



2020 BEAN COUNTERS ACHIEVEMENT AWARD

NOMINATION FORM

Award value: \$500

Closing date: 5 pm Wednesday 26 August 2020

An additional \$2,000 available for recipients who enrol in a Diploma of Accounting.

The Bean Counters Achievement Award is presented to two students who reside in the Hunter or Central Coast regions and are enrolled in the Certificate IV in Accounting and Bookkeeping at a TAFE NSW located in the Hunter or Central Coast regions, or with TAFE Digital. This award recognises their commitment to study and provides encouragement to transition into the workplace.

ELIGIBILITY CRITERIA

To be eligible for this award the nominee must:

- be under 40 years of age at the time of nomination
- be a Central Coast or Hunter region resident at the time of nomination
- be enrolled in the Certificate IV in Accounting and Bookkeeping at a TAFE NSW located in the Hunter or Central Coast regions, or with TAFE Digital.
- be committed to your studies and have a good attendance record
- be ambitious and devoted to study
- demonstrate professionalism and self-discipline
- be motivated to work in the financial and/or accounting industries
- display the potential to establish yourself in the industry
- 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 nominations will not be accepted
- Do NOT send any original documentation with your nomination - COPIES ONLY

SUBMIT YOUR NOMINATION BY 5 PM WEDNESDAY 26 AUGUST 2020

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, is true and correct.
- I authorise the Hunter TAFE Foundation to access details of my enrolment for the purpose of assessing my 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 Bean Counters Achievement Award awarded by the Hunter TAFE Foundation; a copy of which is 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.
- The 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 its 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 this award. Information will be stored securely. If you do not provide all relevant information, your nomination may not be eligible for entry.



PART C - NOMINATOR STATEMENT

Name:

Position:

Email:

Contact number:

To confirm the nominee's 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 and/or accounting sectors.

5. Provide comment on the nominee's potential to transition from TAFE NSW 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 nomination 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 and Bookkeeping at a TAFE NSW location within the Hunter or Central Coast regions, or with TAFE Digital - and be a resident of the Hunter or Central Coast regions.
- 1.2** The Bean Counters Achievement Award is funded by members of Chartered Accounts, CPA Australia and managed and administered by the Hunter TAFE Foundation.
- 1.3** A panel will be established comprising a representative from the Bean Counters Ball, TAFE NSW and Hunter TAFE Foundation to determine successful award nominees.
- 1.4** Each award delivers \$500 to the successful nominee, with an additional \$2,000 delivered to the successful nominee if they enrol in a Diploma of Accounting at a TAFE NSW location within the Hunter or Central Coast regions, or with TAFE Digital, within 18 months of receiving the award.
- 1.5** The successful nominee must reside within either the Central Coast or Hunter region.

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 each of the two awards to the value of \$500, as awarded by the Hunter TAFE Foundation in accordance with these terms and conditions. If the award recipient enrolls in a Diploma of Accounting at TAFE NSW Central Coast, Hunter or TAFE Digital and resides within Central Coast, Hunter regions within 18 months of receiving the award, they will receive a further \$2,000.
- 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 it to the Hunter TAFE Foundation by the closing date, via 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 two eligible nominees who, the panel determines (in its sole discretion), have satisfied all of the following criteria:
 - 4.1.1** is currently enrolled in Certificate IV in Accounting and Bookkeeping at a TAFE NSW located in the Central Coast or Hunter region, or with or TAFE Digital.
 - 4.1.2** Resides within the Central Coast or Hunter regions.
 - 4.1.3** is committed to their studies and has a good attendance record.
 - 4.1.4** is ambitious and devoted to study.
 - 4.1.5** displays professionalism and is self-disciplined.
 - 4.1.6** is motivated to work in the financial and/or accounting sectors.
 - 4.1.7** displays potential to establish themselves in industry
 - 4.1.8** 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, a nomination form and will, at his or her discretion, contact a nominator on no 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 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** The recipient acknowledges and agrees that the following conditions apply to the awarding of the Bean Counters Achievement Award:
 - 8.1.1** On request of the Hunter TAFE Foundation, the successful recipient must provide an update on how the Bean Counters Achievement Award has assisted them on 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, behaving in accordance with the TAFE NSW Student Code of Conduct, at all times.
 - 8.1.5** The Hunter TAFE Foundation reserves 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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