

NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION INC.

HITO Tutor of the Year

Application Pack

2010



HITO Tutor of the Year 2010

About The Awards

The HITO Tutor of the Year award is a new annual HITO award presented for the first time in 2009. This award will be presented to a tutor to recognise their exceptional industry knowledge, training characteristics and personal achievements within the Hairdressing and/or Barbering Industries. The winner will be announced at the HITO Annual Awards ceremony in Christchurch on Saturday 25 September 2010.

Criteria for Selection

Consideration will be given to tutors delivering hairdressing and/or barbering training anywhere in New Zealand and will be based on a written application which must explain the following:

1. Training Characteristics

- Your underpinning approach to training and assessment.
- What are the unique characteristics affecting your local area. How do you adapt your training and what successes have you achieved?
- How do you identify and adapt to the underlying needs of your trainees. What successes have you achieved?
- What innovations in training have you introduced, how are they used and how successful have they been?
- How do you identify and adapt to the varied literacy needs of you trainees? What successes have you achieved?

2. Industry Knowledge & Relevance

- How you have maintained your industry knowledge and brought this into your training or review of programmes.

3. Promotion of National Qualifications

- How do you promote training towards completion of the National Certificate.

4. Professional Achievement

- Provide evidence of high standards of achievement with trainees.
- Provide supporting statistics demonstrating high levels of achievement.

5. Engagement with Industry

- Evidence of continued industry involvement and relationships.

Rules & Conditions

- The tutor must currently be tutoring for hairdressing and/or barbering for the period 2009/2010.
- All nominations must be received no later than Friday 30 July 2010.
- Judges decision is final and no correspondence shall be entered into.
- There are no costs involved for any application.

The Application Process

Tutors may be encouraged by others to nominate themselves. The completed application form and supporting documents should be collated and submitted by the nominee tutor.

1. The Application Form

The attached application form should be completed by the Tutor nominated. All areas of the form are to be completed.

2. Supporting Evidence

For each selection, the tutor should provide evidence to support each of the criteria to explain how they achieved these aspects.

The criteria are:

- Training characteristics.
- Industry knowledge and relevance.
- Promotion of National Qualifications.
- Professional achievement.
- Engagement with industry.

Examples of evidence may include:

- Personal written statements (no longer than 600 words per statement).
- Statistics identifying achievements and successes.
- Completed examples of personal development plans.
- Statements of support from others.

NOTE: Please limit the number of pages and supporting evidence in your entry to a reasonable level. All supporting documents should be relevant, concise and linked to the judging criteria in the entry. Only relevant documentation will be considered by the judges

3. Role Summary & Provider Profile

Along with your application, please provide a brief summary of your role and a copy of your Training Provider profile.

4. Closing Date

All applications should be hard copies and should arrive at the address below no later than **Friday 30 July 2010**.

5. Judging

All applications will be judged by an independent panel of 3 judges. Finalists will need to be available for an interview if required. This may be face to face or by telephone conference. Judges decisions will be final and no correspondence will be entered into.

Postal Details

Administration Manager
HITO
PO Box 11 764
Wellington



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Application Form

Please print clearly using block letters and a ballpoint pen. All sections must be completed.

Personal Information

First name(s)	<input type="text"/>
Surname	<input type="text"/>
Permanent address and postcode	<input type="text"/>
Home or mobile number	<input type="text"/>
Email address	<input type="text"/>

What is the name of your training organisation?

What is your role within your training organisation?

Please confirm that you have included evidence for the following selection criteria by ticking the boxes

- Application form
- Role summary
- Training Provider profile
- Training characteristics
- Industry knowledge and relevance
- Promotion of national qualifications
- Professional achievement

Now please post this application form and the supporting documentation marked "PRIVATE & CONFIDENTIAL" to the address below.

The closing date for applications is 5.00pm on Friday 30 July 2010.

Administration Manager
HITO
PO Box 11 764
Wellington

The winner of the HITO Tutor of the Year Award 2010 will be announced at the HITO Annual Awards on Saturday 25 September 2010 in Christchurch