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**CONDITIONS OF ENTRY**  
**QUEENSLAND GOVERNMENT'S WOMEN IN MANUFACTURING APPRENTICE AWARDS 2024**

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1. The Prize is the Queensland Government's Women in Manufacturing Apprentice Awards 2024 ("WIM Apprentice Awards").
2. The WIM Apprentice Awards promoter ("Promoter") is the State of Queensland as represented by the Department of Regional Development, Manufacturing and Water ABN 51 242 471 577, 1 William Street, Brisbane QLD 4000.
3. The WIM Apprentice Awards sponsorship partner ("Sponsor") is Manufacturing Skills Queensland ("MSQ"). The Promoter is presenting the winning, *Women in Manufacturing Leading Apprentice Award 2024* category and the Sponsor is sponsor of the *Women in Manufacturing Highly Commended Apprentice Award 2024* category.
4. The WIM Apprentice Awards submission platform ("Platform") is the Department of Regional Development, Manufacturing and Water's website <https://www.rdmw.qld.gov.au/>.
5. Nominations open 25 September 2023. Nominations close 5pm AEST 15 November 2023. Finalists will be notified by December 2023, with successful businesses invited into Stage 2.  
  
Stage 2 will include a follow up interview with the Apprentice and the Judging Panel.  
  
All entrants will be contacted by February 2024.  
  
Winners will be announced at an event held in March 2024 in the week of International Women's Day 2024. The WIM Apprentice Awards Event Period runs from 25 September 2023 until 8 March 2024.
6. Nominations are deemed to be received at the time of receipt by the Platform and not at the time of transmission or deposit by the Entrant. Records of the Promoter are final and conclusive as to the time of receipt.
7. Instructions on how to nominate form part of the Conditions of Entry. **Nominating shall be deemed acceptance of these Conditions of Entry by the Nominee and the Nominator.**
8. The Nominator for a nomination must be a Queensland Manufacturing Business (as defined in the Glossary of Terms section below).
9. Only one nomination may be submitted per Queensland Manufacturing Business.
10. The WIM Apprentice Awards is open to any person who:
  - identifies as a woman;
  - is either an Australian citizen or the holder of a visa entitling them to Australian residency during the WIM Apprentice Awards Event Period and for at least 24 months after the WIM Apprentice Awards Event Period; and
  - is an Apprentice (as defined in the Glossary of Terms section below).
11. Nominations may only be made online via the Platform and must include:
  - the name of the Nominator and the name of the Nominee; and
  - Nominator and Nominee contact details; and
  - Nominee employer name and address; and
  - Nominee's apprenticeship type and what year of the apprenticeship the Nominee is currently completing; and
  - the gender that the Nominee identifies as.
12. Nominations should clearly outline the reasons for the nomination, and include examples demonstrating how the Nominee:
  - shows leadership and initiative on the factory floor;
  - provides support to other team members, is resilient and contributes to an inclusive culture; and
  - demonstrates effective communication and displays a positive attitude.

13. For an entry to be valid, the online nomination must be fully completed and submitted via the Platform.
14. Nominations must be for an individual and may not be for teams. The nomination of a Nominee who works as part of a team must focus on their individual contributions to the team projects.
15. Acceptance of nominations is at the absolute discretion of the Promoter. No entry fee is charged to nominate however the Nominator is responsible for any costs associated with accessing the Platform to submit a nomination.
16. All Nominators and Nominees agree that all non-confidential details from their nominations may be used online, in any broadcast and print or social media and in a range of publicity and promotional materials by the Promoter. The Promoter is granted non-exclusive licence to reproduce, wholly or in part, the Nominee's name, likeness, image and/or voice (including photograph, film and/or recording of the same) and nomination in marketing, promotional and educational activities for an unlimited period without remuneration for the purpose of promoting the WIM Apprentice Awards, the Promoter, the Sponsor, the Platform and the Women in Manufacturing event.
17. The Promoter will shortlist the Nominees and each shortlisted nomination ("Finalist") will be evaluated by an independent judging panel.
18. The judging panel's decision will be final, and no further correspondence will be entered into. The judging panel will not provide individual feedback on nominations (including whether or not a nomination was shortlisted).
19. Prizes will be awarded to Winners of the WIM Apprentice Awards as follows:
  - One *Women in Manufacturing Leading Apprentice Award 2024* (\$10,000) will be awarded to the Finalist who the independent judging panel considers to have best demonstrated the matters referred to in paragraph 12 in their manufacturing-based apprenticeship.
  - At the judging panel's absolute discretion there may also be one *Women in Manufacturing Highly Commended Apprentice Award 2024* (\$5,000) bestowed to a Finalist taking into account the matters referred to in paragraph 12.
20. Winners will only be eligible to receive one Prize.
21. Winners must use their Prize for one or more of the following relating to their career and trade in manufacturing:
  - purchasing tools, software, personal protective equipment or uniforms;
  - education expenses related to their trade and/or manufacturing, including career enhancing courses;
  - career development expenses related to their trade and/or manufacturing, including conference attendance.
22. Winners will be required to provide receipts and a one-page acquittal report every six months using the template provided by the Promoter. The winner must spend the Prize within 24 months of receipt.
23. The Promoter reserves the right to recover the Prize awarded to a Winner if:
  - the Promoter becomes aware that the Winner was ineligible to receive the WIM Apprentice Awards; or
  - the Winner fails to comply with any Conditions of Entry (including requirements in paragraphs 21 and 22).
24. The Promoter accepts no responsibility for any tax implications and the Winners must seek their own independent financial advice in regard to the tax implications relating to the Prize or acceptance of the Prize.
25. All reasonable attempts will be made to notify the Winners in accordance with the timeline in paragraph 5.
26. Winners must be available to participate in the WIM Apprentice Awards Announcement Event which is proposed to take place in Brisbane in March 2024, to coincide with International Women's Day. If a

Winner is under 18 years of age, the Winner must be accompanied by a parent or guardian at the WIM Apprentice Awards Announcement Event. The Promoter will meet the costs of travel and accommodation for a Winner who resides outside the greater Brisbane area (Brisbane City, Ipswich, Logan City, Moreton Bay, and Redland City). The Winner must seek approval from the Promoter for travel and accommodation costs prior to booking.

27. The Winners may be required to sign a legal release as determined by the Promoter in its absolute discretion, prior to receiving their Prize.
28. If a Winner chooses not to accept their Prize; is unable to accept the Prize; does not take or claim a Prize by the time specified by the Promoter; or is unavailable to participate in the WIM Apprentice Awards Announcement Event, they forfeit the Prize and the Promoter is not obliged to substitute the Prize.
29. Winners must participate in and co-operate as required with all reasonable marketing and editorial activities relating to the WIM Apprentice Awards, including (but not limited to) being recorded, photographed, filmed or interviewed and acknowledges that the Promoter may use any such marketing and editorial material without further reference or compensation to them.
30. Winners may be called upon from time to time (with reasonable notice) by the Promoter or Sponsor to represent women in manufacturing at conferences, public seminars, schools etc. within 24 months of receiving the Prize.
- 30 WIM Apprentice Awards Nominators, Nominees or Winners must not be involved in any conduct or activity that might damage the reputation of the Promoter, the Sponsor or the Platform. All activity by the Nominators and Nominees and Winners associated with the WIM Apprentice Awards must comply with State and Federal laws and regulations.
31. Any public or social media attacks by Nominees or Winners on other Nominees, Winners, judges or the judging process will be taken into consideration by the Promoters. Any situations, materials, discussions or postings that are deemed to be offensive or against the nature of the WIM Apprentice Awards will result in disqualification of the Nominee.
32. The Promoter will comply with the [Information Privacy Act 2009](#) in relation to personal information that it collects or has access to in order to deliver the WIM Apprentice Awards.
33. In the event that there is a dispute concerning the conduct of the WIM Apprentice Awards, the decision of the Promoter is final and binding on each Nominee and Winner no correspondence will be entered into.
34. The Promoter reserves the right to amend these Conditions of Entry at any time and without notice to Nominees and potential Nominees and Winners. The Promoter also reserves the rights to cancel, terminate, modify or suspend the WIM Apprentice Awards if for any reason any aspect of the WIM Apprentice Awards is not capable of running as planned.

## Glossary of Terms

For the purposes of the WIM Apprentice Awards, a Queensland Manufacturing Business is:

- a Queensland-based business whose principal activity and majority annual turnover is derived from activities within the Manufacturing Division, as defined in Division C of the Australian Bureau of Statistics' Australian and New Zealand Standard Industrial Classification (ANZSIC) 2006<sup>1</sup> noting that

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<sup>1</sup> <https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-industrial-classification-anzsic/2006-revision-2-0/detailed->

the Manufacturing Division includes units mainly engaged in the physical or chemical transformation of materials, substances or components into new products (except agriculture and construction);

- is registered for GST and holds an active Australian Business Number (ABN).

For the purposes of the WIM Apprentice Awards, an Apprentice is a person who is:

- employed in a Queensland Manufacturing Business and whose role supports a manufacturing activity described in the Australian and New Zealand Standard Industrial Classification (ANZSIC) Division C, Manufacturing;
- employed under an apprenticeship Training Contract that is registered with the Department of Youth Justice, Employment, Small Business and Training in Queensland;
- undertaking paid work as an apprentice under the relevant award or enterprise agreement leading to a trade or related occupation; and undertaking structured training with a registered training organisation in a nationally recognised qualification under the Australian Qualifications Framework; and
- undertaking on the job training with a workplace supervisor.

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[classification/#:~:text=The%20Manufacturing%20Division%20includes%20units,\(except%20agriculture%20and%20construction\).>](#)