

Nomination Form

National Training Awards 2009



Information for Operative, Technician and Experienced Worker Awards

Nomination Process

Please ensure you enclose the correct information:

- Fully completed nomination form and photograph
- Copies of appropriate certificates (highest held)

Note: Please do not send S/NVQ portfolios of evidence

Please send completed nomination forms to:

Grace Hewlett
SummitSkills
Vega House
Opal Drive
Fox Milne
Milton Keynes
MK15 0DF

Fax: 01908 303989

**The closing date for receipt of nominations is
Friday 9 January 2009**

Further help and advice

Operative and Existing Worker Awards

Grace Hewlett at SummitSkills on 01908 303960 or
grace.hewlett@summitskills.org.uk

Selection Process and Interview

The selection panel will be looking for evidence of achievement, personal ambition, motivation, initiative, innovation or originality.

During the selection process some candidates may be asked for additional information to support their application (i.e. letters of commendation from clients or other special achievements). Candidates may also be asked to attend an interview.

Conditions of Entry

The organiser cannot accept any responsibility for the loss or non-arrival of any entry. Receipt of all nomination forms will be acknowledged in writing by Friday 23 January 2009.

National Training Awards 2009

The National Training Awards will be held on Wednesday 25 March 2009 at the British Library in London.

Supervisory and Management Awards

For application forms and general advice contact:
Sandra Pearse at HVCA on 0207 313 4929 or
spearse@hvca.org.uk

National Training Awards 2009

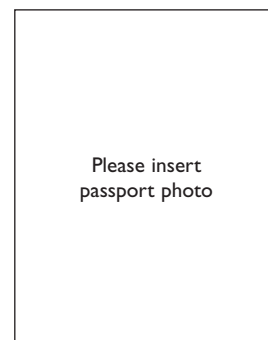
1. Personal Details of Applicant

Name _____

Address (including postcode) _____

Telephone No. _____

Email _____



2. Nomination Category *(Please tick one box)*

Before completing this form please refer to the Award Categories and Criteria overleaf

- Heating & Ventilating Operative of the Year
- Plumbing Operative of the Year
- Refrigeration & Air Conditioning Operative of the Year
- Electrotechnical Operative of the Year
- Experienced Existing Worker of the Year (Mechanical)
- Experienced Existing Worker of the Year (Electrical)
- Technician Engineer of the Year

Supervisory and Management Awards organised by HVCA

- Happold Bursary (separate form via HVCA)
- Alfred Manly Management Award (separate form via HVCA)
- Professional Engineer of the Year –
- Ann Noblett Memorial Scholarship (separate form via HVCA)

See front page for HVCA details

3. College Courses (past and current)

Please list the full title of all courses completed & the qualifications achieved

Date Commenced	Course Title	College/Training Provider/Managing Agent	Level of qualification & date awarded

Please list the full title of all courses you are currently attending and the qualification it leads to

Date Commenced	Course Title	College/Training Provider/Managing Agent	Level of qualification & expected award date

Award Categories**Academic Criteria****Operative Awards**

Heating & Ventilating Operative of the Year	Completed S/NVQ Level 3 in H&V Industrial/Commercial, Domestic, Ductwork or Service & Maintenance pathway by the end of Sept 2008.
Plumbing Operative of the Year	Completed S/NVQ Level 3 in Plumbing by the end of Sept 2008.
Refrigeration & Air Conditioning Operative of the Year	Completed S/NVQ Level 3 in RAC by the end of Sept 2008.
Electrotechnical Operative of the Year	Completed S/NVQ Level 3 in Electrotechnical by the end of Sept 2008.

An overall winner from the operative awards will be chosen to receive the National Operative of the Year award.

Technician Disciplines

Technician Engineer of the Year	Completed HNC/HND (awarded merit or distinction) in any building services engineering discipline by the end of Sept 2008.
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Experienced Existing Worker Awards

Experienced Existing Worker of the Year (Mechanical)	Through substantial industry experience candidates will have achieved S/NVQ L2/L3 and/or carried out significant professional development – open to all mechanical disciplines: <ul style="list-style-type: none"> • H&V industrial/commercial, domestic, ductwork installation or service & maintenance • plumbing • refrigeration & air conditioning
Experienced Existing Worker of the Year (Electrical)	Through substantial industry experience candidates will have achieved S/NVQ L3 and/or carried out significant professional development – open to all electrical disciplines: <ul style="list-style-type: none"> • electrical installation building & structures • electrical maintenance • installing highway electrical systems • installing instrumentation systems • installing structured cable systems • electrotechnical panel building • repair & rewind electrical machines • electrical & electronic servicing.

Supervisory/Managerial
(NB please obtain separate form via HVCA)

Happold Bursary	S/NVQ Level 3 in one of the building services engineering disciplines. Plus a minimum of 3 years post apprenticeship/traineeship experience. Employed in the Industry and considered by his/her employer to be ready to move into a supervisory role.
Alfred Manly Management Award	Completed HNC/HND or degree course in building services engineering. Currently employed in a junior or middle management position and judged by their employer to be capable of progressing to a senior management position.
Professional Engineer of the Year – Ann Noblett Memorial Scholarship	Completed HNC/HND or degree course in building services engineering and working towards the achievement of membership of an appropriate chartered professional body (open to all building services engineering sector disciplines). The scholarship will contribute towards development intervention to assist the winner to achieve their professional potential.

4. Details of Nominator

Company Name _____

Address (including postcode) _____

Telephone No. _____

Fax No. _____

Contact Name _____

Email _____

5. Provider/Managing Agent Details (if different to section 4)

Company Name _____

Address (including postcode) _____

Telephone No. _____

Fax No. _____

Contact Name _____

Email _____

6. Employer Details (if different to section 4)

Company Name _____

Address (including postcode) _____

Telephone No. _____

Fax No. _____

Contact Name _____

Email _____

Employer Declaration

I _____ (insert full name) fully support this nomination for a National Training Award. Support will include time to attend the awards. I agree to take part in any publicity concerning the awards and confirm that the details given in this application are accurate.

Signature: _____ Date: _____

