



# Ben Nedwich

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## Are you nominating yourself or someone else?

My Self

## Does the nominee know that you are nominating them?

**Please note that the nominee will be notified that you're nominating them. Please add their email address below.**

## Does the nominee identify as an Aboriginal or Torres Strait Islander person?

## Qualification name (eg. Certificate III in Commercial Cookery)

Certificate 3 Business Administration

## Name of Registered Training Organisation

TAFE Queensland East Coast

## Name of Group Training Organisation

Not Applicable

## Name of Employer

Bundaberg Regional Council

## Overview

I was enrolled in a Certificate 3 Business Administration. The certificate concentrated on the position of an administration officer/assistant and provided you a detailed understanding of time management, the importance of attention to detail and a professional approach to everyday administration tasks.

Training organisation: TAFE Queensland East Coast - Bundaberg Campus Employer: Bundaberg Regional Council, People and Performance Branch

There are plenty of reasons for choosing the industry/pathway that I have taken, the five most important are listed below. My first reason, the desire to reinforce my existing knowledge with an accredited qualification (which is increasingly necessary in today's society). My second reason, it was a tremendous opportunity to enhance safe, professional practices and customer service qualities, by being employed within the People & Performance Branch which includes Human Resources, WH&S and Payroll. My third reason, it was an excellent opportunity to gain various internal and external contacts to assist in my future prospects. My fourth reason, to learn/complete a qualification while on the job. To me this is the most efficient way to learn, as you're practicing the theory you're learning and it gives you the chance to properly assess what you have learnt and correct your current practices with more up to date processes. My fifth reason, to start off in an environment which allows you to gain an understanding of local government. Local government is an excellent place to expand your knowledge and experience a diversified workforce, it also offers subsidised learning if the qualification relates to your position.

## Criterion 1: Career and study achievements

By actively committing to my studies and my job I was able to attain the awards Sunrise Rotary TAFE Queensland East

Coast Trainee/Apprentice of the year 2015 and Sunrise Rotary TAFE Queensland East Coast Overall Student of the year 2015. Due to these achievements from studying, Rotary decided they would fully sponsor me to attend their Rotary Youth Leadership Awards Camp which focuses on selecting potential future leaders and equipping them with knowledge and experience in leadership.

Another achievement that came out of my study was the opportunity to compete at the World Skills Competition Wide Bay Business Section which I achieved first place in. I am now being sponsored to go to Melbourne in October to compete in the World Skills Competition Business Section Australian Championships. I recognise that without the assistance of my incredibly dedicated TAFE teacher I would not have been able to get as far as I have.

One of my largest accomplishments during my traineeship is, I was given the responsibility of being the People and Performance EDRMS (Electronic Document Records Management System) Champion, as Council was replacing their records management system at this point in time. It was the Champions role (as well as performing their normal duties) to develop a file plan for their area, beta test the new software before release, develop and implement migration plans for data on the network drive to be moved onto the new software (Objective), streamline processes and assist their team/answer any related questions. At the request of the project team I was given extra duties; develop file plans for personnel files, training files, WH&S files, LGW files, Internal and External Course, Council's Lands and Facilities and Major Projects Register. Beta test migration of data from old software to new software and mass produce of 1500 training booklets and maintain an attendance register.

The greatest part of my traineeship was the constant learning curve, which was an incomparable chance that too few people have. Since my traineeship I have endeavoured to constantly learn new things every day to further my knowledge in as many areas as possible.

To all of the above success I 100% acknowledge that it would not have been possible without the guidance and support of my supervisor/manager Karen Craft, my TAFE teacher Gail Anzolin and work colleague Tony Daniels.

I now work in Community Development as an Administration Officer.

## **Criterion 2: Communication, team and leadership skills**

There are a few key experiences that I drew from this training, especially in oral and written communication. Prior to my Certificate 3 in Business administration my oral and written communication skills were at an acceptable social level. However, on a professional standard there was a large margin for improvement, the biggest three for me were, correct letter writing techniques, phone etiquette and effective planning methods. Overall there were plenty of useful guidelines that are beneficial in everyday situations.

Due to my traineeship I attained a high level of resilience. At the end of my first two months of employment two staff members out of the five person team (HR team) moved to Melbourne. Instead of hiring anyone new straight up (budget restrictions) they gave me a lot of their duties which totalled to about 3 times the amount of duties/work that I had previously been doing. It was a hugely taxing time period, many late hours were worked, nevertheless I was able to push through it and become very self-reliant, and as most of the tasks I did I was the only one that knew how to do them, I couldn't really go to someone for help. I'm very thankful for the opportunity to be pushed mentally by the strenuous workload I had received, it assisted my development personally and professionally.

Effective team participation is what can get you through the most difficult of times and achieve the most incredible results. Many people do not realise how important teamwork really is. I enjoy the leading aspect or head of the team role when being part of a team, as I have had a large amount of opportunities to display and take on leadership roles (please refer to the other pursuits section). However in saying that I am just as capable as following as I am leading, as the team can't achieve the best results if the leader can't follow.

It would be an incredible opportunity, and I would leap at the chance to be able to be an ambassador for my industry, too often young people are overlooked as not knowing things because they're young, or not taken seriously because of their age. It would be an honour to be able to represent my industry, community and Australia and help in changing a stereotypical view many employers have on young people.

### **Criterion 3: Ability to represent the national training system at a broader level**

In today's society it is a basic necessity to seek out accredited qualifications, whether it be with TAFE, University or online study to be able to progress professionally. Unfortunately, the majority of employers will employ the applicant with a relevant qualification and some experience, rather than, the applicant with much more experience but no accredited qualification.

More needs to be done to encourage and bring a realisation upon those like-minded people to ensure they understand the long term benefits of an accredited qualification. A brief answer is to not force learning upon them but rather ensure everyone has an awareness of the benefits to an accredited qualification. We need to create an awareness of how flexible how you learn, what you learn and when you learn can be and finally an awareness of the paths you can take after study and in true reality you won't be stuck with it if you don't find it as interesting as first thought. Awareness also needs to be raised around the difference of TAFE\University\online learning compared to School.

The target audience for this can broadly be split into two sections, the first being middle aged to elderly individuals who have an absolute wealth of knowledge but refuse to do any form of study. They generally have the view it is unnecessary attain a qualification due to having years upon years of experience and they are too old for that. The other section of target audience is the older teen to 20's demographic specifically those who have not chosen to go to University or TAFE. This younger group of individuals are associated with not enjoying school and have a lack of awareness around how TAFE or University is structured. The last thing they want to do is go back to something they believe is just like school.

It is vital to stress the importance of this message, especially to those who cannot stand the thought of study after school or being a mature aged student. If you manage to carry the message across successfully, it has the potential to reach a sustainable level of success and be of large benefit to society.

### **Criterion 4: Other pursuits**

I have been a part of the Bundaberg PCYC for 14 years. At the PCYC I am involved with the Karate Club and Blazers Outdoor Education Youth Group. I have been doing the Karate side of it for 14 years and have attained the level of 3rd Dan black belt. I have worked my way to second in rank at the Club and assist Sensei in its running's. This role includes training the students for the 3 nights a week that Karate goes for, maintaining the attendance register, coordinating special training days, assist in fundraising activities and tournament coach/marshal.


I have been involved in the Blazers Outdoor Education Youth Group for 6 years. Through the group I achieved my Duke of Edinburgh Bronze, Silver and Gold award. I also held the positions of Market Coordinator, Treasurer and Chairperson on the Bundaberg PCYC Youth Management Committee. Currently I am now a leader in the group and assist with the running of the group in any way possible. I was also a sponsored attendee of PCYC's State Youth Leadership Program level 1, 2 and 3. I have also been elected to the position of Youth Delegate on the Management Committee of Bundaberg PCYC. It has been an absolute honour to spend so much time helping these kids grow into the people they are today and knowing I had the privilege to be a part of it. The majority of the children I train in Karate have a disability and it is beyond words to describe how incredible it is to be able to help them develop mentally and with confidence.


The majority of my volunteer activity has been with the PCYC however a main highlight outside of this would be the once in a life time opportunity in grade 12 to go to the Solomon Islands. A select few students from the Grade 11 and 12 Certificate 1 in Construction class travelled to the Solomon Islands to construct an outdoor kitchen for the Helena Goldie Hospital as their previous outdoor kitchen burnt down. Through the 9 day trip an unbelievable amount was achieved as well as a monument of personal growth, it was very eye opening and made every single student realise how lucky and wonderful our way of life truly is.

### **I have attached my 6 workplace photos**

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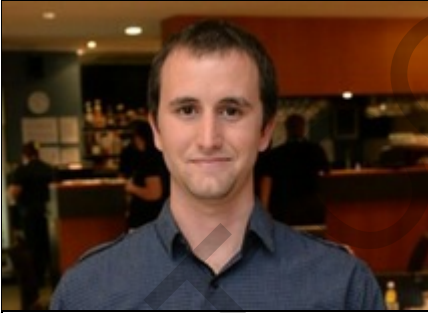
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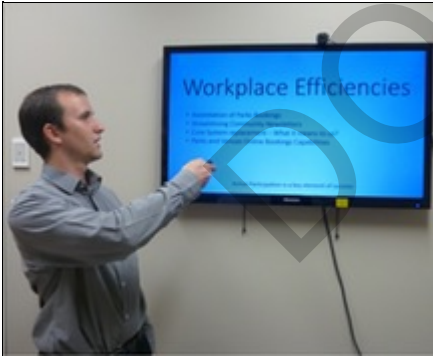
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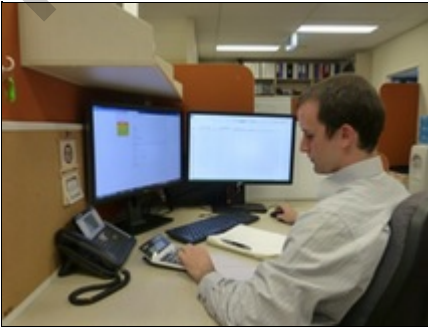
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