

# NSW Training Awards 2024

## How to nominate for an individual award category

Applications must be submitted through the NSW Training Awards online application portal.



### 1. Understand the rules

Read (via [www.trainingawards.nsw.gov.au](http://www.trainingawards.nsw.gov.au)):

- Eligibility
- Selection Criteria
- Conditions of Entry



### 2. Sign up or log in to the online portal

[www.trainingawardsnsw.awardsplatform.com](http://www.trainingawardsnsw.awardsplatform.com)



### 3. Confirm your email

Check your inbox to confirm your email address (new users only)

Tip: Check your 'spam/junk' email folder



### 4. Check your region

Ensure you are nominating in the correct region [www.education.nsw.gov.au/skills-nsw/nsw-training-awards/regions/postcodes](http://www.education.nsw.gov.au/skills-nsw/nsw-training-awards/regions/postcodes)



### 5. Start a submission

- Select your region
- Select your award category
- Enter nominee's name

Note: Once you start a submission you can save, go back in and edit anytime during the application period.



### 6. Complete the tabs

- Entry Details
- Nominator's Comments
- Entry Criteria
- Supporting Attachments
- Declaration



### 7. Check your email

Check to ensure you received a confirmation email on the successful lodgement of your application.

Note: Your nominee will also receive a confirmation email advising them they have been nominated.



## Next Steps

To know more about the awards process, follow this link:

<https://education.nsw.gov.au/skills-nsw/nsw-training-awards>