

How to enter the 2021 South Australian Training Awards

Key steps

1. Review the eligibility criteria
2. Ensure you are applying in the correct category
3. Read and agree to the conditions of entry
4. Register at <https://satraining.awardsplatform.com> to create an account
5. Gather relevant details and start building your application
6. Address the selection criteria:
 - Prepare your application addressing Section A, Section B and all criteria; and
 - Submit an overview and respond to each element of the criteria - within the word limit. You have the option to include attachments.
7. Complete and submit your application via <https://satraining.awardsplatform.com> by 5pm on Monday 17 May.

Completing and submitting your application

All applications must be completed and submitted online via <https://satraining.awardsplatform.com>. To start the process, you must first register on the site's home page to create a personalised account.

Once your account has been created, you will receive a confirmation email with a link allowing you to commence your application. If you do not receive a confirmation email within 24 hours, first check your spam/junk email folder, then contact Grace Fitzpatrick - Executive Officer, South Australian Training Awards - via SATA@sa.gov.au or grace.fitzpatrick@sa.gov.au

Once your account has been created you can begin preparing your application. Remember to save any draft content you prepare - that way, you can go back to review and edit it at any time during the application period. It is important you complete all sections before submitting your application. Once submitted, you cannot make any further changes. You will receive a confirmation email upon receipt of your application.

Attachments

Attachments can be included with applications for both individual and organisation award categories, provided they are referenced in the application. Please ensure copies of your training and education certificates, certificates of completion, certificates and awards that support your application, and/or letters of reference are also included.

No multimedia items or discs will be accepted, and any material exceeding the maximum number of attachments will not be provided to the judges. The total number of attachments permitted is outlined below:

Individual

- Up to five (5) single A4 page attachments.
- Each attachment to be provided at a 100 per cent ratio, with one document per page.
- Attachments should be referenced in the application.

Organisation

- Up to ten (10) single A4 page attachments.
- Each attachment to be provided at a 100 per cent ratio, with one document per page.
- Attachments should be referenced in the application.