

Are proud to present and sponsor the:

APEX 2018 APPRENTICE OF THE YEAR NOMINATION FORM
DOMESTIC APPLIANCE AND INSTALLATION; ELECTRONIC
SERVICING; ELECTRONIC ENGINEERING

APPRENTICES NAME: _____

TRAINING AGREEMENT No: _____

NZQA LOG-ON ID: _____

COMPANY NAME: _____

EMPLOYER NAME: _____

COMPANY ADDRESS: _____

CONTACT PHONE NUMBER: _____

REASONS FOR NOMINATION:

Statement	Strongly disagree	Disagree	Agree	Strongly agree
1. Apprentice is punctual				
2. Apprentice is well presented				
3. Apprentice is courteous and helpful				
4. Apprentice has good product knowledge				
5. Apprentice has good customer skills				
6. Work area is kept neat, clean and tidy				
7. Apprentice takes care of tools and equipment				
8. Company vehicle is kept clean and well presented				
9. Products are repaired within an accepted time frame				
10. Customers are informed of delays				
11. Employer/Supervisor is kept informed when required				
12. Work quality meets or exceeds company standards				
13. Safety tests are completed when required				
14. Documentation is accurate and complete				
15. Customer is satisfied with the level of service				
16. Theory training is or was consistently up to date				
17. Apprentice learns workplace skills quickly				
18. Apprentice shows ability to transfer skills to new product				
19. Apprentice reads and understands technical information				
20. Apprentice shows desire for knowledge and further training				

Please ensure that your apprentice answers the attached questions

APPRENTICE TO COMPLETE

IN YOUR OWN WORDS ANSWER THE FOLLOWING QUESTIONS ON SEPARATE PAGES – TYPED AND DOUBLE SPACED

1. State your name, address and contact phone number at the top of the page.
2. State your age.
3. Tell us about your school education.
4. Why did you choose the service industry for a career?
5. What do you like about your job?
6. What parts of your job don't you like?
7. Are you going to study further?
8. What type of further studies do you want to do?
9. What are your long term goals/plans?
10. Is there anything else you would like to tell us in support of your nomination?

**ONCE YOU HAVE FINISHED, HAND YOUR ANSWERS TO YOUR
EMPLOYER FOR ATTACHMENT TO THE NOMINATION FORM**

EMPLOYER TO COMPLETE

IN YOUR OWN WORDS ANSWER THE FOLLOWING QUESTIONS ON SEPARATE PAGES – TYPED AND DOUBLE SPACED

1. State the direct supervisory relationship that you have with the apprentice.
2. Is there anything else you would like to tell us in support of your nomination for your apprentice in terms of:
 - a. Attitude towards work (work commitment);
 - b. Relationship with his peers (team work);
 - c. Self discipline;
 - d. Future potential in the industry;
 - e. Anything else that we should know about the trainee that may assist the panel to make a decision.
3. What does your apprentice do especially well when working on the job?

ONCE YOU HAVE FINISHED ATTACH TO THE NOMINATION FORM

Please make sure that you request a performance report from the apprentices training provider and a reference from the Skills Manager for the apprentice, or that the apprentice requests such reports or supporting letters.

This should also be attached to the nomination form prior to sending it to us.