



Entry Kit

Your guide to submitting a nomination

Introduction

Welcome to the 2025 MTA WA Automotive Awards Nomination Guide.

These awards celebrate the dedication, talent, and innovation within Western Australia's automotive industry. This guide is designed to help you confidently prepare and submit a standout nomination.

At the MTA WA, we are committed to representing, supporting, and growing the automotive sector. Our vision is to be a sustainable, future-focused peak industry body, leading through innovation, training, and advocacy.

Why Nominate for an Award?

- Increase your business or personal profile within the automotive industry and broader community.
- Gain recognition for excellence, leadership, and innovation.
- Network with industry leaders and potential partners.
- Promote your achievements through the MTA WA's communication channels.
- Celebrate with peers at the prestigious MTA WA Industry Celebration.
- Use your nomination as a powerful marketing tool to build credibility and visibility.
- Boost employee morale through shared success, fostering pride and motivation within your team.

What Are We Looking For?

The judging panel will be looking for entries that demonstrate:

- Outstanding achievements and leadership in the automotive industry.
- Innovation in business practices or personal development.
- Positive community impact and customer loyalty.
- Commitment to excellence and growth.

Award Categories

- ★ Apprentice of the Year
- ★ Automotive Woman of the Year
- ★ Small Automotive Business of the Year
- ★ Medium Automotive Business of the Year
- ★ Large Automotive Business of the Year
- ★ Automotive Excellence Award
- ★ Lifetime Achievement Award
- ★ People's Choice Award



Save the Date

13 September 2025
Optus Stadium - Riverview Room

Categories Explained

Award Category	Eligibility	Nomination Process
Apprentice of the Year	Current automotive apprentices who have been awarded apprentice of the month before September 2025.	Self-nominated or peer-nominated
Automotive Woman of the Year	Women in all job roles and trade classifications within the automotive industry and employed by current MTA WA members.	Self-nominated or peer-nominated
Lifetime Achievement Award	Individuals with a lifelong commitment to the automotive sector, recognised for their significant contributions.	Not open for nomination. The recipient is determined by the MTA WA Board and leadership.
Small Automotive Business of the Year	Automotive service or retail businesses with 1-10 staff members, current financial MTA WA members.	Self-nominated
Medium Automotive Business of the Year	Automotive service or retail businesses with 11-30 staff members, current financial MTA WA members.	Self-nominated
Large Automotive Business of the Year	Automotive service or retail businesses with 31+ staff members, current financial MTA WA members.	Self-nominated
Automotive Excellence Award	Overall winner selected from the Gold recipients of the Small, Medium, or Large Automotive Business categories.	Not open for nomination. The recipient is determined by the judging panel.
People's Choice Award	Any business within the WA automotive industry, provided they are current financial members of MTA WA.	Self-nominated. The winner is determined by public (customer) vote.

For detailed category descriptions and eligibility criteria, visit the official Awards website: [MTA WA Automotive Awards](#).

How to Enter

Check Your Eligibility:

- Review the eligibility criteria for your chosen award category to ensure you qualify.

Prepare Your Submission:

- Gather your responses to the selection criteria and any supporting documents needed to strengthen your nomination.

Start Your Nomination:

- Visit the MTA WA Automotive Awards website: www.mtawaautomotiveawards.com
- Click the 'Nominate Now' button.
- Follow the prompts to create your Awards Force account.

Submit Your Entry:

- Click the 'Enter' button and carefully follow the instructions to complete your nomination.
- Double-check your information before submitting.

Await Confirmation:

- Once your nomination is successfully submitted, you will receive a confirmation email.
- If you are shortlisted as a finalist, MTA WA will contact you directly to assist with claiming your marketing pack and securing your Industry Celebration ticket.

Stay Connected:

- Finalists will be publicly announced on the MTA WA Facebook and LinkedIn pages.
- Follow MTA WA on [Facebook](#) and [LinkedIn](#) to be the first to see the finalist reveal.

Key Dates

Event	Date
Nominations Open	Monday, 19 May 2025
Submission Deadline (excl. People's Choice Award)	Monday, 23 June 2025
People's Choice Award Voting Ends	Sunday, 10 August 2025
Shortlisting Period	Monday, 01 July - Friday, 04 July 2025
Finalists Announced	From Monday, 14 July 2025
Virtual Site Visits, Interviews & Final Judging	Monday, 28 July - Wednesday, 06 August 2025
Winners Revealed	Saturday, 13 September 2025



Preparing Your Nomination: Individual Awards

Section A: Professional Summary

Provide a brief summary introducing yourself or your apprentice, including key achievements. Mention your current role or position, relevant qualifications (if applicable), and the name of your employer or business.

Note: This summary is not judged but may be used as your nominee profile throughout the Awards process.

Section B: Criteria

For Automotive Woman of the Year nominees, this is your opportunity to share your story! We want to know why you chose your career or business path in the automotive industry and why you would make an outstanding ambassador for excellence in your field.

For Apprentice of the Month/Year nominees, this is your chance to address the selection criteria by highlighting your workplace performance, learning and development, and leadership and teamwork.

Selection Criteria Top Tips:

- **Be Authentic:** Clearly explain why you chose your training or career pathway.
- **Share Your Journey:** Highlight personal achievements and milestones that shaped your journey.
- **Demonstrate Impact:** Include measurable outcomes, skills gained, and how your training has made a difference in your career.
- **Be Inspirational:** Explain why your story can motivate others to pursue similar opportunities.

Section C: Attachments

To complete your application, you will need to upload several supporting documents. Prepare these in advance to avoid disqualification due to incomplete submissions.

Required Attachments:

1. Reference Letter:


- From either an employer or host employer (two-page limit)

2. Photographs:

- **Quantity:** 3 high-resolution images (JPEG or TIFF format at 300 dpi).
- **Content:** Should include a professional image of yourself or your apprentice and anything else you would like visually represented in your submission.

Additional Supporting Evidence:

In addition to the required attachments, applicants may include up to five A4 pages of supporting evidence such as certificates, awards, prizes, graphs, tables, or any other documents that support your nomination.





Preparing Your Nomination: Business Awards

Section A: Overview

This section is your opportunity to introduce your organisation and explain why you are applying for the award.

- **Purpose:** The overview is not used for judging but will be featured in your finalist profile on the MTA WA Automotive Awards website, social media, and media statements if you are shortlisted.
- **Content Tips:** Provide a concise and engaging summary that highlights your business's achievements and motivations for applying.

Section B: Criteria

This is your chance to share your story and showcase your success. You will be assessed against five selection criteria.

Selection Criteria Top Tips:

- **Be Direct and Clear:** Structure your answers to address each criterion explicitly. Use the provided considerations as a guide.
- **Use Examples and Evidence:** Strengthen your responses with measurable results and concrete indicators, such as customer satisfaction data or other external validation.
- **Maximise Your Word Count:** Use the full word limit to elaborate on your achievements, including specific details and examples.

Section C: Attachments

To complete your application, you will need to upload several supporting documents. Prepare these in advance to avoid disqualification due to incomplete submissions.

Required Attachments:

1. Endorsement Letter:

- Signed by the Chief Executive Officer/Managing Director.

2. Organisation Logo:


- High-resolution copy (EPS, ai, JPEG or PNG format at 300 dpi).

3. Photographs:

- **Quantity:** 10 high-resolution images (JPEG or TIFF format at 300 dpi).
- **Content:** Should visually represent the organisation, team or initiative. These will be used for promotional purposes.

Additional Supporting Evidence:

In addition to the required attachments, applicants may include up to five A4 pages of supporting evidence such as certificates, awards, prizes, graphs, tables, or any other documents that support your nomination.





Selection Criteria

Individual Awards

Apprentice of the Year

Tell us about the apprentice's journey and the impact they've made in the workplace. Whether you're the apprentice sharing your story or an employer/host nominating an outstanding individual, focus on the following:

- **Workplace Performance:** Share examples of the apprentice's skills proficiency and how they have contributed to the team's success.
- **Learning and Development:** Describe the apprentice's commitment to training and how they have developed new skills.
- **Leadership and Teamwork:** Highlight the apprentice's initiative, positive attitude, and how they act as a role model for others.

Automotive Woman of the Year


We want to hear the story of an outstanding leader and trailblazer in the automotive industry. Whether you're nominating yourself or a peer, focus on the following:

- **Leadership:** Tell us how the nominee has demonstrated leadership within their company or the wider industry.
- **Impact:** Share how they have made a positive difference to their peers, colleagues, or the broader industry.
- **Developing Others:** Describe how they mentor, support, and coach other professionals, fostering growth and development.
- **Industry Engagement:** Talk about their involvement in committees, boards, advocacy initiatives, or community activities.
- **Presence:** Highlight how they maintain high visibility and integrity within their organisation or the automotive sector.
- **Inspiration:** Share how they advocate for women in the automotive field and encourage others to pursue automotive careers.

Business Awards

Small/Medium/Large Automotive Business of the Year

Tell us why your business stands out in the automotive industry:

- **Business Growth:** Describe how your business has grown in terms of turnover, staff numbers, services, customer feedback, and diversity.
 - **Sustainability:** Share the strategies you've put in place to ensure your business's long-term success, including financial health and staff development.
 - **Customer Loyalty:** Tell us how you build and maintain strong, long-term relationships with your customers.
 - **Community Impact:** Share the positive contributions your business makes to the local community, including any support for groups or environmental initiatives.
 - **Excellence:** Highlight any other aspects that make your business an exceptional candidate for the award.
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Selection Criteria

Business Awards

Automotive Excellence Award

This award is given to the overall winner selected from the three Gold recipients in the Small, Medium, and Large Automotive Business of the Year categories.

Special Awards

Lifetime Achievement Award

This award is decided by the MTA WA Board and leadership, recognising individuals who have made long-term, significant contributions to the automotive industry.

People's Choice Award

This award goes to the business that receives the most public votes.

Tips for a Strong Nomination

Crafting a great submission takes time and effort, but it's worth it—judging is based solely on what you provide, and even a few extra marks can make the difference.

Key Tips:

- **Be Specific:** Clearly address each criterion with relevant examples.
- **Use Evidence:** Support your claims with statistics, testimonials, and concrete data.
- **Highlight Success:** Focus on achievements, challenges overcome, and community involvement.
- **Be Concise:** Use clear, engaging language and proofread for accuracy.

Submission Tips:

- Approach your nomination with purpose—show why you or your business deserve recognition.
- Directly address each criterion and avoid using recycled content from previous entries, as criteria may have changed.
- Use supporting materials like data, testimonials, images, and videos to reinforce your points.
 - Example: Instead of saying "Customer satisfaction improved," say "Customer satisfaction rose by 15%—see Appendix A."

Note: Finalists may be contacted for clarification, interviews, or audits to verify claims.





Checklist

Before you submit your nomination, make sure you've completed the following:

1. Preparation

- Reviewed the eligibility criteria for your chosen award category.
- Read through the tips for creating a strong nomination.
- Gathered relevant data, testimonials, and supporting evidence.
- Proofread your entry for clarity, accuracy, and conciseness.

2. Completing Your Nomination

- Clearly addressed each selection criterion with specific examples.
- Included measurable achievements, statistics, and real-world impacts.
- Highlighted leadership, innovation, and community involvement where applicable.
- Used concise, engaging language throughout your responses.

3. Supporting Documents

- Endorsement letter from your employer, host employer, or mentor (if applicable).
- High-resolution organisation logo (for business nominations).
- Photographs (as required).
- Any additional supporting evidence (up to five A4 pages), such as awards, certificates, or testimonials.

4. Final Steps

- Checked that all required attachments are correctly labeled and referenced.
- Confirmed that the application meets word and page limits.
- Saved a copy of your completed nomination for your records.
- Followed MTA WA on Facebook and LinkedIn to stay updated on finalist announcements.

5. Submission

- Submitted your nomination via the MTA WA Awards Portal.
- Received confirmation of your submission via email.

Tip: Stay connected and watch for updates on the MTA WA social media channels to see if you've been shortlisted!

For FAQs, refer to the [MTA WA Automotive Awards](https://www.mtawa.com.au) website. For further support, email us at events@mtawa.com.au.

