



2018 BEAN COUNTERS ACHIEVEMENT AWARD

NOMINATION FORM

Award value: \$500

Closing date: Wednesday 19 September 2018

An additional \$2,400 available for recipients who enrol in Diploma of Applied Commerce.

The Bean Counters Achievement Award is presented to a student enrolled in the Certificate IV in Accounting at TAFE NSW Newcastle or Ourimbah recognising their commitment to study and providing them with the encouragement to transition into the workplace.

ELIGIBILITY CRITERIA

Enrolled in Certificate IV Accounting at TAFE NSW Newcastle or Ourimbah

Nominee must be ambitious, committed to their studies and have a good attendance record

Nominee must display professionalism and be self-disciplined

Nominee must be motivated to work in the Financial/Accounting sector, and display potential to establish themselves in the industry

Nominee must not be in receipt of any other Hunter TAFE Foundation Scholarship or Award

Please refer to the Award Terms and Conditions for further information

IMPORTANT INFORMATION

Nomination form to be completed by teacher (nominator)

Nomination form to be endorsed by Head Teacher

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

NOMINEES CHECKLIST

Complete all parts of this form - Incomplete Application Nominations will not be accepted

Do NOT send any original documentation with your nomination - COPIES ONLY

SUBMIT YOUR NOMINATION BY WEDNESDAY 19 SEPTEMBER 2018

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: _____

Has Nominee received an Award or Scholarship from the Hunter TAFE Foundation in the past twelve months?

No Yes Name of Award/Scholarship: _____

Amount \$: _____

PART B - DECLARATION

- I declare that the information supplied on this form and attached documents are true and correct.
- I authorise Hunter TAFE Foundation to access details of my enrolment for the purpose of assessing my nomination.
- I authorise the release of this application 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 I have received, understand and accept the Terms and Conditions for Bean Counters Achievement Award awarded by the Hunter TAFE Foundation; a copy of which was attached to the Bean Counters Achievement Nomination Form.
- The responsibility for nominating a nominee can only be delegated to a prescribed person where there is no conflict of interest, such as a personal relationship with the applicant. You should not complete this form if you have a close personal relationship with the person named in this form, which may potentially lead to a conflict of interest in respect of your position in the organisation which offers the aforementioned activity.
- Endorser must not be a staff member involved in the admission, supervision, assessment or examination of a student with whom they have, or have had a close personal or financial relationship.

Nominee Name (Student)	Nominator Name (Teacher)	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 Bean Counters Achievement 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 Nominees may not be eligible for entry.



PART C - NOMINATOR STATEMENT

Name:

Position:

Email:

Contact number:

To confirm the Nominees' suitability for the Award, please provide a detailed response for each of the following:

1. Comment on the Nominee's attendance record and describe how the Nominee is committed to their studies.

2. Describe how the Nominee is ambitious, self-disciplined and how they display professionalism.

3. Provide comment on Nominee's communication and teamwork skills.



PART C - NOMINATOR STATEMENT CONTINUED

4. Provide comment on how the Nominee is motivated to work in the Financial/Accounting sector.

5. Provide comment on the Nominee's potential to transition from TAFE and establish themselves within the industry.



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TERMS AND CONDITIONS

Please Retain Terms and Conditions for Future Use - Do Not Return With Application Form

1.0 ESTABLISHMENT AND PURPOSE

- 1.1** The Bean Counters Achievement Award was established by members of the local chapters of Chartered Accountants Australia and New Zealand, CPA Australia and Hunter TAFE Foundation to offer support and encouragement to promising students currently undertaking studies in Certificate IV in Accounting at TAFE NSW Newcastle or Ourimbah.
- 1.2** A work placement option may be offered and administered by the above sponsors and/ or committee of the Bean Counters Ball.
- 1.3** The Bean Counters Achievement Award is funded by members of Chartered Accounts, CPA Australia and managed and administered by the Hunter TAFE Foundation.
- 1.4** A panel will be established comprising a representative from the Bean Counters Ball, TAFE NSW and Hunter TAFE Foundation to determine successful Award Nominees.
- 1.5** The Award delivers \$500 to the successful Nominee, with an additional \$2,400 delivered to the successful Nominee if they enrol in a Diploma of Applied Commerce at TAFE NSW Newcastle or Ourimbah within 12 months of receiving the Award.

2.0 DEFINITIONS

- 2.1 "Award Recipient"** means a Successful Nominee who accepts the Bean Counters Achievement Award by completing and returning the Bean Counters Achievement Award Offer and Acceptance Form in accordance with the process set out in clause 6.0 of these Terms and Conditions
- 2.2 "Bean Counters Achievement Award"** means an Award to the value of \$500 awarded by the Hunter TAFE Foundation in accordance with these Terms and Conditions. If the Award Recipient enrolls in a Diploma of Applied Commerce at TAFE NSW Newcastle or Ourimbah within 12 months of receiving the Award they will receive a further \$2,400.
- 2.3 "Bean Counters Achievement Award Nomination"** means a Nomination for the Bean Counters Achievement Award made by a Nominator in accordance with these Terms and Conditions.
- 2.4 "Bean Counters Achievement Award Nomination Form"** means the form which must be completed by the Nominator.
- 2.5 "Bean Counters Achievement Award Offer and Acceptance Form"** means the form which must be completed by the Successful Nominee and is to be issued by the Hunter TAFE Foundation.
- 2.6 "Nominee"** means a Student who is nominated for the Bean Counters Achievement Award.
- 2.7 "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
- 2.8 "Panel"** means a panel comprised of a representative from the Bean Counters Ball, TAFE NSW and Hunter TAFE Foundation to assess Applicants on their Nomination Form.
- 2.9 "Successful Nominee"** means an Eligible Student who is offered the Bean Counters Achievement Award by the Hunter TAFE Foundation in accordance with the process set out in clause 5.0 of these Terms and Conditions.



2.10 "Student" means a currently enrolled student of TAFE NSW.

2.11 "Eligible Nominee" means a Nominee who meets the criteria for eligibility for the award of the Bean Counters Achievement Award as set out in clause 4.0 of the Terms and Conditions.

3.0 NOMINATION PROCESS

- 3.1** A Nominator must complete a Bean Counters Achievement Award Nomination Form and submit to the Hunter TAFE Foundation by the required close off date by email as detailed on the Nomination Form.
- 3.2** The Nominator and the Nominee must acknowledge and accept the Bean Counters Achievement Award Terms and Conditions by signing and dating the Nomination Form prior to submitting the Bean Counters Achievement Award Nomination Form in the manner set out in clause 3.1.

4.0 NOMINATION PROCESS

- 4.1** The Bean Counters Achievement Award may be awarded to an Eligible Nominee who, the Panel determines (in its sole discretion), has satisfied all of the following criteria:
 - 4.1.1** Is currently enrolled in Certificate IV in Accounting at TAFE NSW Newcastle or Ourimbah.
 - 4.1.2** Is committed to their studies and has a good attendance record.
 - 4.1.3** Is ambitious and devoted to study.
 - 4.1.4** Displays professionalism and is self-disciplined.
 - 4.1.5** Is motivated to work in the Financial/Accounting sector.
 - 4.1.6** Displays potential to establish themselves in industry
 - 4.1.7** Is not in receipt of any other Hunter TAFE Foundation Scholarship or Award.
- 4.2** Incomplete Bean Counters Achievement Award Nomination Forms will not be considered by the Panel.
- 4.3** The Panel is under no obligation to attempt to contact any Nominator who incorrectly completes and/or submits an Nomination Form and will, at his or her discretion, contact a Nominator not more than two (2) occasions in an effort to obtain information which is missing, or has not been completed correctly, in a Bean Counters Achievement Award Nomination Form. Should all required information not be provided, the Bean Counters Achievement Award Nomination Forms will be withdrawn by the Competition Panel and notice sent to the Nominator.

5.0 OFFER OF BEAN COUNTERS ACHIEVEMENT AWARD

- 5.1** The Panel will determine the Bean Counters Achievement Award recipients in its sole discretion.
- 5.2** The successful Nominee will be notified by telephone and mail and will be sent a Bean Counters Achievement Award Offer and Acceptance Form to complete.
- 5.3** If unsuccessful, a Nominee will be notified in writing of that outcome.

6.0 ACCEPTANCE OF BEAN COUNTERS ACHIEVEMENT AWARD

- 6.1** The Award Recipient must complete and return the Bean Counters Achievement Award Offer and Acceptance Form prior to the Hunter TAFE Foundation presentation event and as a pre-condition to payment of the Award.
- 6.2** For the avoidance of doubt, the Award Recipient acknowledges and agrees that the issue of this Award is conditional



upon the signing and returning to the Hunter TAFE Foundation the Bean Counters Achievement Award Offer and Acceptance Form.

7.0 AWARD AND PAYMENT OF THE BEAN COUNTERS ACHIEVEMENT AWARD

- 7.1** Following the completion and return of the Bean Counters Achievement Award Offer and Acceptance Form, the Award funds will be paid at the Hunter TAFE Foundation Awards Presentation Ceremony.
- 7.2** The Hunter TAFE Foundation is under no obligation to pay or make available any part of the Bean Counters Achievement Award until it has received a signed and completed Bean Counters Achievement Award Offer and Acceptance Form.

8.0 CONDITIONS OF THE BEAN COUNTERS ACHIEVEMENT AWARD

- 8.1** 8.1 The recipient acknowledges and agrees that the following conditions apply to the award of the Bean Counters Achievement Award:
 - 8.1.1** On request by the Hunter TAFE Foundation the Successful Recipient must provide an update on how the Bean Counters Achievement Award has assisted them in their career journey.
 - 8.1.2** The Successful Recipient must agree to be available for promotional and marketing photography in line with TAFE NSW's Authority to Publish.
 - 8.1.3** Any decision of the Panel regarding a Bean Counters Achievement Award Nomination is final and no correspondence will be entered into.
 - 8.1.4** The Successful Recipient is expected to be an ambassador for the Hunter TAFE Foundation and uphold the values of the organisation and to behave at all times in accordance with the TAFE NSW Student Code of Conduct.
 - 8.1.5** The Hunter TAFE Foundation reserve the right to withdraw any unpaid monies or request repayment of monies awarded as for the Bean Counters Achievement Award should a Recipient fail to meet any of the requirements as outlined in these Terms and Conditions (as determined by the Hunter TAFE Foundation).

9.0 VARIATION

- 9.1** The Hunter TAFE Foundation may vary these Terms and Conditions or any form or process referred to herein at any time and without notice.

Hunter TAFE Foundation Limited

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hunter.foundation@tafensw.edu.au