Completing the Nomination Form

• Start early!

• Your teacher is required to complete Part C. Make sure you give the Form to them well before the closing date (26 February 2016) so they can fill in their section.

• It is important that you fill in all details in Section A – Student Details including the award category you are entering.

• Remember to fill in ‘Award Category 2’ on the form if you are entering more than one award category.

• The nomination form can either be downloaded from the SWSi website at http://swsi.edu.au/saa so you can type in your answers, or if you are unable to do this, a hard copy can be printed and you can handwrite your answers. If handwriting, please make sure that your writing is legible.

• Include as much information as you can. Please include photocopies of any awards you have received, letters from employers and also mention any community and/or sporting activities you were involved in, if relevant.

• Once you complete Sections A and B, please ensure your teacher and your employer (if applicable), also fill out their sections. If you have typed your answers, you can either email it to them, or print off your form and give to them to fill out.

• If you are preparing a hand-written nomination and there is not enough space provided on the form, please use additional sheets of paper with appropriate headings that correlate to the relevant section you are answering. For those using a downloaded form and typing their nomination, the space will automatically expand to accommodate your answers. Note that there is a limit of 300 words for each of the section questions. It may be easier to type your answers in a word document so you can see the word count, and then cut and paste into the form.

• For written applications, please send in nomination forms stapled together at the top left-hand corner (no folders).

• Nominations will not be accepted after the closing date of 26 February, 2016.

If you have any questions please contact the Events Manager on (02) 9796 5476.

Click HERE for the Student Achievement Award Nomination Form

Click HERE for the TVET and SBAT Nomination Form