

# 2026 CM Business Awards - Apprentice of the Year

## Form Preview

### Introduction

#### Things to Note

- 1.The *Apprentice of the Year* category celebrates excellence in an individual employee. Applications must be completed by the employer/manager (of the apprentice being entered).
- 2.This award recognises the excellence of an individual apprentice who has shown outstanding effort in providing exceptional value to their employer and customers.
- 3.Some responses have minimum and maximum word limits.
- 4.If needed, you may attach supporting documents at the end of the application.
- 5.After creating a SmartyGrants login and starting an application, you can save your progress and return at any time up until the closing date (28 June 2026).
- 6.Incomplete applications will not be assessed.
- 7.Apprentices selected as finalists will be required to meet with judges (alongside their employer/manager) at an agreed location, as part of the judging process.
- 8.When responding, please read and follow the hint provided at the bottom of each answer box.
- 9.When completing long-answer questions, focus on clear examples and outcomes. Judges can only assess what you include in your responses.

### Business and Employee Details

\* indicates a required field

#### Business contact details

##### **Business name \***

Enter the registered name of the business employing the apprentice.

##### **Business ABN (IF APPLICABLE)**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	

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Tax Concessions

Main business location

Enter your ABN if your business has one. This will automatically populate your business details from the Australian Business Register. If you do not have an ABN, leave this field blank.

## Business address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

## Business web address

Must be a URL

## BUSINESS OWNER OR MANAGER DETAILS \*

Title

First Name

Last Name

  

Provide details for the business owner, manager or supervisor responsible for the apprentice. This person may be required to meet with judges if the apprentice becomes a finalist.

## Position held \*

e.g. Business owner, CEO, General Manager etc

## Phone number \*

## Email address: \*

## Would you like to add a second contact person to the application?

YES

NO

Add a second contact if there is another person the awards team may need to contact about this nomination.

## Second Contact for Application

### Contact Name \*

Title

First Name

Last Name

  

### Position held \*

### Contact number: \*

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**Contact Email \***

Must be an email address

**Second Email, if relevant**

Must be an email address.

## Apprentice contact details

**Please provide details of the nominated apprentice (please note we will liaise with the business owner/manager in the first instance): \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Enter the full name of the apprentice being nominated.

**What is the apprentice's email address? \***

Must be an email address.

**What is the apprentices's phone number? \***

Must be an Australian phone number.

**What is the apprentice's position? \***

State the apprentice's job title or role within your business (for example, electrical apprentice, carpentry apprentice, business administration trainee).

## About the apprentice

\* indicates a required field

Tell us about the nominated apprentice.

**Please introduce the apprentice to the judges, including their role, how long they have been employed with your business, the length and current year/stage of their apprenticeship, where they complete their formal training/schooling, and their key responsibilities within your business. \***

Must be between 100 and 350 words.

Introduce the apprentice as if the judges have never met them. Include: Their role and key responsibilities How long they have worked with your business The length, year/stage and type of apprenticeship Where they complete formal training or schooling Focus on clarity and context rather than praise alone.

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**How has the apprentice developed their skills and knowledge since commencing their apprenticeship? Please include examples of technical skills and/or transferable skills they have gained. \***

**Word count:**

Must be between 50 and 250 words.

Describe how the apprentice has developed since starting their apprenticeship. Include examples of:  
Technical or trade-specific skills  
Transferable skills such as communication, problem-solving, teamwork or time management  
Where possible, explain what they can now do that they couldn't before.

**How does the apprentice demonstrate a strong work ethic, initiative, and commitment to both their role and ongoing learning? \***

**Word count:**

Must be between 50 and 250 words.

Provide specific examples showing how the apprentice demonstrates reliability, initiative and commitment to learning. Avoid general statements — focus on observable behaviours or actions.

**How has the apprentice contributed to your business? Consider areas such as teamwork, innovation, customer service, and/or improvements to processes. \***

**Word count:**

Must be between 50 and 250 words.

Explain how the apprentice adds value to your business. Consider areas such as teamwork, customer service, innovation, efficiency, safety, or improvements to processes, and include examples of positive outcomes.

**How does the apprentice approach their formal training and professional development? Please include any notable achievements, milestones, or examples that demonstrate dedication to their career pathway. \***

**Word count:**

Must be between 50 and 250 words.

Describe how the apprentice approaches their formal training and professional development. Include:  
Attendance and attitude to training  
Any notable achievements, milestones, awards or competencies  
Examples showing commitment to their chosen career pathway

**How does the apprentice contribute positively to your workplace culture and/or the broader community (e.g., leadership, mentoring others, volunteering, or representing your business)?**

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Must be no more than 250 words.

Describe how the apprentice contributes positively to your team culture or the wider community.

Examples may include mentoring others, leadership, volunteering, representing the business, or being a positive role model.

**Is there anything else you would like to share to support this application (e.g., testimonials, customer feedback, awards/recognition, or other achievements)? Please include any relevant outcomes or evidence. You may also include relevant web links, if applicable.**

Use this space to include any additional information that strengthens the application and has not already been covered. This may include testimonials, customer feedback, awards, recognition, or significant achievements, with outcomes where possible.

## Supporting Documentation

**Attach any relevant documents to support your application.**

Attach a file:

A maximum of 6 files may be attached.

Upload any documents that support your responses, such as training records, certificates, testimonials, awards or performance reviews.

## Declaration and Privacy Statement

\* indicates a required field

### Declaration and Privacy Statement

***This section must be completed by the employer or authorised representative confirming the information provided is accurate.***

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my business.

I agree that I will contact Murray River and Campaspe Shire Councils immediately if any information provided in this application changes, or is incorrect.

Murray River and Campaspe Shire Councils respect all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the Campaspe

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Murray Business Awards. Should you need to change or access your personal details, please contact Murray River Council on [admin@murrayriver.nsw.gov.au](mailto:admin@murrayriver.nsw.gov.au).

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

**I am authorised to complete this application and have read and understood the declaration and privacy statement \***

Yes

**Authorised Person's Name \***

Title

First Name

Last Name

**Position held \***

**Date of declaration \***