# Ready, Set, VET Awards – start preparing

Advice for preparing student nominations

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|  | **Nominations close  Monday, 5 September 2016 (4.30pm)**  No late or proforma nominations will be accepted. |

## General tips for the VET awards process

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|  | [2016 VET Awards Application Kit pdf](http://wace1516.scsa.wa.edu.au/__data/assets/pdf_file/0020/76232/VET_Awards_Application_-Kit_2016-Awards-for-outstanding-achievement-in-VET.pdf) |

* Start early. The process requires statements from the student, their workplace representative and the VET coordinator, so there is a lot to get organised prior to the actual online nomination. Download the 2016 VET Awards nomination kit for more information:
* Nominations can only be made online by the school at <https://sirs.scsa.wa.edu.au/scsaform/vetnominationform>
* No late nominations will be accepted. Nominations close Monday, 5 September 2016 (4.30pm)
* Ensure that Workplace learning (ADWPL) and VET enrolments have been uploaded prior to the online nomination. Only eligible students will be displayed on the online VET nomination form.
* When scanning documents ensure that the file sizes are no more than 2 MB. Your nomination may not process if the file sizes are any bigger.
* If you have any problems with the online nomination process you can get help during August and September by emailing [awards@scsa.wa.edu.au](mailto:awards@scsa.wa.edu.au)
* Ensure that students will be available for interview during the week commencing 17 October. Please be aware that there is no opportunity to make any changes to the interview time offered to the student.