

This award has been established to recognise a mature age student studying a business administration qualification at TAFE NSW Maitland, and is undertaking business studies to either enter or re-enter the workforce.

Eligibility criteria

To be eligible for this award the nominee:

must be enrolled as either a part time or full time student in BSB20120 Certificate II in Workplace Skills, BSB30120 Certificate III in Business (Administration) , BSB30120 Certificate III in Business (Medical Administration), BSB40120 Certificate IV in Business (Administration), or BSB40120 Certificate IV in Business (Administration), at TAFE NSW Maitland, in the year that the award is offered

must be a mature age student. For the purpose of this award, a mature age student has been defined as a student over the age of 30 years in the year that the award is offered

must have an excellent attendance record

must have demonstrated commitment to study and to transitioning into the workforce

would benefit from the financial assistance and encouragement provided by the award

Important information

The nomination form is to be completed by the nominator (teacher)

All nominees and nominators must agree to abide by the decision of the judging panel and no appeals will be entered into.

Submit your nomination by 5pm, Friday 01 September 2023

email: hunter.foundation@tafensw.edu.au

Part A - Nominee details

Family name: _____ First/other names: _____
Date of birth (dd/mm/yy): _____ Age: _____ Sex: Male Female
Postal address: _____
Suburb: _____ State: _____ Postcode: _____
Mobile: _____ Student number: _____
Email: _____
Course currently studying at TAFE NSW Maitland: _____
Anticipated completion date: _____
Is the nominee in receipt of another award or scholarship for this course? Yes No
If YES, please indicate the name of the award or scholarship: _____

Part B - Nominee/nominator declaration

- I declare that the information supplied on this form and attached documents is true and correct.
- I authorise the Hunter TAFE Foundation to access details of the nominee's enrolment for the purpose of assessing this nomination.
- I authorise the release of this nomination form and supporting documents to the panel convened to review all nominations for this award.
- I accept the panel's decision cannot be appealed and no correspondence concerning the decision will be entered into.
- In signing this declaration, I acknowledge that I have received, understand, and accept the terms and conditions for the Woolfson Encouragement Award awarded by the Hunter TAFE Foundation; a copy of which is attached to the nomination form.

Nominee name (student)	Nominator name	Endorser name (head teacher)
Nominee signature	Nominator signature	Endorser signature
Date	Date	Date

Privacy

The information provided by you on this nomination form and attachments will be used by the Hunter TAFE Foundation for the purpose of administration and determining the award of the Woolfson Encouragement Award. Provision of this information is essential to determine your eligibility for consideration of an award. Information will be stored securely. If you do not provide all information, this nomination may not be eligible for entry.

Part C - Nominator statement (Teacher)

Name:

Position:

Email:

Contact number:

Please prepare a response for each of the below criteria (min. 250 words per response)

1. Provide comment and example of the nominee's attendance record, attitude, and initiative in the classroom.

2. Provide comment and example of the nominee's commitment and motivation to their studies.

Part C - Nominator statement (Teacher) continued

3. Provide comment on the nominee's ability to transition from TAFE NSW to industry.

4. Outline how you believe the nominee would benefit from the assistance provided.

or email completed form to: hunter.foundation@tafensw.edu.au

1.0 ESTABLISHMENT AND PURPOSE

- 1.1 The Woolfson Encouragement Award was established in 2017, by Liz Woolfson.
- 1.2 The Woolfson Encouragement Award is funded by Liz Woolfson and managed and administered by the Hunter TAFE Foundation.
- 1.3 The selection panel will be established to assess the Woolfson Encouragement Award nominations on behalf of Liz Woolfson, and will put forward a recipient to Liz Woolfson for endorsement.
- 1.4 One Woolfson Encouragement Award, to the value of \$500, will be awarded annually at the sole discretion of the selection panel.

2.0 DEFINITIONS

- 2.1 **“Award recipient”** means successful nominee who accepts the Woolfson Encouragement Award, by completing and returning the offer and acceptance form in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.2 **“Eligible nominee”** means a nominee who meets the criteria for eligibility for the Woolfson Encouragement Award, as set out in clause 4.0 of these terms and conditions.
- 2.3 **“Nomination”** means a nomination for the Woolfson Encouragement Award, made by a nominator, in accordance with these terms and conditions.
- 2.4 **“Nomination form”** means the form that must be completed by the nominator, and is available at tafensw.edu.au/scholarships
- 2.5 **“Nomination process”** means the process set out in clause 3.0 of these terms and conditions as amended or varied by the Hunter TAFE Foundation from time to time, in its sole discretion.
- 2.6 **“Nominee”** means a student who has been nominated for the Woolfson Encouragement Award.
- 2.7 **“Offer and acceptance form”** means the form that must be completed by the successful nominee, and is to be issued by the Hunter TAFE Foundation.
- 2.8 **“Selection panel”** means a panel comprised of representatives from TAFE NSW, to assess all nominations and recommend an award recipient.
- 2.9 **“Successful nominee”** means an eligible nominee who is offered the Woolfson Encouragement Award by the Hunter TAFE Foundation, in accordance with the process set out in clause 5.0 of these terms and conditions
- 2.10 **“Woolfson Encouragement Award”** means an award to the value of \$500 is awarded by the Hunter TAFE Foundation in accordance with these terms and conditions.

3.0 NOMINATION PROCESS

- 3.1 A nominator and nominee must complete a nomination form and submit it to the Hunter TAFE Foundation by the required closing date.
- 3.2 The nominator and nominee must acknowledge and accept the Woolfson Encouragement Award terms and conditions by signing and dating the declaration on their nomination form.

4.0 STUDENT ELIGIBILITY FOR THE WOOLFSON ENCOURAGEMENT AWARD

- 4.1 The Woolfson Encouragement Award may be awarded to an eligible nominee who has completed and lodged a nomination form and who, as determined by the selection panel as eligible (in its sole discretion), satisfies all of the following criteria:
 - 4.1.1 Is enrolled as either a part time or full time student at TAFE NSW Maitland, in one of the following courses as listed below in the same year as the award is offered:
 - BSB20120 Certificate II in Workplace Skills
 - BSB30120 Certificate III in Business (Administration)
 - BSB30120 Certificate III in Business (Medical Administration)
 - BSB40120 Certificate IV in Business Administration
 - 4.1.2 Must be a mature age student. For the purpose of this award, a mature age student has been defined as a student over the age of 30 years in the year that the award is offered.
 - 4.1.3 Must have an excellent attendance record.
 - 4.1.4 Must have demonstrated commitment to study and to transitioning into the workforce.
 - 4.1.5 Would benefit from the financial assistance and encouragement provide by the award.
- 4.2 Incomplete nomination forms will not be considered by the selection panel.
- 4.3 The Hunter TAFE Foundation is under no obligation to attempt to contact any nominator who incorrectly completes and/or submits a nomination form and will, at his or her discretion, contact a nominee on not more than two (2) occasions in an effort to obtain information which is missing, or has not been completed correctly. Should all required information not be provided, the nomination form will be withdrawn by the Hunter TAFE Foundation and notice sent to the nominator.



5.0 OFFER AND ACCEPTANCE OF THE WOOLFSON ENCOURAGEMENT AWARD

- 5.1 The selection panel will determine the successful nominee in their sole discretion.
- 5.2 The successful nominee will be notified by telephone and email, and will be sent an offer and acceptance form to complete.
- 5.3 Unsuccessful nominators will be notified by email.
- 5.4 The successful nominee must complete and return the offer and acceptance form as soon as possible and as a pre-condition to payment of the award.
- 5.5 For the avoidance of doubt, the successful nominee acknowledges and agrees that the award is conditional upon signing a completed offer and acceptance form and returning it to the Hunter TAFE Foundation.

6.0 ACCEPTANCE OF THE WOOLFSON ENCOURAGEMENT AWARD

- 6.1 Following the completion and return of the offer and acceptance form, the Woolfson Encouragement Award will be presented, and award funds will be paid via electronic funds transfer.

7.0 CONDITIONS OF THE WOOLFSON ENCOURAGEMENT AWARD

- 7.1 The award recipient acknowledges and agrees that the following conditions apply to the award of the Woolfson Encouragement Award:

- 7.1.1 The Hunter TAFE Foundation reserve the right to withdraw any unpaid monies or request repayment of monies awarded should the successful recipient withdraw from studies or not successfully complete or fail to meet any of the requirements as outlined in these terms and conditions (as determined by the Hunter TAFE Foundation).
- 7.1.2 On request by the Hunter TAFE Foundation the successful nominee must provide an update on how the Woolfson Encouragement Award has assisted them in their studies and career journey.
- 7.1.3 The award recipient must agree to be available for promotional and marketing photography in line with TAFE NSW's Authority to Publish.
- 7.1.4 Any decision of the selection panel regarding a nomination is final and no correspondence will be entered into.
- 7.1.5 The award recipient is expected to be an ambassador for the Hunter TAFE Foundation, upholding the values of TAFE NSW and behaving in accordance with the TAFE NSW Student Code of Conduct at all times.

8.0 VARIATION

- 8.1 The Hunter TAFE Foundation may vary these terms and conditions, or any form or process referred to herein, at any time and without notice.