Adult, Community and Further Education logo and Learn Local logo


2019 Victorian Learn Local Awards

NOMINATION INFORMATION PACK

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**DISCLAIMER**

By entering the 2019 Learn Local Awards you authorise the use and/or reproduction of images for any editorial or advertising purposes initiated in conjunction with the Learn Local Awards. Your contact details may be provided to agencies engaged on behalf of the Learn Local Awards for promotional purposes.

**Note**

Nominations close at **midnight on Friday 14 June**.

Nominations can only be submitted via the [Award Force portal](https://lla.awardsplatform.com/).

If you have any trouble completing your nomination or have any questions about the Awards please call 7022 0022 or email [learnlocal@edumail.vic.gov.au](mailto:learnlocal@edumail.vic.gov.au) and a staff member will contact you.

# Why enter the Victorian Learn Local Awards?

The Victorian Learn Local Awards have been established by the Adult, Community and Further Education (ACFE) Board and are one of the ways the Board recognises and rewards the outstanding achievements of individuals, programs and training providers within the Learn Local education and training sector.

The Awards are a great way to gain recognition for the hard work and achievements within the Learn Local education and training sector.

For learners, the Awards enable recognition for all the hard work and commitment you have shown in furthering your education and employment pathways and connections with your community.

For Learn Local programs, practitioners and volunteers, the Awards are an excellent promotional tool and validation of how your dedication and innovative training have benefited your organisation, learners and the community.

For Learn Local providers, the Awards provide a benchmark of excellence that places your organisation at the forefront in an increasingly competitive market as well as giving you an opportunity to recognise your teams and learners.

This year there is a total prize pool of $72,000 across eight award categories.

**Learner categories**

1. The Ro Allen Award – Recognising Pre-accredited Learner Excellence
2. Victorian Learn Local Young Pre-accredited Learner Award

**Practitioner and Volunteer categories**

1. Victorian Learn Local Practitioner Award
2. Victorian Learn Local Volunteer Team Award

**Program categories**

1. Victorian Learn Local Pre-accredited Pathway Program Award
2. Victorian Learn Local Creating Local Solutions Award
3. Victorian Learn Local Collaboration Award

**Acknowledgement category**

1. Learn Local Legend

All finalists in the Awards will be widely promoted via a variety of communication channels (e.g. Learn Local website and social media channels) as examples of what the Learn Local sector can achieve.

Key dates

* Nominations open: Monday 1 April
* Nominations close: Friday 14 June, midnight
* Finalists notified and finalist interviews: July
* Awards presentation dinner and announcement of winners: Friday 23 August

Who can enter?

Nominations for the Learn Local Awards are welcomed from anyone who knows an individual or organisation that has contributed to Learn Local education and training. You can also nominate yourself or your own organisation.

All nominees must meet eligibility requirements for the relevant award category and agree to the Conditions of Entry. To find out who is eligible, please check the eligibility information for the relevant category.

How to enter

All nominations for the 2019 Victorian Learn Local Awards must be submitted via the Award Force portal. A set of instructions has been prepared to assist with the nomination process. This can be found later in this document.

Nominations should be submitted **by midnight on Friday 14 June.**

All nominees and nominators will need to read and agree to the Conditions of Entry prior to submitting their nomination.

When nominating someone else

* Nominations in all categories are welcome from Learn Local providers, businesses, other organisations and groups connected with the Learn Local sector as well as individuals and the wider community.
* Nominees need to agree to participate, as there are commitments required from them, which are outlined in the Conditions of Entry.
* Nominees need to complete a Nominee Declaration Form, which must be submitted as part of the nomination.

**Question:** Can a person or organisation nominate themselves?

**YES** – provided they meet the eligibility requirements.

Important information

* Organisations and individuals can nominate more than one candidate for a particular award. Nominating more than one candidate from the same organisation for the same award means they will be competing against each other.
* Individuals may nominate themselves for any award except the Victorian Learn Local Volunteer Team Award. (See the award category information section of this document).
* Previous winners and finalists may nominate or be nominated again, providing they still meet the relevant eligibility requirements (see the individual award category for details).

nomination Assistance

We aim to make the nomination process as simple and as streamlined as possible. We are just a phone call or email away and can put you in touch with a writer if you need help in drafting your nomination.

What happens to applications?

Once you have submitted your nomination, you will receive an email acknowledging receipt.

Further correspondence will be sent at the completion of the judging process in July indicating whether your nomination has been successful.

All nominations are judged according to how well they meet the selection criteria.

## What happens if you are a winner or finalist?

* Winners will be announced on stage at the Victorian Learn Local Awards Presentation Dinner on 23 August in Melbourne.
* All winners and finalists will receive a framed certificate signed by the ACFE Board Chair and the Minister for Training and Skills and Higher Education to recognise their outstanding achievement.
* All winners and finalists will receive a monetary prize. Details on how to claim prizes will be provided to the winners at the Presentation Dinner.
* Winners and finalists may be requested by the Department of Education and Training (DET) to participate in media events in the future as ambassadors of the Learn Local sector.

For further information, please send an email to [learnlocal@edumail.vic.gov.au](mailto:learnlocal@edumail.vic.gov.au) and a representative from DET will respond to your request.

**Question:** Can I nominate more than one person for a particular award?

**YES** – an organisation or individual can nominate more than one candidate for a particular award, provided all candidates meet the eligibility requirements. Nominating more than one candidate from the same organisation for the same award means they will be competing against each other.

# Instructions for making a nomination

1. Determine your award nomination category. You can put in a nomination for more than one award or for more than one individual, program or team.
2. Read the Nomination Information Pack thoroughly to ensure you understand the eligibility requirements and selection criteria for the relevant award category. You can download this information pack from the Learn Local Awards website: [www.education.vic.gov.au/learnlocalawards](http://www.education.vic.gov.au/learnlocalawards)
3. Go to the nomination portal: [www.lla.awardsplatform.com](http://www.lla.awardsplatform.com). Register to nominate and follow the step by step process. **Nominations may only be made through this portal.**
4. Collect any supporting evidence that will be submitted with your nomination. Your nomination can be saved as you enter information into it. The form contains additional details and tips on the type of information you can include in your nomination.
5. Have the nominee sign the Nominee Declaration Form and attach the completed form to your nomination.

If you are nominating a program, please ensure the Chair or CEO of the organisation (as appropriate) signs the Nominee Declaration.

Have the main partners sign the Partner Declaration Form if you are nominating for the Victorian Learn Local Creating Local Solutions Award or the Victorian Learn Local Collaboration Award and scan the completed form to attach to your nomination*.*

1. Submit your application by **midnight on Friday 14 June**. You will receive an email confirming that your application has been received.

**Question:** I participated in a pre-accredited course in 2018 but I am not currently enrolled at a Learn Local provider. Am I still eligible to apply for the Awards?

**YES** – all students who participated in a pre-accredited program in 2018 at a Learn Local provider can apply for The Ro Allen Award – Recognising Pre-accredited Learner Excellence or the Victorian Learn Local Young Pre-accredited Learner Award.

# Nomination portal

Register at: [www.lla.awardsplatform.com](http://www.lla.awardsplatform.com)

## Nomination portal instructions

1. Register your details
2. Select “start new entry”
3. Select Award category from the drop down list

Once you select a category, additional information will appear detailing the eligibility requirements for the award.

1. Enter the nominee’s name, organisation or program
2. Select ‘Save + Next’

Your registration is now saved! Select ‘Save + Close’ at any time to log out. You can log back in to continue working on your nomination.

## Nomination steps

* Nomination information

Read through the information and confirm you agree with the Conditions of Entry

* Nominee details

Complete all the required fields

* Criteria

Complete the overview and respond to the selection criteria

* Attachments

Upload any relevant documents or video to support your nomination

* Submit your nomination

Once you have submitted your nomination this is your final step and the process is now complete!

Note: You are unable to make any changes to your nomination once it has been submitted.

**Question:** What do I do if I am having trouble uploading my nomination or supporting evidence?

**Contact the Learn Local Awards team** prior to the nomination closing date.

**T:** 7022 0022

**E:** [learnlocal@edumail.vic.gov.au](mailto:learnlocal@edumail.vic.gov.au)

# learner categories – eligibility and selection criteria

1. The Ro Allen Award – Recognising Pre-accredited Learner Excellence
2. Victorian Learn Local Young Pre-accredited Learner Award

### Supporting evidence

In addition to the completed questions, a nomination may include attachments (documents and/or letters of reference) as evidence of the learner’s achievements. Attachments may include training certificates, brochures, manuals, learner or practitioner testimonials.

**There is a limit of five documents and/or letters of reference per application.**

Additionally, images may be included in applications as supporting evidence. You may also include a single video to support your application.

### Length of responses

There is no maximum or minimum word length specified, though one-word or one-sentence answers are unlikely to give enough information. Some questions may require more information than other questions.

When responding to questions, make sure that you have provided evidence that the skills, achievements or other changes in the learner are related to the learner’s participation in the   
pre-accredited program/s you list in the Overview.

## Learner category 1: The Ro Allen Award – Recognising Pre-accredited Learner Excellence

### Overview of the award

This award recognises the achievements of people, aged between 25 and 65 years, participating in ACFE Board-funded pre-accredited programs at Learn Local providers across Victoria.

It will go to a learner that has established pathways for themselves into further education, employment or volunteer roles as a result of their participation in an ACFE Board-funded pre-accredited program. The learner will have demonstrated a high level of engagement with their learning and be actively developing new skills and enhancing their knowledge.

The learner will demonstrate a commitment to continuing their learning journey and be a role model for other people of what can be achieved by participating in a pre-accredited program.

The winner of this award will receive $5,000. The two finalists for this award will each receive $1,000.

The main difference between this award category and the Victorian Learn Local Young Pre-accredited Learner Award category is that the learner must be aged between 25 and 65 years to be eligible for this award.

### ELIGIBILITY

This award will go to a learner, aged between 25 and 65 years, who has undertaken an ACFE Board-funded pre-accredited program in 2018.

The Learn Local provider running the pre-accredited program must be currently registered with the ACFE Board.

All nominees and nominators must agree to the Conditions of Entry.

### Selection criteria

Applications will be judged against the following selection criteria:

* Criterion 1: Learning achievements
* Criterion 2: Enhancement of personal skills and attributes as a result of the learning
* Criterion 3: Other achievements

### 

### overview

Provide an overview of the pre-accredited program/s that the nominee participated in during 2018.

### Addressing the selection criteria

The nomination form for the award contains questions that provide nominators with the opportunity to provide evidence against all of the selection criteria.

Overall, judges are looking for a learner whose achievements can be directly attributed to their participation in an ACFE Board-funded pre-accredited program.

A strong nomination will clearly show how the achievements mentioned in the nomination link back to their participation in the pre-accredited program/s listed.

Judges are looking for the establishment or enhancement of a vocational education and training or employment pathway for the nominated learner. The pathways created could be different to the pathway outcomes listed for the pre-accredited program. The nominee’s participation may have opened up different areas of interest or clarified their interest in a particular pathway.

The nominee must have participated in a pre-accredited program in 2018. Depending on when in 2018 they commenced the program, their achievements may not be ‘hard outcomes’ such as completion, qualifications or employment.

### Criterion 1: learning achievements

This criterion focuses on skills gained (e.g. employability skills, life skills, language, literacy and numeracy skills), education or employment outcomes (paid or unpaid), as well as the nominee’s level of engagement with their learning. Additionally, Criterion 1focuses on the plans the nominee now has for their future in relation to further training or employment (paid or unpaid).

### Criterion 2: enhancement of personal skills and attributes as a result of the learning

This criterion focuses on the interpersonal skills and attributes that the learner has developed that can be directly attributed to their participation in the pre-accredited program/s. Interpersonal skills and attributes include communication (written or oral), leadership, teamwork, goal setting and resilience, problem solving and other social skills.

### Criterion 3: other achievements

This criterion focuses on what else the learner has achieved because of their participation in the pre-accredited program/s as well as their engagement with the community and how their participation in the pre-accredited program has contributed to this engagement. Criterion 3 also provides an opportunity to demonstrate evidence of leadership or mentoring roles that the learner has taken up.

### 

### Nomination questions

#### ELIGIBILITY

Was the learner aged between 25 and 65 years at the time that they undertook the pre-accredited program/s?

#### OVERVIEW

Briefly describe the pre-accredited program/s that the nominee (i.e. the learner) participated in during 2018.

#### CRITERION 1: LEARNING ACHIEVEMENTS

What skills has the learner gained as a result of participating in the pre-accredited program/s?

What education and/or employment pathways are available for, or have been achieved by, the learner as a result of their participation in the pre-accredited program/s?

How does the learner demonstrate a high level of engagement with their learning?

What plans does the learner have for the next 12 months in relation to further training, employment, volunteering?

#### CRITERION 2: ENHANCEMENT OF PERSONAL SKILLS AND ATTRIBUTES AS A RESULT OF THE LEARNING

What changes did you or others observe in the learner’s interpersonal skills and attributes that can be attributed to their participation in the pre-accredited program/s?

#### CRITERION 3: OTHER ACHIEVEMENTS

What community connections has the learner developed as a result of their participation in the pre-accredited program/s?

Describe any leadership or mentoring roles that the nominee has taken up since their participation in the pre-accredited program/s. (optional)*.*

## 

## Learner category 2: Victorian Learn Local Young Pre-accredited Learner Award

### Overview of the award

This award recognises the achievements of people, aged between 18 and 24 years, participating in ACFE Board-funded pre-accredited programs at Learn Local providers across Victoria.

It will go to a learner that has established pathways for themselves into further education, employment or volunteer roles as a result of their participation in an ACFE Board-funded pre-accredited program. The learner will have demonstrated a high level of engagement with their learning and be actively developing new skills and enhancing their knowledge.

The learner will demonstrate a commitment to continuing their learning journey and be a role model for other people of what can be achieved by participating in a pre-accredited program.

The winner of this award will receive $5,000. The two finalists for this award will each receive $1,000.

The main difference between this Award category and The Ro Allen Award – Recognising Pre-accredited Learner Excellence category is that the learner must be aged between 18 and 24 years to be eligible for this award.

### ELIGIBILITY

This award will go to a learner, aged between 18 and 24 years, who has undertaken an ACFE Board-funded pre-accredited program in 2018.

The Learn Local provider running the pre-accredited program must be currently registered with the ACFE Board.

All nominees and nominators must agree to the Conditions of Entry.

### Selection criteria

Applications will be judged against the following selection criteria:

* Criterion 1: Learning achievements
* Criterion 2: Enhancement of personal skills and attributes as a result of the learning
* Criterion 3: Other achievements

### 

### overview

Provide an overview of the pre-accredited program/s that the nominee participated in during 2018.

### Addressing the selection criteria

The nomination form for the award contains questions that provide nominators with the opportunity to provide evidence against all of the selection criteria.

Overall, judges are looking for a learner whose achievements can be directly attributed to their participation in an ACFE Board-funded pre-accredited program.

A strong nomination will clearly show how the achievements mentioned in the nomination link back to their participation in the pre-accredited program/s listed.

Judges are looking for the establishment or enhancement of a vocational education and training or employment pathway for the nominated learner. The pathways created could be different to the pathway outcomes listed for the pre-accredited program. The nominee’s participation may have opened up different areas of interest or clarified their interest in a particular pathway.

The nominee must have participated in a pre-accredited program in 2018. Depending on when in 2018 they commenced the program, their achievements may not be ‘hard outcomes’ such as completion, qualifications or employment.

### Criterion 1: learning achievements

This criterion focuses on skills gained (e.g. employability skills, life skills, language, literacy and numeracy skills), education or employment outcomes (paid or unpaid), as well as the nominee’s level of engagement with their learning. Additionally, Criterion 1focuses on the plans the nominee now has for their future in relation to further training or employment (paid or unpaid).

### Criterion 2: Enhancement of personal skills and attributes as a result of the learning

This criterion focuses on the interpersonal skills and attributes that the learner has developed that can be directly attributed to their participation in the pre-accredited program/s. Interpersonal skills and attributes include communication (written or oral), leadership, teamwork, goal setting and resilience, problem solving and other social skills.

### Criterion 3: Other achievements

This criterion focuses on what else the learner has achieved because of their participation in the pre-accredited program/s as well as their engagement with the community and how their participation in the pre-accredited program has contributed to this engagement. Criterion 3 also provides an opportunity to demonstrate evidence of leadership or mentoring roles that the learner has taken up.

### 

### Nomination questions

#### ELIGIBILITY

Was the learner aged between 18 and 24 years at the time that they undertook the pre-accredited program/s?

#### OVERVIEW

Briefly describe the pre-accredited program/s that the nominee (i.e. the learner) participated in during 2018.

#### CRITERION 1: LEARNING ACHIEVEMENTS

What skills has the learner gained as a result of participating in the pre-accredited program/s?

What education and/or employment pathways are available for, or have been achieved by, the learner as a result of their participation in the pre-accredited program/s?

How does the learner demonstrate a high level of engagement with their learning?

What plans does the learner have for the next 12 months in relation to further training, employment, volunteering?

#### CRITERION 2: ENHANCEMENT OF PERSONAL SKILLS AND ATTRIBUTES AS A RESULT OF THE LEARNING

What changes did you or others observe in the learner’s interpersonal skills and attributes that can be attributed to their participation in the pre-accredited program/s?

#### CRITERION 3: OTHER ACHIEVEMENTS

What community connections has the learner developed as a result of their participation in the pre-accredited program/s?

Describe any leadership or mentoring roles that the nominee has taken up since their participation in the pre-accredited program/s. (optional)*.*

# practitioner and volunteer categories – eligibility and selection criteria

1. Victorian Learn Local Practitioner Award
2. Victorian Learn Local Volunteer Team Award

### Supporting evidence

In addition to the completed questions, a nomination can include attachments (documents and/or letters of reference) as evidence of the program and learners’ achievements. Attachments can include Curriculum, A-frames, course plans, testimonials, brochures or manuals.

**There is a limit of five documents and/or letters of reference per application.**

Additionally, images can be included in applications as supporting evidence. You may also include a single video to support your application.

### Length of responses

There is no maximum or minimum word length specified, though one-word or one-sentence answers are unlikely to give enough information. Some questions may require more information than other questions.

## 

## Practitioner and volunteer category 1: Victorian Learn Local Practitioner Award

### Overview of the award

This award recognises the outstanding contribution that all Learn Local practitioners make to support learners in achieving outcomes.

It will go to an individual who demonstrates a commitment to the Learn Local sector and an ability to engage people in learning. The individual will have strategies and techniques in place that enable them to provide or support quality training to meet different learner needs and establish pathways for them to further education and/or employment (paid or unpaid).

This individual will be a role model for colleagues and exemplify the dedication of Learn Local practitioners.

The winner of this award will receive $5,000. The two finalists for this award will each receive $1,000.

### ELIGIBILITY

This award will go to an individual who works (paid) in a Learn Local provider that is currently registered with the ACFE Board.

All nominees and nominators must agree to the Conditions of Entry.

### Selection criteria

Applications will be judged against the following selection criteria:

* Criterion 1: Successful professional practice
* Criterion 2: Positive outcomes achieved by learners that can be attributed to the nominee
* Criterion 3: Linkages and partnerships

### 

### overview

Provide an overview on why you are nominating the nominee.

Describe your professional background. (Nominee)

### Addressing the selection criteria

The nomination form for the award contains questions that provide nominators with the opportunity to provide evidence against all of the selection criteria.

Overall, judges are looking for a practitioner who has a strong connection with the Learn Local sector and supports learners in establishing pathways to further education and training or employment (paid or volunteer roles).

A strong nomination will clearly show that the practitioner has developed strategies and techniques that enable them to successfully engage individuals in learning, as well as supporting them to succeed in their endeavours.

Judges are looking for a practitioner who has a high level of contribution to the development or enhancement of the Learn Local sector and the wider vocational education and training sector through networks, partnerships, leadership and mentoring.

Nominees may be employed in a range of roles – this category is not limited to people in teaching roles.

### Criterion 1: Successful professional practice

This criterion focuses on how the nominee creates enhanced opportunities for learners and their successful strategies to engage a particular group or groups of learners in programs. Additionally, judges are looking for evidence of how the nominee engages with other professionals to improve the standard of service or support provided to learners.

### Criterion 2: Positive outcomes achieved by learners that can be attributed to the nominee

This criterion focuses on the learner pathways developed or enhanced which can be attributed to the nominee. Judges are looking for evidence of the type of outcomes that the nominee has supported, for example, how they have assisted learners to address barriers to participation and attainment or inspired students to further learning.

### Criterion 3: Linkages and partnerships

This criterion focuses on the partnerships that have developed as a result of the nominee’s actions. Additionally, this criterion examines the nominee’s contributions to knowledge sharing, mentoring and coaching.

### Nomination questions

#### OVERVIEW

Why are you nominating this person?

Briefly describe your professional background – what brought you to the Learn Local sector? (Nominee)

#### CRITERION 1: SUCCESSFUL PROFESSIONAL PRACTICE

How does this person support the growth and sustainability of the organisation?

How does this person support other staff and their peers?

What techniques or strategies do you use to engage learners in your programs or the activities in your organisation? (Nominee)

#### CRITERION 2: POSITIVE OUTCOMES ACHIEVED BY LEARNERS THAT CAN BE ATTRIBUTED TO THE NOMINEE

Describe the type of learner pathways this person has helped create?

How do you support learners to connect with community, further education or employment opportunities? (Nominee)

#### CRITERION 3: LINKAGES AND PARTNERSHIPS

Describe at least one partnership or network that you have helped establish or significantly contributed to that has had positive outcomes for learners in your organisation.

## Practitioner and volunteer category 2: Victorian Learn Local Volunteer Team Award

### Overview of the award

This award will go to a group of volunteers that work in a Learn Local provider that is currently registered with the ACFE Board. The award will go to a group of up to 10 people who have worked together on a common project, demonstrating that effective or shared effort can achieve greater outcomes.

The team must have had some involvement with at least one ACFE Board-funded program or project that was delivered at the Learn Local provider between July 2018 and June 2019. There can be volunteers from other organisations on the team but at least two of the members must be from the Learn Local provider.

The winner of this award category will also be put forward by the ACFE Board for consideration as part of the 2019 Victorian Premier’s Volunteer Champions Awards – Teamwork category.

The winning team of this award will receive $5,000. The two finalist teams for this award will each receive $1,000.

### ELIGIBILITY

Volunteers that work in a Learn Local provider that is currently registered with the ACFE Board. The group must have been volunteering at the Learn Local provider sometime between July 2018 and June 2019 and had some involvement with ACFE Board-funded programs during this time.

Their work or activity must satisfy Volunteering Australia’s definition of volunteering, being “time willingly given for the common good and without financial gain” (see: <https://www.volunteeringaustralia.org/policy-and-best-practise/definition-of-volunteering/>).

They must work, or have worked, directly with each other on a specific project, and can be from multiple organisations or groups.

This category does not intend to recognise ongoing programs or day-to-day activities of a group or organisation, rather, the focus is on a group of people who have successfully worked together to achieve a common goal or outcome.

All nominees and nominators must agree to the Conditions of Entry.

### Who can enter

Learn Local providers and other community organisations are able to nominate a group of volunteers from a Learn Local provider for this award category, provided they are not a member of the volunteer team being nominated. People cannot nominate themselves for this award category.

### 

### Victorian Premier’s Volunteer Champion Awards

Nominees for this category will also be asked to consider allowing the ACFE Board to submit their nomination to the Victorian Premier’s Volunteer Champions Awards (see: <http://www.volunteer.vic.gov.au/about-volunteering/victorian-premiers-volunteer-champions-awards>). Nominees will have an opportunity to view and confirm their agreement of the 2019 Terms and Conditions for the Victorian Premier’s Volunteer Champions Awards in June/July before the ACFE Board submits the nomination.The nomination process for the Victorian Learn Local Volunteer Team Award category has been aligned as closely as possible to the Victorian Premier’s Volunteer Champions Awards, however, further information may be needed by the ACFE Board prior to submitting the nomination to the Victorian Premier’s Volunteer Champions Awards.

### Selection criteria

As this category is aligned specifically with the Victorian Premier’s Volunteer Champions Awards, there are no set criteria. However, information is provided below about the areas that nominators should focus on when preparing a nomination:

* Achievements and outcomes of the work of the volunteer team
* Skills and qualities of the volunteer team
* Commitment and effort of the volunteer team.

## What happens if I am a Victorian Learn Local Volunteer Team finalist or winner?

The finalists of the Victorian Learn Local Volunteer Team Award category will be notified in July and will be asked if they will allow the ACFE Board to submit a nomination about them to the 2019 Victorian Premier’s Volunteer Champions Awards.

All Victorian Learn Local Volunteer Team finalists will be invited to attend the 2019 Victorian Learn Local Awards Presentation Dinner on Friday 23 August.

All Victorian Learn Local Volunteer Team finalists will receive a framed certificate signed by the ACFE Board Chair and the Minister for Training and Skills and Higher Education to recognise their outstanding achievement.

All Victorian Learn Local Volunteer Team finalists will receive a monetary prize from the ACFE Board. Details on how to claim prizes will be provided to the winners at the Presentation Dinner.

All Victorian Learn Local Volunteer Team finalists may be requested by DET to participate in media events in the future as ambassadors of the Learn Local sector.

### Nomination questions

#### INFORMATION ABOUT THE TEAM OR PROJECT

* Name of the team’s project or activity
* Where the project or activity is located
* Links with ACFE Board-funded programs.

#### PERSONAL DETAILS FOR EACH TEAM MEMBER

* Name
* Role
* Contact details: email and phone.

#### DETAILS OF TWO REFEREES (who are not related to you or any of the volunteers)

* Name
* Contact details: email and phone.

#### NOMINATION STATEMENTS

* Summary
* Tell us why you are nominating the volunteers (in 40 words or less).

#### ACHIEVEMENT AND OUTCOMES

Describe the major achievements, benefits or outcomes of their work (in 150 words or less).

#### SKILLS AND QUALITIES

Describe how this contribution was made. You can include personal skills, attributes and qualities, and any other comments on how they go about their work (in 150 words or less).

#### COMMITMENT AND EFFORT

Describe the amount of time, effort and dedication they have spent on their activities (in 40 words or less).

# program categories – eligibility and selection criteria

1. Victorian Learn Local Pre-accredited Pathway Program Award
2. Victorian Learn Local Creating Local Solutions Award
3. Victorian Learn Local Collaboration Award

### Supporting evidence

In addition to the completed questions, a nomination may include attachments (documents and/or letters of reference) as evidence of the program and learners’ achievements. Attachments may include A-frames, course plans, testimonials, brochures or manuals.

**There is a limit of five documents and/or letters of reference per application.**

Additionally, images may be included in applications as supporting evidence. You may also include a single video to support your application.

### Length of responses

There is no maximum or minimum word length specified, though one-word or one-sentence answers are unlikely to give enough information. Some questions may require more information than other questions.

When responding to questions, make sure that you have provided evidence that the skills, achievements or other changes in learners are related to the learners’ participation in the program you are nominating.

## 

## Program category 1: Victorian Learn Local Pre-accredited Pathway Program Award

### Overview of the award

This award recognises the capacity of Learn Local programs to engage learners and create pathways to further education, training or employment.

The winning Learn Local program will be a pre-accredited or foundation program that can demonstrate the creation of pathways for individuals to engage successfully with learning and employment (paid or volunteer) as a result of their participation in the program.

The program will demonstrate the calibre of programs that the Learn Local sector delivers and its expertise in supporting learners to re-engage/engage with learning. It will be an exemplar of an approach to program development, design and/or delivery that reflects the particular pedagogy and approaches that characterise the work of the Learn Local sector.

The main difference between this award category and the Victorian Learn Local Creating Local Solutions Award category is that the program delivered for this category must have successfully established pathways for learners from a pre-accredited or foundation program to further education, training or employment (paid or volunteer). The emphasis of this award category is on pathways for learners.

The winner of this award will receive $10,000. The two finalists for this award will each receive $1,000.

### ELIGIBILITY

This award will go to a pre-accredited or foundation program delivered by a Learn Local provider that is currently registered with the ACFE Board.

All nominees and nominators must agree to the Conditions of Entry.

A substantial amount of program activity should have occurred during 2018 and the Learn Local provider will have been registered with the ACFE Board at the time the program was delivered.

The program can be run in partnership with other organisations but must be led by the nominated Learn Local provider.

### Selection criteria

Applications will be judged against the following selection criteria:

* Criterion 1: Supporting learner pathways
* Criterion 2: Effectiveness of teaching and learning
* Criterion 3: Linkages and partnerships

### 

### overview

Describe the program, how long it has been running, what learner groups the program is targeted to and how many learners in total have participated in the program.

### Addressing the selection criteria

The nomination form for the award contains questions that provide nominators with the opportunity to provide evidence against all of the selection criteria.

Overall, judges are looking for a Learn Local program that can clearly demonstrate a link between the creation of pathways for individuals and their participation in the nominated program. The judges are looking for a pre-accredited or foundation program that has helped learners go on to further education, employment (paid or unpaid roles), as well as connecting learners to communities, businesses or organisations.

A strong nomination will be able to demonstrate that a high percentage of participating learners have created a pathway.

The judges will look for evidence of strategies and approaches used in the development and running of the program that ensure the program is focused on generating pathways for learners to either further education and training or employment.

### Criterion 1: Supporting learner pathways

This criterion focuses on the type of learner pathways the nominated program has generated for participants. It is seeking evidence of learner outcomes – whether in the area of further education, paid employment or volunteer roles.

### Criterion 2: Effectiveness of teaching and learning

This criterion focuses on the successful activities and approaches that the program uses to support the development of learner pathways. It is seeking evidence of creativity in the activities and approaches used by the provider to support learner pathways. Additionally, the provider can reflect on how it has adapted strategies implemented elsewhere to achieve solutions locally.

### Criterion 3: Linkages and partnerships

This criterion focuses on the connections the program has beyond the ‘classroom’ and how these connections have contributed to the pathways the program generates for learners. This criterion provides you with the opportunity to demonstrate how participants have established links with other courses or areas of the organisation; how the program connects with business or industry; or how through the program learners are increasing engagement with their communities.

### 

### Nomination questions

#### OVERVIEW

Describe the program and its activities.

What learner group(s) is the program targeted to?

How long has the program been running?

How many learners in total have participated in the program?

#### CRITERION 1: SUPPORTING LEARNER PATHWAYS

What type of pathways does the program create for learners?

How many learners have gone on to further training, employment or volunteer roles?

Provide at least two examples of pathways learners have developed through their participation in the program.

#### CRITERION 2: EFFECTIVENESS OF TEACHING AND LEARNING

In the development of the program, how was the creation of pathways for learners ensured?

What makes this program special?

#### CRITERION 3: LINKAGES AND PARTNERSHIPS

Answer at least one of the below questions, you do not need to answer all three. Choose the one that best matches the program being nominated.

1. How does the program connect with the work/offerings of other organisations?
2. How does the program connect with business or industry (individuals or groups)?
3. How does the program support learners to engage with their community?

## Program category 2: Victorian Learn Local Creating Local Solutions Award

### Overview of the award

This award recognises the achievements of a Learn Local program or project that is creating solutions to local training needs.

This program/project will have been developed by a Learn Local provider in partnership with other organisations, business and industry or the community to provide solutions to local training needs. This program/project will demonstrate the use of different expertise, technology or program arrangements to create local solutions.

This program/project will enable learning for its participants and will demonstrate how the Learn Local sector provides flexible, quality and tailored training that meets local needs.

The main difference between this award category and the Victorian Learn Local Pre-accredited Pathway Program Award category is that the program or project delivered for this category must include a partnership with other organisations, business and industry or the community. The emphasis of this award category is on the creation of a solution to a local training need due to the partnership.

The winner of this award will receive $10,000. The two finalists for this award will each receive $1,000.

### ELIGIBILITY

This award will go to a program or project delivered by a Learn Local program that is currently registered with the ACFE Board.

All nominees and nominators must agree to the Conditions of Entry.

A substantial amount of the program/project activity should have occurred during 2018 and the Learn Local provider will have been registered with the ACFE Board at the time the program was delivered.

The program/project does not have to have been entirely funded by the Victorian government, but will, most importantly, have been undertaken in order to respond to a local training need.

The program/project must have been developed and delivered in partnership with other organisations (for example community, business or other training providers).

### Selection criteria

Applications will be judged against the following selection criteria:

* Criterion 1: Learner focus
* Criterion 2: Linkages and partnerships
* Criterion 3: Outcomes and achievements

### overview

Describe who is involved in the program/project.

### Addressing the selection criteria

The nomination form for the award contains questions that provide nominators with the opportunity to provide evidence against all of the selection criteria.

Overall, judges are looking for a strong partnership that is collaboratively creating solutions to local training needs. The nomination can be for either a program or a project that the partnership group has developed and delivered.

The judges are looking for evidence that there are unique and/or creative elements in the nominated program/project and that the approach taken to address the local need is appropriate to the community and learner cohort/s.

### Criterion 1: Learner focus

The nominated program/project should have at its core a focus on learners and addressing a local training need. Criterion 1 concentrates on this element. Judges are seeking evidence that the nominated program/project is addressing an identified local learning need, which in turn is supporting learners to establish pathways.

### Criterion 2: Linkages and partnerships

This criterion focuses on the partnership that has developed the nominated program/project and the strength of the collaboration and involvement of the partners in addressing a local training need. It also provides you with the opportunity to demonstrate the connections that learners have established with business, community or other organisations as a result of their participation in the program/project.

### Criterion 3: Outcomes and achievements

This criterion focuses on what the program/project has accomplished. It is seeking evidence of the outcomes achieved by organisations involved in the program/project as well as the outcomes achieved by learners. Your evidence should demonstrate how you are addressing the local training need.

### 

### 

### Nomination questions

#### OVERVIEW

Describe who is involved in the program/project, including partners and learner groups.

When was the program/project established and delivered?

How many learners have participated in the program/project since it was established?

#### CRITERION 1: LEARNER FOCUS

What local issue is being addressed through the program/project?

Why was this particular local issue chosen to be addressed?

How does the program/project achieve its aims?

#### CRITERION 2: LINKAGES AND PARTNERSHIPS

What is unique or creative about this program/project’s approach to addressing the local need?

Why was this approach chosen as the best option to create a solution to the local need?

#### CRITERION 3: OUTCOMES AND ACHIEVEMENTS

Provide evidence of what participants (including learner groups, partners and the lead Learn Local provider) have achieved that can be attributed to the program/project.

What plans are in place for the program/project for the next 12 months?

## Program category 3: Victorian Learn Local Collaboration Award

### Overview of the award

This award recognises a collaboration between a Learn Local provider and other sectors that has resulted in improved pathways from pre-accredited training to accredited training.

The approach taken by both parties to the collaboration will have resulted in them working together to achieve a shared goal and in some instances they may have had to change the way they usually work to ensure the success of the collaboration. There will be achievements and training impacts that have been made as a result of the collaboration.

The sustainability of the collaboration will be evident from the plans that are in place for the future as well as an indication of how the collaboration could be replicated or adopted in other settings.

The collaboration will demonstrate how Learn Local providers and other sectors can work together to improve pathway opportunities for learners.

The main difference between this award category and the Victorian Learn Local Pre-accredited Pathway Program Award and the Victorian Learn Local Creating Local Solutions award categories is that the emphasis of this award category is on the collaboration between the Learn Local provider and other parties, not a particular project or program.

The winner of this award will receive $10,000 (to be shared by both parties). The two finalists for this award will each receive $1,000 (to be shared by both parties).

### ELIGIBILITY

This award will go jointly to a Learn Local provider (or two Learn Local providers jointly collaborating) and a partner from another sector that have collaborated in order to improve pathways from pre-accredited training to accredited training.

All nominees (i.e. both the Learn Local provider/s and other parties) and nominators must agree to the Conditions of Entry.

A substantial amount of the collaboration should have occurred during 2018 and the Learn Local provider will have been registered with the ACFE Board at the time of the collaboration.

The nominating Learn Local provider does not have to have been the lead on the collaboration (if there was a lead).

### Selection criteria

Applications will be judged against the following selection criteria:

* Criterion 1: Approach to the collaboration
* Criterion 2: Achievements and training impacts
* Criterion 3: Sustainability of the collaboration

### overview

Provide an overview on how and why the collaboration began and who is involved.

### Addressing the selection criteria

The nomination form for the award contains questions that provide nominators with the opportunity to provide evidence against all of the selection criteria.

Overall, judges are looking for a strong collaboration that has improved pathways from pre-accredited training to accredited training. The judges are looking for evidence that all parties involved in the collaboration have worked together towards the shared goals and that as a result there is evidence of training achievements and impacts.

### Criterion 1: Approach to the collaboration

The nominated collaboration should have at its core a mutual commitment by all parties involved to improve pathways from pre-accredited training to accredited training. Judges are seeking evidence that all parties involved have worked together to achieve the shared goals of the collaboration. This criterion also provides you with an opportunity to demonstrate that all parties have had to try new ways of working for the collaboration to be a success and that any risks that came up as a result of the collaboration were managed appropriately.

### Criterion 2: achievements and training impacts

This criterion focuses on what the collaboration has accomplished. It is seeking evidence of the achievements of the collaboration for training (e.g. improvements made to existing pathways, different training modes or methods used, quality of training, creation of new pathways etc.) and the training impacts of the collaboration (e.g. benefits to parties involved, community, individuals, industry, etc.).

### Criterion 3: Sustainability of the collaboration

This criterion provides you with an opportunity to demonstrate the sustainability of the collaboration, even if the collaboration has ended. In particular you may like to describe any plans that are in place for the collaboration for the next 12 months and/or also how the collaboration could be replicated or adopted in other settings.

### 

### Nomination questions

#### OVERVIEW

How/why did the collaboration begin? Please also describe how/why the collaboration ended if this is the case.

Who is involved in the collaboration?

#### CRITERION 1: APPROACH TO THE COLLABORATION

How do all parties involved make sure they are working together to achieve the shared goals of the collaboration?

In what ways have all parties involved worked differently than before / in other situations as a result of the collaboration?

How do all parties involved ensure that your organisations understand and manage any risks that have arisen as a result of the collaboration?

#### CRITERION 2: ACHIEVEMENTS AND TRAINING IMPACTS

How has training delivery benefited from the collaboration?

What are the broader impacts of the collaboration?

#### CRITERION 3: SUSTAINABILITY OF THE COLLABORATION

Answer at least one of the questions below; you do not need to answer both. Choose the one that best matches the collaboration being nominated.

1. What plans are in place for the collaboration for the next 12 months?
2. Describe how the collaboration could be replicated or adopted in other settings.

## 

# acknowledgement category

1. Learn Local Legend

### What happens if I am a Legend?

Legends will be notified in July and will be invited to attend the 2019 Victorian Learn Local Awards Presentation Dinner on Friday 23 August.

All Legends will receive a framed certificate signed by the ACFE Board Chair and the Minister for Training and Skills and Higher Education to recognise their outstanding achievement.

All Legends will receive a monetary prize. Details on how to claim prizes will be provided to the winners at the Presentation Dinner.

Legends may be requested by DET to participate in media events in the future as ambassadors of the Learn Local sector.

## Acknowledgement category: Learn Local Legend

### Overview of the award

This acknowledgement will go to eight Learn Local providers, one in each region, that Regional Councils of Adult Community and Further Education and the ACFE Board have identified as an outstanding regional contributor to improving participation in training by one or more of the ACFE Board’s priority learner cohorts.

The main areas the ACFE Board and Regional Councils will consider include:

* evidence of an appropriate growth in participation by one or more of the Board’s priority learner cohorts in ACFE Board-funded programs or projects
* evidence of innovative approaches to engaging one or more of the Board’s priority learner cohorts, and
* collaboration and knowledge sharing with other Learn Local providers.

There will be eight Legends across Victoria (one per Regional Council of ACFE) and each Legend will receive $1,000.

### ELIGIBILITY

Learn Local providers that were registered with the ACFE Board in 2018 and remain registered in 2019 are eligible.

### Who can enter

Learn Local providers are not able to submit a nomination for this award category. All Learn Local providers active in the region in 2018 and 2019 will be considered and a 2019 Legend will be selected by each ACFE Regional Council.

##### **ACFE REGIONAL COUNCILS**

The eight ACFE Regional Councils that are eligible to nominate a Learn Local provider for this Acknowledgement category are Barwon South-Western Regional Council, Eastern Metropolitan Regional Council, Gippsland Regional Council, Grampians Regional Council, Hume Regional Council, Loddon-Mallee Regional Council, North-Western Metropolitan Regional Council and Southern Metropolitan Regional Council. Each Regional Council may make only one nomination for this acknowledgement category. All eight nominations received will be acknowledged at the Awards Presentation Dinner.

##### **ACFE BOARD PRIORITY LEARNER COHORTS**

The ACFE Board’s priority learner cohorts are early school leavers; low-skilled and vulnerable workers; Indigenous people; unemployed people; people with a disability; disengaged young people; and people from a culturally and linguistically diverse background.

# Conditions of entry

By entering the 2019 Victorian Learn Local Awards, you agree to abide by the following Conditions of Entry:

1. All nominations must be submitted online via the Award Force portal at: [www.lla.awardsplatform.com](http://www.lla.awardsplatform.com)
2. The closing time and date for all entries is **midnight on Friday 14 June**. Nominators will not be able to submit an application after this time.
3. Nominees for individual awards must be Australian citizens or permanent residents of Australia, and reside in Victoria.
4. For a nomination to be considered valid:
   1. The nominee must meet eligibility requirements.
   2. All required entrant details must be completed.
   3. The selection criteria must have been addressed.
   4. The nominee must have signed the Nominee Declaration Form.
   5. Partner(s) must have signed the Partner Declaration Form (only relevant for the Victorian Learn Local Creating Local Solutions Award and the Victorian Learn Local Collaboration Award).
5. Finalists may be requested to attend an interview with the judging panel (either by phone or in person) for their category in July.
6. The decisions of the judging panels are final.
7. All finalists are required to attend the 2019 Victorian Learn Local Awards Presentation Dinner on the evening of Friday 23 August in Melbourne.
8. By applying, all applicants to the 2019 Victorian Learn Local Awards agree that all non-confidential details from their nominations, photographs and recordings may be used by the Victorian government online, in any broadcast and print media and in a range of publicity and promotional materials. The ACFE Board considers confidential information to be nominator and nominee addresses, email addresses and phone numbers, as well as anything marked ‘confidential’. All other information provided may be used as indicated above.
9. The Victorian government reserves the right to use all or part of any material generated (photographs, film footage, application submissions or any detail) for the purpose of the 2019 and 2020 Victorian Learn Local Awards or for publication online, in print or other broadcast media; for publicity, on promotional materials or in campaigns related to skills and training.
10. Finalists and winners of the 2019 Victorian Learn Local Awards may be required to participate in media interviews.
11. The ACFE Board reserves the right to extend the deadline for nominations at any time.
12. It is the responsibility of the nominator to ensure that they have submitted the nomination for the chosen award category by the deadline of **midnight on Friday 14 June** to ensure consideration.

# judging process

To determine the finalists and award winners, all nominations will be evaluated and judged as follows:

#### ELIGIBILITY EVALUATION

Nominations are assessed by the Learn Local Awards evaluation team. The eligibility criteria will be used to evaluate and determine whether the nomination is shortlisted as eligible to go through to the next stage.

#### SELECTION OF FINALISTS

Evaluation and judging commences in July. The judging panel will evaluate shortlisted nominations and will determine whether the nomination is submitted to go through the interview stage.

#### FINALIST INTERVIEWS

Finalists (i.e. nominees) for the Learner, Practitioner/Volunteer and Program award categories may be invited to attend an interview (either by phone or in person) with the judging panel. This approach recognises that written material does not always convey the key features of the nomination. The interview process will give nominees the opportunity to talk about the key areas of their nomination and will assist the judging panel to choose the winner. The selection criteria will be used as the basis for questions that will be asked during the interview process. Finalists are not required to complete any additional work for this interview and any associated travel costs will be covered by the ACFE Board.

#### AWARD WINNERS DETERMINED

Once the interview process is complete the judging panel will determine the award winner for each category. Winners will be announced at the Presentation Dinner.

#### SCORING MATRIX

All judges will use the scoring matrix below when scoring each award criterion.

1 – **Unsatisfactory** – did not meet any of the selection criteria and lacked evidence to support nomination

2 – **Satisfactory** – met some of the selection criteria and provided evidence to support nomination

3 – **Good** – met most of the selection criteria and provided evidence to support nomination to a good standard

4 – **Very good** – met all the selection criteria and provided evidence at a very good standard

5 – **Exceeds expectations** – met all the selection criteria and went above and beyond to provide strong evidence to a very high standard.

#### JUDGING PANEL

The judging panels include members of the ACFE Board, people with expertise in the award category and people with experience and knowledge of the Learn Local sector.

In 2019, there will be three judging panels that will each review the nominations for two to three of the Learner, Practitioner/Volunteer and Program award categories. The selection of the Learn Local Legends in the Acknowledgement category is done by the relevant ACFE Regional Council.

nomination Tips

Congratulations on choosing to nominate for the 2019 Victorian Learn Local Awards.

Here are our top tips to assist you in submitting your nomination.

1. **Start today** – don’t wait until the last minute to nominate.
2. **Cover your bases** – read the selection criteria for the relevant award category and the Conditions of Entry carefully.
3. **Tell us a story** – what has been achieved and how? Use practical examples and provide evidence.
4. **Keep it simple** – avoid using slang words, jargon or too many acronyms. Keep your language simple, clear and concise!
5. **Final checks** – don’t forget to proof read the nomination.
6. **Ask for help!** – If you need assistance in writing the nomination, contact the Learn Local Awards team.
7. **Think big** – make the nomination stand out!
8. **Don’t be late!** – submit your nomination before nominations close at **midnight on Friday 14 June**.
9. **And finally** –should you have any questions the Learn Local Awards team are here to help. Just contact us before the closing date.

Checklist

Nominees and nominators, ensure you have:

* Checked your eligibility
* Read and agreed to the Conditions of Entry
* Signed the Nominee Declaration Form
* Signed the Partner Declaration Form (if nominating for the Victorian Learn Local   
  Creating Local Solutions Award or the Victorian Learn Local Collaboration Award)
* Addressed all the selection criteria
* Attached relevant supporting material
* Attached a photo of the nominee or your organisation’s logo
* Submitted your nomination via the online portal [www.lla.awardsplatform.com](http://www.lla.awardsplatform.com)   
  by **midnight on Friday 14 June**.