

# ACT TRAINING AWARDS

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2020

## NOMINATION GUIDE INDIVIDUALS



**ACT**  
Government

# ABOUT THE AWARDS

The annual ACT Training Awards showcase the commitment, innovation and outstanding achievements of all those involved in the ACT vocational education and training (VET) sector.

The awards recognise, reward and promote the training efforts and success of apprentices, trainees, vocational students, teachers/ trainers, registered training organisations (RTOs), industry associations and employers in the ACT.

Nominating for the ACT Training Awards is an opportunity to be recognised for your achievements. It is also a great addition to any resume. Winners of individual categories receive \$2000 prize money and represent the ACT at the Australian Training Awards.\*

Award categories listed on page 23 under Australian Training Awards - Direct Entry Categories are open to eligible ACT nominees, however, they are not presented at the ACT Training Awards.

## 2020 Key Dates

Tuesday 3 March 2020	Nominations open
Thursday 28 May 2020	Nominations close
Late June/ Early July 2020	Finalists notified
20 July - 24 July 2020	Finalists interviews conducted
Thursday 10 September 2020	ACT Training Awards Presentation Evening
Friday 20 November 2020	Australian Training Awards Presentation Evening (Melbourne)

## Individual Categories

- ACT Apprentice of the Year
- ACT Trainee of the Year
- ACT Vocational Student of the Year
- ACT Aboriginal & Torres Strait Islander Student of the Year
- ACT Australian School-based Apprentice of the Year
- ACT VET Teacher/Trainer of the Year
- Norm Fisher Award
- John Scott Award

## Presentation Dinner

The ACT Training Awards program culminates in a presentation dinner with over 400 guests expected to attend on Thursday 10 September 2020.

Each finalist will receive two complimentary tickets to the presentation dinner. Additional tickets will be available for purchase. It is a requirement that all finalists be present on the night.

More information can be found on our website [www.skills.act.gov.au](http://www.skills.act.gov.au)

*\*Prize money is not awarded to winners of the ACT VET Teacher/Trainer, Norm Fisher and John Scott awards. Winners of the Norm Fisher and John Scott awards do not represent the ACT at the Australian Training Awards.*

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## Further information

For more information on the ACT Training Awards visit [skills.act.gov.au](http://skills.act.gov.au)  
If you need assistance with completing your nomination please contact [skills@act.gov.au](mailto:skills@act.gov.au) or call (02) 6205 8555.



## HOW TO ENTER THE 2020 ACT TRAINING AWARDS

### Preparing your nomination

1. Review the eligibility criteria
2. Ensure you are nominating in the correct category
3. Read and agree to the conditions of entry
4. Register on the [Award Force homepage](#) to create an account
5. Gather relevant details and start building your nomination
6. Address the assessment criteria. Prepare your nomination addressing Section A: Overview and Section B: Criteria.

### Completing and submitting your nomination

You must submit your nomination electronically via the online Award Force nomination portal. Please ensure your computer is JavaScript enabled to take full advantage of the nomination portal. The instructions on how to complete and submit your nomination are available in the nomination portal.

### Attachments

You can attach evidence supporting the claims made in your nomination. Up to five (5) single A4 page attachments are permitted. Total file size per attachment must not exceed 15mb.

Any material exceeding the maximum number of attachments and size will not be provided to the judging panel.

Before submitting your nomination, ensure you have reviewed the ACT Training Awards Nomination Submission Checklist provided in this guide.

Ensure you have read and understood the conditions of entry before submitting your nomination.

## CONDITIONS OF ENTRY

### By submitting a nomination for the ACT Training Awards, you agree:

- > to advise ACT Training Awards if you are under 18 years of age at the time of nomination
- > to not accept any nomination for any similar award in another State or Territory in the nominating year
- > that failure to follow any lawful direction of the ACT Training Awards shall mean instant disqualification and instant forfeiture of any award
- > if you receive a prize and it is subsequently discovered you are ineligible for the award, the ACT Training Awards reserves the right to recover the prize from you
- > to promoting and being involved with ongoing promotion of the awards into the following year – This may be through commitments such as judging panels and speaking opportunities
- > that you understand the information provided in your nomination may be used in a range of publications and promotional activities for both the ACT Government and the Australian Government
- > to be available for finalist interviews in June/early July 2020
- > to be filmed or photographed while participating in the ACT Training Awards and/or Australian Training Awards
- > to be involved in promotional events and activities as required by the ACT Government and its official associates
- > if you win in the ACT and are selected as a finalist for the Australian Training Awards, you must;
  - > be available to represent the ACT at the Australian Training Awards held in Melbourne on 20 November 2020
  - > be available to attend the finalist activities in Melbourne for the full five days of the week of the Australian Training Awards (16 – 21 November 2020)
- > all content and claims in your nomination are true and correct.
- > that any decisions relating to the ACT Training Awards process are final and the ACT Training Awards will not enter into justification for the selection of successful nominees and will not debate the evaluation process.

### By agreeing to have information and/or photos published on a website, you need to be aware that:

- > the information can be copied and used by any web user
- > once information has been published on the web, the ACT Government or its official associates have no control over subsequent use and disclosure
- > it will be accessible to users worldwide
- > photographs will be published on the website for the purpose of promoting the ACT Training Awards, Australian Training Awards and other VET initiatives.

### Privacy

Only authorised ACT Government and Australian Training Awards officers and appointed judging panel members have access to nominee's information. The ACT Government may give information to other relevant bodies, sponsors and media. Personal information will not be disclosed to any other party without the nominee's consent, unless authorised or required by law. All ACT Training Awards judges are required to sign confidentiality and conflict of interest statements.

# TIPS FOR PREPARING A NOMINATION

A successful nomination stands out from the crowd.

Local and national judges are experienced at identifying individuals that stand out and demonstrate the Nominee's ability to be an ambassador for VET. A quality nomination is clear and concise and addresses all assessment criteria.

Remember the judges don't know you. Your task is to convince them that you are a worthy winner.

## WHAT MAKES A GOOD NOMINATION?

Here are a few tips to writing a stand out nomination:

### 1. Start today

Give yourself enough time to write the nomination and don't leave it until the last minute. A rushed nomination will not show the best you have to offer.

Nominations close at 5:00pm on Thursday 28 May 2020 so make sure you allocate enough time to write your response to each criterion and get your nomination submitted by this date.

### 2. Tell your story

Read the general conditions of entry and the assessment criteria carefully and make sure you address all of the assessment criteria for the relevant category. The criteria are designed for you to tell the story of your training success.

After you have read the conditions of entry and assessment criteria, identify the points that you want to highlight and outline what you want to cover under each criterion.

Before you complete the nomination, provide it to your employer, RTO or a family member to review. Once you have done that, review each criterion and add any additional information or details. Pay attention to the word and attachment limit and don't exceed it. Check the specific conditions of entry to see how many words you can use for each criteria and the total size of supporting documents you can submit. Keep your answers concise—use bullet points if it helps but don't use them to replace sentences in every assessment criteria.

For example:

- > What have you achieved?
- > How have you achieved it?
- > What practical examples/evidence do you have to support it?
- > What other achievements can you refer to?
- > What gives you the edge over other nominees?
- > What are some of the highlights of your VET experience?

### 3. Language

Keep your language simple and clear. Use plain everyday language and don't use slang or too many acronyms.

### 4. Proof Read

Show the first draft of the full nomination to someone who will provide you with critical and honest feedback. Ask someone to check the final draft for spelling and grammatical errors. It makes a difference and is a worthwhile investment of time. Make sure you do a final check for spelling and grammatical errors before submitting the nomination.

Choose documents that support the claims in your nomination. Make sure any attachments are high quality, particularly if you scan any documents. Check your nomination to make sure you have answered the questions without repeating the same information.

### 5. Think big

Remember that winning one of the ACT Training Awards individual categories means you progress to the Australian Training Awards. The nomination you submit for the ACT Training Awards will be used in the national judging and you won't be able to make changes or amendments to your nomination. So, when you write your nomination, remember it will compete with other state/territory finalists.

## ASSESSMENT PROCESS

### STAGE 1: COMPLIANCE CHECKING

All nominations will be checked to ensure they meet the eligibility criteria.

Eligible nominations will be provided to the judging panel for shortlisting.

### STAGE 2: SHORTLISTING

Each written nomination will be assessed against the assessment criteria to determine the short-listed Nominees.

All Nominees will be advised whether they have been short-listed.

### STAGE 3: FINAL JUDGING

Each of the short-listed Nominees will need to attend an interview (in person) with the judging panel. Interviews will be conducted in late June/early July 2020.

The judging panel may select up to six finalists, and from these finalists, one winner for each award category.

All Nominees will be advised whether they are a finalist.



# SUBMISSION CHECKLIST

- I have not submitted a nomination for more than one award
- I have ensured I meet the eligibility criteria for the award
- I have addressed all assessment criteria
- I have completed all mandatory sections and questions
- I have read and understood the conditions of entry and privacy requirements
- I have checked the nomination for spelling and grammatical errors
- I have not exceeded the word limit
- I have not exceeded the attachment limit

# GLOSSARY OF TERMS

ACT Australian Apprentice	<p>Term used to describe both apprentices and trainees, who have entered into an ACT Australian Apprenticeships Training Contract.</p> <p>a) Combination of practical work on-the-job, with structured training to achieve a nationally recognised qualification under an Australian Apprenticeships Training Contract. More information is available at the <a href="#">Australian Apprenticeships website</a>.</p> <p>b) Involves a student and employer.</p>
Apprentice	<p>Person contracted to an employer through an Australian Apprenticeships Training Contract who is undergoing training for a recognised trade occupation.</p>
Nationally recognised training	<p>An accredited program of study that leads to VET qualifications and credentials that are recognised across Australia. Only RTOs that meet government quality standards can provide nationally recognised training. It includes accredited courses, endorsed training package qualifications and associated subjects.</p>
Australian Apprenticeship Training Contract (training contract)	<p>Legally binding agreement between an Australian Apprentice and their employer which defines the rights and responsibilities of each party and allows the individual to undertake an Australian Apprenticeship with that employer.</p>
Registered training organisation (RTO)	<p>Training organisation registered by the Australian Skills Quality Authority (ASQA) or in some cases, a state or territory registering and accrediting body to provide VET and/or assessment services and issue nationally recognised qualifications. All RTOs are required to meet the Standards for Registered Training Organisations (RTOs) 2015. The nationally recognised qualifications an RTO can issue are defined by its scope of registration as listed on <a href="#">training.gov.au</a>.</p>
Trainee	<p>Person employed in a recognised traineeship vocation and who has entered into an Australian Apprenticeships Training Contract with their employer.</p>

# INDIVIDUAL AWARDS



# ACT APPRENTICE OF THE YEAR

The ACT Apprentice of the Year Award is presented to an individual who is undertaking an apprenticeship and has been outstanding in all aspects of their training and demonstrates the relevance of life long learning.



## ELIGIBILITY

The nomination must be supported by the individual's employer. This can be in the form of a reference/supporting statement from the employer which can be attached to the nomination. The nominating/supporting RTO and/or employer must match the RTO and employer on the training contract.

Note: In the case of a group training organisation (GTO), the host employer is acceptable.

You must:

- > be an Australian citizen/permanent resident of Australia;
- > have completed or be due to complete your training (ie: contract end date) in the period 1 October 2019 - 30 September 2020 in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are nominating for;
- > have an Australian Apprenticeship Training Contract (training contract) registered with your relevant state training authority; and
- > nominate in the state or territory where your training contract is lodged.

*The 2020 winner of this category will automatically go on to compete at the Australian Training Awards in Melbourne in November 2020.*

*The **original nomination** from the ACT winner of this category will be automatically submitted to the Australian Training Awards.*

*Nominations must be within the word count applicable for each criterion. Up to five (5) single A4 page attachments are permitted.*

*The award criteria should be the focus of your nomination; however any relevant evidence may be provided so long as it does not exceed the word and page limits.*

## PREPARING YOUR NOMINATION

### Section A: Overview

Provide a short overview covering a description of the qualification you enrolled in, your Registered Training Organisation and employer as well as your reason for choosing this industry and training pathway.

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process. The overview provides an opportunity for you to introduce yourself to the judges.

### Section B: Assessment Criteria

**Criterion 1:** Career and study achievements

**Criterion 2:** Team and communication skills

**Criterion 3:** Ability to be an Ambassador (representative) for training in Australia

**Criterion 4:** Other qualities and pursuits

## ADDRESSING THE CRITERIA

In your nomination, you must present your information in a way that clearly addresses each award criterion. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve other qualities and pursuits.

In developing your nomination, you may wish to take into account some of the considerations outlined below.

*Note: These considerations are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the criteria.*

### Criterion 1: Career and study achievements

Consider:

- > Why did you choose your course?
- > How has it changed or impacted on you?
- > What have you gained from it?
- > What have you been able to bring to your workplace?

### Criterion 2: Team and communication skills

Consider:

- > What have you been able to tell others, work mates, employers etc about your training?
- > What do you like about working in a team setting?
- > What traits do you think are important to positively influence others?

### Criterion 3: Ability to be an Ambassador (representative) for training in Australia

Consider:

- > Examples where you have taken a leadership role inside or outside of work?
- > What other activities have you been involved in where you have been a representative?
- > How would you describe the quality of your training?

### Criterion 4: Other qualities and pursuits

Consider:

- > Have you had to address any challenges that have impacted on your training?
- > When have you been required to use initiative either in your training, your personal life or your workplace?
- > What other qualities or activities do you feel would be useful in your role as Apprentice of the Year?
- > What other community or industry involvement have you had?



# ACT TRAINEE OF THE YEAR

The ACT Trainee of the Year Award is presented to an individual who is undertaking a traineeship and has been outstanding in all aspects of their training and demonstrates the relevance of life long learning.

## ELIGIBILITY

The nomination must be supported by the individual's employer. This can be in the form of a reference/ supporting statement from the employer which can be attached to the nomination. The nominating/supporting RTO and/or employer must match the RTO and employer on the training contract.

Note: In the case of a group training organisation (GTO), the host employer is acceptable.

You must:

- > be an Australian citizen/permanent resident of Australia;
- > have completed or be due to complete your training (i.e.: contract end date) in the period 1 October 2019 - 30 September 2020 in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are nominating for;
- > have an Australian Apprenticeship Training Contract (training contract) registered with your relevant state training authority; and
- > nominate in the state or territory where your training contract is lodged.

*The 2020 winner of this category will automatically go on to compete at the Australian Training Awards in Melbourne in November 2020.*

*The **original nomination** from the ACT winner of this category will be automatically submitted to the Australian Training Awards.*

*Nominations must be within the word count applicable for each criterion. Up to five (5) single A4 page attachments are permitted.*

*The award criteria should be the focus of your nomination; however any relevant evidence may be provided so long as it does not exceed the word and page limits.*



## PREPARING YOUR NOMINATION

### Section A: Overview

Provide a short overview covering a description of the qualification you enrolled in, your registered training organisation and employer as well as your reason for choosing this industry and training path.

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process. The overview provides an opportunity for you to introduce yourself to the judges.

### Section B: Assessment Criteria

**Criterion 1:** Career and study achievements

**Criterion 2:** Team and communication skills

**Criterion 3:** Ability to be an Ambassador (representative) for training in Australia

**Criterion 4:** Other qualities and pursuits

## ADDRESSING THE CRITERIA

In your nomination, you must present your information in a way that clearly addresses each award criterion. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve other qualities and pursuits.

In developing your nomination, you may wish to take into account some of the considerations outlined below.

*Note: These considerations are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the criteria.*

### Criterion 1: Career and study achievements

Consider:

- > Why did you choose your course?
- > How has it changed or impacted on you?
- > What have you gained from it?
- > What have you been able to bring to your workplace?

### Criterion 2: Team and communication skills

Consider:

- > What have you been able to tell others, work mates, employers etc about your training?
- > What do you like about working in a team setting?
- > What traits do you think are important to positively influence others?

### Criterion 3: Ability to be an Ambassador (representative) for training in Australia

Consider:

- > Examples where you have taken a leadership role inside or outside of work?
- > What other activities have you been involved in where you have been a representative?
- > How would you describe the quality of your training?

### Criterion 4: Other qualities and pursuits

Consider:

- > Have you had to address any challenges that have impacted on your training?
- > When have you been required to use initiative either in your training, your personal life or your workplace?
- > What other qualities or activities do you feel would be useful in your role as Trainee of the Year?
- > What other community or industry involvement have you had?

# ACT VOCATIONAL STUDENT OF THE YEAR

The ACT Vocational Student of the Year award recognises an outstanding student's achievement in a course of study leading to a nationally recognised qualification and demonstrates the relevance of life long learning.

## ELIGIBILITY

The nomination must be supported by the individual's RTO and/or teacher/trainer. This can be in the form of a reference/ supporting statement which can be attached to the nomination.

You must:

- > be an Australian citizen/permanent resident of Australia;
- > be a full-time or part-time student but not an Australian Apprentice (apprentice or trainee);
- > have completed or be due to complete your training in the period 1 October 2019 – 30 September 2020 in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are nominating for; and
- > nominate in the state or territory where you reside.

*The 2020 winner of this category will automatically go on to compete at the Australian Training Awards in Melbourne in November 2020.*

*The **original nomination** from the ACT winner of this category will be automatically submitted to the Australian Training Awards.*

*Nominations must be within the word count applicable for each criterion. Up to five (5) single A4 page attachments are permitted.*

*The award criteria should be the focus of your nomination; however any relevant evidence may be provided so long as it does not exceed the word and page limits.*

## PREPARING YOUR NOMINATION

### Section A: Overview

Provide a short overview covering a description of the qualification you enrolled in, your Registered Training Organisation and employer (if applicable) as well as your reason for choosing this industry and training pathway.

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process. The overview provides an opportunity for you to introduce yourself to the judges.

### Section B: Assessment Criteria

#### Criterion 1: Career and study achievements

#### Criterion 2: Team and communication skills

#### Criterion 3: Ability to be an Ambassador (representative) for training in Australia

#### Criterion 4: Other qualities and pursuits

## ADDRESSING THE CRITERIA

In your nomination, you must present your information in a way that clearly addresses each award criterion. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve other qualities and pursuits.

In developing your nomination, you may wish to take into account some of the considerations outlined below.

*Note: These considerations are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the criteria.*

#### Criterion 1: Career and study achievements

Consider:

- > Why did you choose your course?
- > How has it changed or impacted on you?
- > What have you gained from it?
- > What have you been able to bring to your workplace?

#### Criterion 2: Team and communication skills

Consider:

- > What have you been able to tell others, work mates, employers etc about your training?
- > What do you like about working in a team setting?
- > What traits do you think are important to positively influence others?

#### Criterion 3: Ability to be an Ambassador (representative) for training in Australia

Consider:

- > Examples where you have taken a leadership role inside or outside of work/study?
- > What other activities have you been involved in where you have been a representative?
- > How would you describe the quality of your training?

#### Criterion 4: Other qualities and pursuits

Consider:

- > Have you had to address any challenges that have impacted on your training?
- > When have you been required to use initiative either in your training, your personal life or your workplace?
- > What other qualities or activities do you feel would be useful in your role as Vocational Student of the Year?
- > What other community or industry involvement have you had?



# ACT ABORIGINAL AND TORRES STRAIT ISLANDER STUDENT OF THE YEAR

The ACT Aboriginal and Torres Strait Islander Student of the Year Award recognises the achievement of an Aboriginal or Torres Strait Islander student who is undertaking an apprenticeship, traineeship or a course of study leading to a national qualification, and who has been outstanding in aspects of their training and demonstrates the relevance of life long learning.

## ELIGIBILITY

You must:

- > be an Australian citizen/permanent resident of Australia;
- > be identified as being of Aboriginal or Torres Strait Islander descent;
- > nominate in the state or territory where the training is being delivered; and
- > meet the criteria for any of the below student categories:
  - ACT Apprentice of the Year
  - ACT Trainee of the Year
  - ACT Vocational Student of the Year
  - ACT Australian School-based Apprentice of the Year

*The 2020 winner of this category will automatically go on to compete at the Australian Training Awards in Melbourne in November 2020.*

*The **original nomination** from the ACT winner of this category will be automatically submitted to the Australian Training Awards.*

*Nominations must be within the word count applicable for each criterion. Up to five (5) single A4 page attachments are permitted.*

*The award criteria should be the focus of your nomination; however any relevant evidence may be provided so long as it does not exceed the word and page limits.*

## PREPARING YOUR NOMINATION

### Section A: Overview

Provide a short overview covering a description of the qualification you enrolled in, your registered training organisation and employer (if applicable) as well as your reason for choosing this industry and training path.

This information **will not** be considered or used for judging purposes, but it may be used as your summary throughout the Awards process. The overview provides an opportunity for you to introduce yourself to the judges.

### Section B: Assessment Criteria

**Criterion 1:** Career and study achievements

**Criterion 2:** Team and communication skills

**Criterion 3:** Ability to be an Ambassador (representative) for training in Australia

**Criterion 4:** Community engagement



## ADDRESSING THE CRITERIA

In your nomination, you must present your information in a way that clearly addresses the award criteria. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to engage with the community.

In developing your nomination, you may wish to take into account some of the considerations outlined below.

*Note: These considerations are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the criteria.*

### Criterion 1: Career and study achievements

Consider:

- > Why did you choose your course?
- > How has it changed or impacted on you?
- > What have you gained from it?
- > Have you had to address any challenges that have impacted on your training?

### Criterion 2: Team and communication skills

Consider:

- > What have you been able to tell others, students, mates etc. about your training?
- > What do you like about working in a team setting?
- > What traits do you think are important to positively influence others?

### Criterion 3: Ability to be an Ambassador (representative) for training in Australia

Consider:

- > Examples where you have taken a leadership role inside or outside of training/work.
- > What other activities have you been involved in where you have been a representative?
- > How would you describe the quality of your training?

### Criterion 4: Community Engagement

Consider:

- > How are you connected with your community/extended family?
- > How has the training impacted on your community?
- > What qualities do you have or activities you have been involved in that you feel would be useful in your role as Aboriginal Torres Strait Islander Student of the Year?
- > Your achievements in areas other than study and work

# ACT AUSTRALIAN SCHOOL-BASED APPRENTICE OF THE YEAR

The ACT Australian School-based Apprentice of the Year Award is presented to a student who is undertaking a certificate level II or above qualification as an Australian School-based Apprentice. The award recognises the student's commitment to their formal studies at school, and in the workplace.

## ELIGIBILITY

The nomination must be supported by the individual's employer. This can be in the form of a reference/ supporting statement from the employer which can be attached to the nomination. The nominating/supporting RTO and/or employer must match the RTO and employer on the training contract.

Note: in the case of a group training organisation, the host employer is acceptable.

You must:

- > be undertaking/completing a Certificate II or above qualification through an Australian School-based Apprenticeship (apprenticeship or traineeship);
- > be still enrolled at school;
- > have an Australian Apprenticeship Training Contract (training contract) registered with your relevant state training authority; and
- > nominate in the state or territory where your training contract is lodged.

*The 2020 winner of this category will automatically go on to compete at the Australian Training Awards in Melbourne in November 2020.*

*The **original nomination** from the ACT winner of this category will be automatically submitted to the Australian Training Awards.*

*Nominations must be within the word count applicable for each criterion. Up to five (5) single A4 page attachments are permitted.*

*The award criteria should be the focus of your nomination; however any relevant evidence may be provided so long as it does not exceed the word and page limits.*

## PREPARING YOUR NOMINATION

### Section A: Overview

Provide a short overview covering a description of the qualification you enrolled in, your registered training organisation and employer as well as your reason for choosing this industry and training path.

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the Awards process. The overview provides an opportunity for you to introduce yourself to the judges.

### Section B: Assessment Criteria

**Criterion 1:** Career and study achievements

**Criterion 2:** Team and communication skills

**Criterion 3:** Ability to be an Ambassador (representative) for training in Australia

**Criterion 4:** Other qualities and pursuits

## ADDRESSING THE CRITERIA

In your nomination, you must present your information in a way that clearly addresses the award criteria. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve other qualities and pursuits.

In developing your nomination, you may wish to take into account some of the considerations outlined below.

*Note: These considerations are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the criteria.*

### Criterion 1: Career and study achievements

Consider:

- > Why did you choose your course?
- > How has the training impacted on you?
- > What have you gained from it?
- > How has your job assisted your skills development?

### Criterion 2: Team and communication skills

Consider:

- > What have you been able to tell others, students, mates etc. about your training?
- > What do you like about working in a team setting?
- > What traits do you think are important to positively influence others?

### Criterion 3: Ability to be an Ambassador (representative) for training in Australia

Consider:

- > Examples where you have taken a leadership role inside or outside of school?
- > What other activities have you been involved in where you have been a representative?
- > How would you describe the quality of your training?

### Criterion 4: Other qualities and pursuits

Consider:

- > Have you had to address any challenges that have impacted on your training?
- > When have you been required to use initiative either in your training, your personal life or your workplace?
- > What other qualities or activities do you feel would be useful in your role as Australian School-based Apprentice of the Year
- > What other community or work experience have you had?



# ACT VET TEACHER/ TRAINER OF THE YEAR

The ACT VET Teacher/Trainer of the Year award recognises innovation and excellence by a VET teacher/ trainer providing nationally recognised training to students at an RTO, or in partnership with an RTO.

## ELIGIBILITY

You must:

- > be an Australian citizen/permanent resident of Australia;
- > be a qualified [as determined by the Standards for Registered Training Organisations (RTOs) 2015;] teacher/ trainer employed (or regularly contracted) by an RTO;
- > have delivered training in the state/territory of the nomination [for some period] from 1 January 2019 to 31 December 2019 which will lead/has led to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system;
- > provide evidence of their qualification as part of their nomination. This must be a Certificate IV in Training and Assessment and/or a qualification in adult education at a diploma or higher level; and
- > have your nomination endorsed by their employer (RTO). This must be in the form of a reference/ supporting statement from the employer which can be attached to the nomination

*The 2020 winner of this category will automatically go on to compete at the Australian Training Awards in Melbourne in November 2020.*

*The **original nomination** from the ACT winner of this category will be automatically submitted to the Australian Training Awards.*

*Nominations must be within the word count applicable for each criterion. Up to five (5) single A4 page attachments are permitted.*

*The award criteria should be the focus of your nomination; however any relevant evidence may be provided so long as it does not exceed the word and page limits.*



## PREPARING YOUR NOMINATION

### Section A: Overview

Provide an overview of your area/s of expertise, qualifications, courses/classes taught, education and work background, a description of the environment in which you operate and any specific challenges which were encountered and may have had to be overcome during the course of teaching/training.

This information will not be considered or used for short listing or judging purposes, but it may be used as a summary throughout the Awards process. The overview provides an opportunity for you to introduce yourself to the judges.

### Section B: Assessment Criteria

Criterion 1: Excellence and initiatives

Criterion 2: Learner needs and focus

Criterion 3: Commitment to VET teaching and learning

Criterion 4: Links with industry and community

## ADDRESSING THE ASSESSMENT CRITERIA

The nomination must be supported by the individual's employer. This can be in the form of a reference/ supporting statement from the employer which can be attached to the nomination.

When developing your nomination against the award criteria, you may wish to take into account some of the considerations outlined below.

*Note: These considerations are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the award criteria.*

### Criterion 1: Excellence and Initiatives

Consider:

- > What involvement have you had in the development of new learning methodologies and training delivery?

- > Describe an initiative you have implemented which has led to innovation/improvement in your delivery and/or assessment practice.
- > How have you shared the outcomes of your innovation/ improvement with your colleagues?
- > What has been the impact of these initiatives/ improvements on your learners, your colleagues and your industry partners?

### Criterion 2: Learner needs and focus

Consider:

- > How do you support the diverse needs of your learners and ensure they continue to be engaged in their learning journey?
- > What evidence is there of the effectiveness of the design and delivery methodologies of your training program?
- > Provide examples where you have initiated a new idea/ activity etc. in response to feedback.
- > Provide examples of the learner/industry/community feedback mechanisms that you use?

### Criterion 3: Commitment to VET teaching and learning

Consider:

- > How do you maintain and grow your own skills and knowledge?
- > How do you support others to develop their skills and knowledge?
- > Provide examples of your engagement with other VET professionals?

### Criterion 4: Links with industry and community

Consider:

- > How are active links with industry and the community implemented in practice?
- > What are the major issues confronting the industry(s) your program engages with?
- > How can VET help address these issues?
- > What level of engagement do you have with Industry and professional bodies?
- > How do you promote VET in industry and the community?



## NORM FISHER AWARD

Mr Norm Fisher AM retired in 1996 after 10 years as the Chief Executive and Director of the Canberra Institute of Technology (CIT). Mr Fisher led the development of CIT from 1987. Through his efforts, CIT now has a national and international reputation for innovative educational courses covering a range of disciplines and industries.

Mr Fisher was an adviser on training to the Australian Public Service and a member of the Canberra Clinical School Board of Studies.

He was a leader in the development of statistical management of the Australian VET system and was awarded the Australian Medal for services to the Australian Public Service in 1986.

The Norm Fisher Award is presented in recognition of an outstanding and extensive contribution as an individual to VET in the ACT.

## HOW TO NOMINATE

- > Self nominations will not be accepted.
- > A maximum response of 800 words per criterion is allowed with a limit of 500 words for the overview.
- > The nomination must be supported by both the nominator and the nominee except in the case where the individual is a posthumous nominee.

## ASSESSMENT CRITERIA

**Criterion One:** An established history of dedicated service to VET in the ACT.

**Criterion Two:** Exhibited leadership and provided inspiration to others in the VET sector.

**Criterion Three:** Commitment to excellence in the design and delivery of VET in the ACT.

**Criterion Four:** Positively influenced VET in the ACT.

*NB: Nominations for the Norm Fisher Award will be held as rolling nominations for two (2) years. Nominees will be contacted when nominations are open to allow the nomination to be updated if required.*

## JOHN SCOTT AWARD

The John Scott Award is presented in memory of John Scott's contribution to the VET system in the ACT.

Mr Scott had a long and distinguished career in the Royal Australian Navy. After his retirement he moved into the private sector. As the Chair of the Business Training Advisory Board (ACT), he reinvigorated the relationship between industry, their advisers and the ACT Government.

Mr Scott also contributed to the Rotary Club of Canberra South, the Young Achievers of Australia program and the Adopt-A-School program.

The John Scott Award was introduced in 1999 and is presented in recognition of outstanding commitment and contribution to VET in the ACT business sector.

## HOW TO NOMINATE

- > Self nominations will not be accepted.
- > A maximum response of 800 words per criterion is allowed with a limit of 500 words for the overview.
- > The nomination must be supported by both the nominator and the nominee except in the case where the individual is a posthumous nominee.

## ASSESSMENT CRITERIA

**Criterion One:** Dedicated service to VET in the ACT business sector.

**Criterion Two:** Worked to improve the quality and responsiveness of VET in the ACT to support business/industry

**Criterion Three:** Commitment to excellence in the design and delivery of VET in the ACT.

**Criterion Four:** Positively influenced VET in the ACT.

*NB: Nominations for the John Scott Award will be held as rolling nominations for two (2) years. Nominees will be contacted when nominations are open to allow the nomination to be updated if required.*

## AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak, national awards for the vocational education and training sector, recognising individuals, businesses and registered training organisations for their contribution to skilling Australia.

A majority of the awards are the culmination of the state and territory awards with winners from each state and territory eligible to compete at the national level in aligned categories.

Winners of the national awards will be announced at the Australian Training Awards presentation dinner being held in Melbourne, Victoria on Friday 20 November 2020.

## DIRECT ENTRY CATEGORIES

The Australian Training Awards also have additional award categories now open for direct entry, closing 31 May 2020. For award criteria visit [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au)

### Excellence in Language, Literacy and Numeracy Practice Award

The Excellence in Language, Literacy and Numeracy (LLN) Practice Award recognises innovation and excellence by an individual involved in improving LLN skills in an educational, community or workplace context.

### Lifetime Achievement Award

The Lifetime Achievement Award is presented in recognition of an individual's outstanding leadership and contribution to the Australian VET sector for more than 25 years. This may be a new innovation, new knowledge, or ways to improve professional practice deemed to be above and beyond the everyday with a long lasting impact in the sector.

### National Achievement Award

The National Achievement Award is presented in recognition of an individual's outstanding leadership and contribution to the Australian VET sector for up to 25 years. This may be a new innovation, new knowledge, or ways to improve professional practice deemed to be above and beyond the everyday with a long lasting positive influence and impact in the sector.

## FURTHER INFORMATION

For more information on the Australian Training Awards visit [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au)

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