



TASMANIAN TRAINING AWARDS

VET Teacher/Trainer of the Year

2019 Selection criteria and
nomination form

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2019 Tasmanian Training Awards summary

The Tasmanian Training Awards are conducted annually by Skills Tasmania, Department of State Growth. The Department is committed to the development of a high quality, efficient system of vocational education and training and workforce development. The commitment represents a major contribution to the development of competitive advantage for Tasmanian industry.

The Awards recognise the achievements of apprentices, trainees and vocational students who strive for the highest standards of knowledge and skills within their industry. They also recognise industry, employers and training organisations dedicated to providing high quality training and improving the skills of the workforce in this State. The Awards offer finalists the chance to gain personal satisfaction and the prestige of being part of an elite group who unequivocally represent the State's best in vocational education and training.

Winners from the Tasmanian Training Awards (in aligned categories) have the opportunity to compete with other states and territories to be named the best in Australia at the 2019 Australian Training Awards which will be held in Brisbane, in November.

2019 Award categories and progression to the Australian Training Awards

Business and Training Provider Awards:

Industry Collaboration Award	Australian Training Award
Small Employer	Australian Training Award
Employer	Australian Training Award
Training Provider	Australian Training Award

Individual Awards:

Apprentice	Australian Training Award
Trainee	Australian Training Award
Aboriginal and Torres Strait Islander Student	Australian Training Award
Vocational Student	Australian Training Award
School-based Apprentice/Trainee	Australian Training Award
VET Teacher / Trainer	Australian Training Award
VET in Schools Student	State-only Award*

Equity Awards:

Equity Award – Apprentice or Trainee	State-only Award*
Equity Award – Vocational Student	State-only Award*
Equity Award – Employer	State-only Award*

*There are no national equivalents to the VET in Schools Student of the Year Award or Equity Awards.

Skills Tasmania reserves the right to not present an award in any category for which it considers the standard of entries did not meet the requirements stated in the conditions of entry and selection criteria.

VET Teacher/Trainer

Part I: Eligibility and conditions of entry

The VET Teacher/Trainer of the Year Award will recognise innovation and excellence by a teacher or trainer providing nationally recognised training to students at a registered training organisation (RTO), or in partnership with an RTO.

Eligibility

To nominate for this award the applicant must:

- be a qualified (as determined by the Standards for Registered Training Organisations 2015) teacher or trainer employed (or regularly contracted) by an RTO
- have delivered training in Tasmania (for some period) from 1 January 2018 to 31 December 2018 which will lead/has led to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system.

Applicants can self-nominate, or be nominated by their employer (RTO), colleague, professional body or student. However, applications must be written by the applicants.

Applicants must have their application endorsed by their employer (RTO) and evidence of qualification (as determined by the Australian Qualifications Framework) must be submitted with the application.

The winner of this category is automatically nominated for the 2019 Australian Training Awards and will compete at the national level.

Conditions of entry

Nominees must:

- meet all eligibility criteria. Non-compliance will be sufficient reason for Skills Tasmania to reject the nomination
- be prepared to attend interviews as required and, if selected as a finalist, attend the presentation dinner in Hobart on Friday, 6 September 2019
- abide by the decisions of Skills Tasmania whose decision shall be final on all matters pertaining to the award. No correspondence or justification for any decision shall be required of Skills Tasmania
- acknowledge that should you win the VET Teacher/Trainer of the Year Award you must be able to represent Tasmania at the 2019 Australian Training Awards in Brisbane. You will be required to take leave from work commitments for the period Tuesday, 19 November to Friday, 22 November, including the awards dinner on Thursday, 21 November. Travel, meals and accommodation costs for the Australian Training Awards are covered
- be prepared to undergo all preparations that Skills Tasmania considers necessary for the 2019 Australian Training Awards, including a professional development workshop in October
- acknowledge that by entering the Awards, finalists and winners agree that Skills Tasmania may use non-confidential details, profiles, training details and/or photographs/videos for any publicity purpose pertaining to vocational education and training including, but not limited to, Tasmanian Training Awards, Australian Training Awards and the promotion of vocational education and training and workforce development.

Part 2: Application and selection processes

How to complete your application

- Review the eligibility requirements to ensure you meet them.
- Read the conditions of entry and agree to these conditions.
- Complete the application at Part 4. Your application needs to include the nomination form, a short overview and responses to all selection criteria. Note a word limit applies:
- Applications are to be in 12 pt. Arial font and must be within the word count applicable for the overview and each criterion.
- Up to five (5) single A4 page attachments are permitted (this is optional). These pages can include testimonials, copies of certificates, etc.
- Should you win the VET Teacher/Trainer of the Year Award your original application will be submitted to the Australian Training Awards for consideration. Applicants will not submit a new application or have the opportunity to rewrite it so make the most of the word limit and ensure you are putting your best application forward.
- Submit your application: Applications can be submitted via email, post or hand delivered. Keep a copy for your reference. Do not bind or laminate your application.
- If you are submitting your application via email please name the document with your name and the award you are applying for. For example; Sam Smith – VET Teacher/Trainer. Once you have completed your nomination form, overview and selection criteria, and collated any supporting documentation, attach all documents in an email to jacqui.maclaine@skills.tas.gov.au
- The overview and selection criteria should be the focus of your application; however any relevant evidence may be provided so long as it does not exceed the word and page limits. No multimedia items or discs will be accepted with applications.

Selection of finalists

- Applications for this award close on Friday, 7 June 2019 at 5:00 pm. No late applications will be accepted.
- Applications will be assessed against the selection criteria to shortlist applicants.
- All applicants will be advised in writing as to whether they have been shortlisted.
- Skills Tasmania reserves the right to reject an application, or rescind shortlisting, in the case of any non-compliance.
- Shortlisted applicants for the Apprentice of the Year Award will be required to attend an interview in Hobart in July (date to be advised).
- The decision of the judging panel is final and no appeals will be entered into.

Privacy notice

The information provided by you in this application will be used by Skills Tasmania for the purpose of administration, judging and general communication in regard to the Tasmanian Training Awards and Australian Training Awards (should you win your category). Provision of this information is essential to determine your eligibility for consideration for an award. The information will be stored securely.

Key dates

7 June 2019 (5:00pm)

Applications close (no late applications will be accepted).

11 June – 4 July 2019

Applications are shortlisted.

Applicants are notified by email as to whether they have been selected for an interview.

July

VET Teacher/Trainer finalists are interviewed at Skills Tasmania offices, Level 4, 4 Salamanca Place Hobart. To remain eligible, finalists must attend this judging process.

6 September 2019

Finalists attend the Tasmanian Training Awards Presentation Dinner at Wrest Point Hobart.

19-22 November 2019

VET Teacher/Trainer winners attend the Australian Training Awards Week in Brisbane.

Tasmanian Training Awards gala dinner

The 2019 Tasmanian Training Awards will be announced at a gala dinner on Friday, 6 September in the Tasman Room at Wrest Point Convention Centre in Hobart. Over 500 guests are expected to attend this special evening.

VET Teacher/Trainer of the Year finalists each receive two complimentary tickets to attend the dinner (one for themselves and one for a guest). Additional tickets will be available for family and friends to purchase from July until bookings close on 30 August (unless sold out sooner). It is a requirement that all finalists be present at the dinner.

Australian Training Awards

The Australian Training Awards are the peak, national awards for vocational education and training, recognising innovation and excellence in the training sector. The awards are hosted by the Australian Government and are the culmination of the state and territory awards.

Winners from the Tasmanian Training Awards (in aligned categories) will have the opportunity to compete with other states and territories to be named the best in Australia at the Australian Training Awards. This year's Australian Training Awards will be presented at a dinner in Brisbane on Thursday, 21 November. To find out more, visit: www.australiantrainingawards.gov.au



Part 3: Submitting your application

Checklist

I have:

confirmed my eligibility to enter the 2019 Awards
written the overview and addressed all the selection criteria
completed all sections of the nomination form and attached it to the front of my application
ensured all parties to this application are aware of my application and endorse its content
enclosed copies of any testimonials, copies of certificates, etc

Ways to submit your application

By email: jacqui.maclaine@skills.tas.gov.au

By post: Confidential Award Application
Jacqui Maclaine
Skills Tasmania
GPO Box 536
Hobart TAS 7001

Hand-delivered: Confidential Award Application
Jacqui Maclaine
Skills Tasmania
Department of State Growth
Level 4, 4 Salamanca Place, Hobart
(Opposite St David's Park)

Further information

For further information please visit www.skills.tas.gov.au/trainingawards or contact Jacqui Maclaine on 03 6165 6008 or jacqui.maclaine@skills.tas.gov.au

The Department of State Growth acknowledges the generous support provided by the following organisations



Part 4: Nomination form, overview and selection criteria

Nomination form – VET Teacher/Trainer of the Year

NOMINEE'S DETAILS		
Given Name		
Surname		
Date of birth		
Home address		
		Postcode
Telephone	Work	Mobile
Email*		
*An email address is essential for communication between the Awards secretariat and nominees		
EMPLOYMENT DETAILS (if more than two RTOs please attach a separate list)		
Name of RTO		
Contact Name		Telephone
Position		
Email		
Name of RTO		
Contact Name		Telephone
Position		
Email		
NOMINATOR'S DETAILS or ENDORSER'S DETAILS		
Nominator/endorser		
Organisation		
Position		
Telephone		
Email		

It is a condition of these awards that the nominator and the nominee agree to comply with the conditions of entry mentioned in the nomination information and agree to any decision made by Skills Tasmania in relation to this nomination and these awards. In signing this form you give permission for Skills Tasmania to use non-confidential details from this nomination and relevant photographs and/or film for any publicity purpose pertaining to vocational education and training and workforce development.

Signature of nominator (or endorser) of the application: _____

Signature of nominee: _____

Overview and selection criteria

Section A: Overview

(Limit 300 words)

Provide an overview of your areas of expertise, qualifications, courses/classes taught, education and work background, a description of the environment in which you operate and any specific challenges you may have had to overcome during the course of teaching/training. **Note:** This information will not be considered or used for judging purposes, but may be used as your summary throughout the Awards process.

Section B: Selection criteria

Addressing the criteria

In developing your application, you may wish to take into account some of the considerations outlined below each criterion. 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: Excellence and initiatives

(Limit 600 words)

Consider:

- what involvement you have had in the development of new learning methodologies and training delivery
- an initiative you have implemented which has led to innovation or improvement in your delivery and/or assessment practice
- how you have shared the outcomes of your innovation/improvement with your colleagues
- the impact of these initiatives/improvements on your learners, your colleagues and your industry partners.

Criterion 2: Learner needs and focus

(Limit 600 words)

Consider:

- how you support the diverse needs of your learners and ensure they continue to be engaged in their learning journey
- what evidence there is of the effectiveness of the design and delivery methodologies of your training program
- examples where you have initiated a new idea/activity in response to feedback
- what learner/industry/community feedback mechanisms you have utilised.

Criterion 3: Commitment to VET teaching and learning

(Limit 600 words)

Consider:

- how you maintain your own skills and knowledge
- how others are supported by you to develop their skills and knowledge
- examples of your engagement with other VET professionals.

Criterion 4: Links with industry and community

(Limit 600 words)

Consider:

- how active links with industry and the community are implemented in practice
- the major issues confronting the industry/industries your program engages with and how VET practices can help address these issues
- what level of engagement you have with industry and professional bodies
- how you promote VET in industry and the community.



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