# TASMANIAN TRAINING AWARDS

## VET Teacher/Trainer of the Year

## 2024 Nomination Guide

**McCONNELL DOWELL**
CREATIVE CONSTRUCTION™

# VET Teacher/Trainer of the Year

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.

**The VET Teacher/Trainer of the Year Award is proudly sponsored by McConnell Dowell.**

Applicants can self-nominate or be nominated by their employer (RTO), colleague, professional body or student. However applicants must personally address all criteria.

The winner of this category is automatically nominated for the 2024 Australian Training Awards and will compete at the national level.

## Eligibility and conditions of entry

### Eligibility

To nominate for this award the nominee must:

- be an Australian Citizen or a permanent resident of Australia

- be a qualified (as determined by the Standards for Registered Training Organisations 2015) teacher or trainer who is employed by an RTO or regularly contracted to an RTO

- have delivered training in Tasmania during the period from 1 January 2023 to 31 December 2023 which has led/will lead to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system

- have their application endorsed by the RTO and evidence of qualification must be submitted with the application.

### 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 an interview as required and, if selected as a finalist, attend a gala presentation dinner in Launceston on Friday, 6 September 2024.

- 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 they win the VET Teacher/Trainer of the Year Award they must be able to represent Tasmania at the 2024 Australian Training Awards week in Canberra in from 3-7 December. All travel, meals and accommodation costs for the Australian Training Awards are paid for by the Australian Government.

- be prepared to undergo all preparations that Skills Tasmania considers necessary for the 2024 Australian Training Awards, including a professional development workshop in October.

- acknowledge that by entering the Awards, finalists and winners agree that Skills Tasmania (Department of State Growth) and the Commonwealth Government Department of Employment and Workplace Relations, may use non-confidential details, profiles, training details and/or photographs/videos for any publicity or promotional purpose pertaining to vocational education and training and workforce development including, but not limited to, the Tasmanian Training Awards and Australian Training Awards.

# Application and selection process

## How to complete your application

- Applications for the Tasmanian Training Awards are to be completed online using the Award Force portal https://tta.awardsplatform.com/

- When you enter the Award Force platform you will need to register an account and create a password. You will then be directed to the Applications page.

- First complete the nomination information – these are your personal details, your employer, etc. You must enter all the required information before you begin your responses to the overview and selection criteria. A copy of these can be found at the end of this guide.

- The selection criteria should be the focus of the nomination. Up to five (5) single A4 pages of relevant evidence may be provided (proof of qualifications do not count in the attachment limit). Attachments exceeding 5 pages will not be considered.

- You don't need to write your application all in one go. You can save it in progress and return to it as often as you need to.

- 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.

## Shortlisting

- Applications for this award close at 11:59pm on Monday, 20 May 2024. Late applications will not be accepted.

- Applications will be assessed against the selection criteria to shortlist applicants and applicants will be advised in writing as to whether they have been shortlisted.

- Shortlisted applicants will be required to attend an interview to decide the finalists for 2024.

- Interviews for the VET Teacher/Trainer of the year will be held on Tuesday, 2 July in Hobart. Interviews can be held via Microsoft Teams if a candidate is unable to attend in person.

- Skills Tasmania reserves the right to reject an application, or rescind shortlisting, in the case of any non-compliance.

- 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.

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 of the following organisations

# Overview and Selection Criteria

Your application must be completed online: https://tta.awardsplatform.com/. The portal allows nominees to submit an overview of 300 words and responses to the four criteria of up to 600 words per criterion.

The application must be written by the nominee.

## Section A: Overview – limit 300 words

*This information will **not** be considered or used for judging purposes, but may be used as your summary throughout the awards process.*

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 encountered and may have had to overcome during the course of your teaching/training.

## Section B: Selection criteria – limit 600 words per criterion

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

This information will be considered and used for judging purposes. In your application, you must present your information in a way that clearly addresses the selection criteria.

The selection criteria should be the focus of the application. Up to five (5) single A4 pages of relevant evidence may be provided (proof of qualifications do not count in the attachment limit). Attachments exceeding five pages will not be considered.

In developing your application, you may wish to take into account some of the considerations outlined below each criterion. These considerations 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 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
(limit 600 words)

Consider:

- How do 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?

- Provide examples where you have initiated a new idea/activity in response to feedback.

- Provide examples of the learner/industry/community feedback mechanisms you use.

## Criterion 3: Commitment to VET teaching and learning
(limit 600 words)

Consider:

- How do you maintain 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
(limit 600 words)

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?

Good luck with your application. Please reach out if you need clarification on anything.

Tasmanian
Government