



Tips for Entrants in the 2018 Apprentice of the Year in association with CARTERS competition.

Below are a series of tips we trust will assist you prepare for this year's competition.

Entry Project

- If possible use your project as your elected site visit – that way you can tell a story the entire way through the judging process
- Start working on putting your entry and submission together early.
- Take a look at the example entries online.
- Get someone to help you lay out the project in 'word' if you are not good with computers.

Interview

- Prepare yourself – read your project again, take a copy of it to the interview.
- Present yourself well – wear tidy clothes – don't look like you've just walked off the site
- Have an understanding of NZS3604, E2AS1, Health & Safety Legislation, licensing procedures.
- Be able to read and understand working drawings and specifications.
- Its ok to say "I don't know" – but go home and find that answer out and mention it when the judges come to do your site visit.
- Don't bluff the judges, they will know.
- Remember the judges aren't trying to trip you up and won't ask trick questions, they are trying to find out what you know and where your skill level is at

Site Visit

- Ask permission to use a site (especially if the job is completed and handed over to the client) for your site visit. If they say no, take it on the chin and pick another project.
- Don't forget about Health & Safety – induct the judges onto the construction site, pointing out hazards etc.
- If your chosen site visit is no longer a construction site, you can still cover what the induction process was when it was a site.

- Introduce the judges to your boss – if you can't remember the judges' names, they will be wearing a name badge.
- Don't let the boss run the site visit – you need to take charge of the site and own the job, tell them what you do, what you were responsible for, what you are proud of.
- Have a tidy up of the back of your work van and tools – it doesn't need to be surgically clean, but the judges are looking for someone who respects their tools.