjoy a challenge and I try to always look for

ways to learn from others and to share my skills.

Using my knowledge about scaffolding, I took responsibility to check for hazards and complete all health and safety documentation. I am good

with people, I have great communication skills

and I ask for responsibility including managing

sub-contractors and running projects. My employer

and our clients have been very happy with the

outstanding end products. My goal is to one day

run my own construction business and be able to

pass on the knowledge I have.

### 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.



## 2. AND 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 think about the skills your apprentice has mastered, the initiative they have shown, their enthusiasm and dedication to your business and their trade. You should think about what makes your apprentice different from his/her peers and why they are an asset to your company (approx 120 words).

Joe is a great apprentice. He is good on the tools, has high standards and is always looking for ways to improve and learn. Joe has great communication skills, he can read and interpret plans and job specs and can explain the process or plan of attack on a job to clients, other tradespeople and subcontractors. His skills mean that he is able to run a work site, instil confidence in people and complete projects to a very high standard. As an employer, Joe's confidence, competence and initiative means that he is a valuable asset to my business.

(Refer letter attached)

## 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 2008 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.

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

**Any extra pages you include or complete have to be submitted 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](http://www.masterbuilder.org.nz) or at [www.bcito.org.nz](http://www.bcito.org.nz).**

**SEND YOUR COMPLETED ENTRY FORM, AND ADDITIONAL MATERIAL, TO YOUR REGIONAL REP BY WEDNESDAY 30 JUNE.**

### THE FINE PRINT

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

- 26 years old or younger on 31 December 2010.
- 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 2010 (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 any publicity relating to this award. This may include, but is not exclusive to, interviews/photographs with media.
8. You agree to participate in judging and associated activities. If judged a regional winner, you agree to participate in the national competition in Wellington.
9. If you win, you must collect your prizes within two years of the event and the prizes are not transferable or redeemable for cash.
10. You agree to allow your details to be supplied to national sponsors.
11. You agree to let the national project team know of any change in your employment during the competition.

### 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 / 2010

#### 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. 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 / 2010