



04 June 2019

Dear Business Teachers / Vocational-Education Co-ordinators

AUSTRALIAN INSTITUTE OF OFFICE PROFESSIONALS AWARDS 2019

Schools have the opportunity to nominate students from the Business Communication and Technologies, Business Management and other associated business subjects for the AIOF Awards.

The AIOF Awards is a joint initiative of BEAQ, the Business Liaison Association and the Australian Institute of Office Professionals.

Details of the AIOF Awards are as follows:

AIM OF THE AWARDS

1. Provide an incentive for students who wish to seek a professional career in business administration/management
2. Promote and recognise the business professional.
3. Enhance the study of Business Communication and Technologies, Business Management and relevant business subjects eg Certificate II, III or Diploma (IB Business), and
4. Promote an awareness of the qualities and skills that are essential for a successful business professional.

ELIGIBILITY

Year 12 secondary students seeking a career in Business Administration/Business Management OR furthering their education in this field at a Tertiary institution (*eg Bachelor of Business – as a major study*) OR students seeking to continue their vocational studies at a RTO. **Students must commence study in 2020 to be eligible to enter the award.**

CRITERIA

- ✚ Level of Achievement in relevant subjects – **Very High Achievement or High Achievement** for BCT and/or BM or equivalent for IB Business Students; **Letter of recommendation from RTO/Trainer** for Vocational Education and Training courses (Business only)

- ✚ Attitude
- ✚ Personality
- ✚ Interest in the vocation (otherwise disqualified)
- ✚ Presentation

NOMINATIONS

- ❖ \$88.00 (including GST) per school (not per entrant)
- ❖ No limit to the number of entrants
- ❖ **Nomination Fee - ALL SCHOOLS WILL BE SENT A TAX INVOICE FOLLOWING RECEIPT OF NOMINATION FORM**
- ❖ Cheques (if applicable) are to be made payable to the **Business Liaison Association**

Completed nominations are to be emailed to lwatt47@eq.edu.au by Friday, **16 August** otherwise they will not be considered.

Teachers are required to copy the attached Nomination Form and distribute to interested students who meet the eligibility criteria. Completed applications should be computer-generated and checked for **ACCURACY, GRAMMAR AND PRESENTATION.**

PRIZES

Winner's prize	\$900
Runner-up prize	\$600
Three Encouragement Awards	\$500 each
One VET Encouragement Award	\$400 including Cert II/III candidate
One Indigenous Encouragement Award	\$400

The Business Liaison Association will present plaques to the winning school.

PRESENTATION OF PRIZES

All winners of an award **MUST ATTEND** the Official Presentation at the Pullman Cairns Pullman International Hotel, Cairns on **Thursday, 28 November 2019 from 5.30 pm - 7.30 pm**. Students will be required to wear Formal School Uniform as per school policy.

SELECTION



36 Shields Street, Cairns Qld 4870
PO Box 7371, Cairns Qld 4870
Phone: 4232 2310 | Mobile: 0431 022 249
Email: eo@bla.org.au
Website: www.bla.org.au

The selection procedure this year will consist of:

1. Short-listing students from the nomination forms by the short-listing panel.
2. Schools will be advised of the students who have been short-listed so that those students may prepare themselves for the interview process.
3. **Interviews will be conducted from 1.00 pm on Saturday, 12 October at the Rydges Esplanade Resort, Cairns.** Parking is available at the venue.
4. The interview panel is made up of an AIOF Representative, two business executives, and a teacher representative.

THE INTERVIEW

At the interview, the students will be required to:

- Present his/her Curriculum Vitae (of two pages). Students should make sure they include only **copies** of relevant certificates, awards etc. as these will not be returned.
- Answer a series of questions from the panel
- Demonstrate appropriate personal presentation and communication skills.
(NB: Formal school uniform must be worn)

All students short-listed and interviewed will receive a Certificate of Participation.

Panel's decision will be final and no correspondence will be entered into. All interviews will take place at the allocated time – no other date is possible. Teleconferencing or Skype can be arranged, but costs (where applicable) must be met by the applicant or the school.

This information can also be accessed from www.bla.org.au

If you have any queries, please do not hesitate to contact me via email. Further, I am able to be reached by telephone at Cairns State High School on 40503029.

Yours faithfully

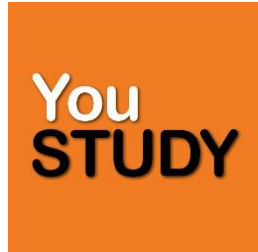
Lynette Watt
Business Teacher

Email: lwatt47@eq.edu.au

Thank you to our sponsors for 2019

Education and Industry...Pathways and Opportunities...Working Together

"It is our mission to encourage and provide secondary students with relevant up to date knowledge, skills and resources to meet the future challenges of the business community."
ABN 60 902 261 190





AIOP AWARD

STUDENT NOMINATION FORM

DUE: 16 AUGUST 2019

Your completed nomination form must be typed and checked for accuracy, grammar and presentation.

(Please note that a Curriculum Vitae [Resume] or copies of certificates are **NOT** required at this stage of the selection process.)

Student Name Do you identify as an Indigenous (Aboriginal or Torres Strait Islander) Student? YES/NO		
Date of Birth		
School		
Student email		
Contact teacher		
Contact teacher's Email address		
Levels of Achievement/Results	Business Communication and Technologies	
	Business Management	
	(Insert the name of the relevant VET qualification here eg Certificate III in Business	

Please attach a statement, of no more than two pages, which addresses the following:

1. Explain the importance of an organisation such as Australian Institute of Office Professionals (AIOP), in relation to the business professional (use website for information or any other data source).
2. Briefly describe your future career aspirations.
3. Briefly describe your major strengths and personal abilities.
4. List any major achievements or highlights in your life.
5. If you were to win the \$900 AIOP Award, how would you make use of this to further your career aspirations?
6. What steps have you taken to prepare yourself as a business professional?
7. What responsibilities and/or duties do you envisage any such position to include?

Teachers please EMAIL the completed Nomination Form/s to lwatt47@eq.edu.au by Friday, 16 August 2019

AND PLEASE SEE BELOW FOR PAYMENT DETAILS

ALL REGISTRATION ENQUIRIES TO

Ms Lynette Watt

lwatt47@eq.edu.au



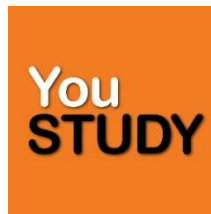
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<p>Business Liaison Association PO Box 7371, Cairns QLD 4870 ABN 60902261190</p>	<p>Send Cheque Payments to Business Liaison Association P.O. Box 7371, Cairns QLD 4870 AND ADVICE OF PAYMENT TO eo@bla.org.au</p>	<p>Business Liaison Association BSB: 633000 Account No: 120970611 Ref: AIOP AWARDS, SCHOOL NAME and invoice number if applicable.</p>
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**There will be a \$88.00 registration fee per school payable to the
 Business Liaison Association for administration**

Tel: 0417 444 179 | Fax: 07 4038 3322 | E-mail: eo@bla.org.au

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