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Adult, Community and Further Education

Learn Local

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Adult, Community and Further Education Board

LEARN LOCAL AWARDS

**Shining the spotlight on outstanding
learners, teachers and programs**

2020

THE **EDUCATION STATE**

VICTORIA
State Government

Contents

Why enter the Learn Local Awards?

The 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 are seven general awards and People's Choice Awards, with a total prize pool of $70,000.

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

3. Victorian Learn Local Practitioner Award
4. Victorian Learn Local Volunteer Team Award

Program categories

5. Victorian Learn Local Pre-accredited Pathway Program Award
6. Victorian Learn Local Creating Local Solutions Award
7. Victorian Learn Local Collaboration Award

People's Choice Awards

The People's Choice Awards are open to finalists from **Program categories only** and are decided in the lead up to the prizewinning ceremony by online public voting.

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

11 February
Nominations open

11 February
Writing assistance requests open

15 June
Writing assistance requests close

29 June
Nominations close Monday midnight

July
Finalists notified and finalist interviews

4 September
Awards Presentation Dinner and announcement of winners

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 2020 Learn Local Awards must be submitted via the Award Force portal. Instructions to assist with the nomination process can be found later in this document.

Nominations should be submitted by **midnight on Monday 29 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 welcomed 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 (see page 16).

- Nominees need to complete the Nominee Declaration Form on Award Force and submit the form as part of the nomination.

Important information

- Organisations and individuals can nominate more than one candidate for an award. Note that 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 writing assistance

If you need help in preparing your nomination, just contact the VTA team. They can put you in touch with a writer who can review your draft and make sure your nomination is of the highest possible quality.

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 Learn Local Awards Presentation Dinner on **Friday 4 September** in Melbourne.

- Winners will receive a trophy presented by the ACFE Board Chair. Winners of the People's Choice Awards (Program categories only) will receive an Apple MacBook laptop.

- 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.

- 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

Nomination portal

Register at: lla.awardsplatform.com

Register your details	Select 'Start New Entry'	Select Award Category from the drop down list	Enter the nominee's name, organisation or program	Select 'Save + Next'

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

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 INFORMATION	NOMINATION DETAILS	SELECTION CRITERIA	ATTACHMENTS
Read through the information and confirm you agree with the Conditions of Entry	Complete all the required fields	Complete the overview and respond to the selection criteria	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 1800 413 622
E 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 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.

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 exemplifying 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 2019.

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

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 exemplifying 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 2019.

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

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 is employed (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

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 2019 and June 2020. 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 winning team of this award will receive $5,000. The two finalist teams for this award will each receive $1,000.

Eligibility

Volunteers who 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 2019 and June 2020 and had some involvement with ACFE Board-funded programs during this time.

Their work or activity must satisfy Volunteering Australia's definition of volunteering, which is, 'time willingly given for the common good and without financial gain.'

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 can 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.

Selection criteria

Applications will be judged against the following selection criteria:

Criterion 1: Achievements and outcomes of the work of the volunteer team

Criterion 2: Skills and qualities of the volunteer team

Criterion 3: Commitment and effort of the volunteer team

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 engage or re-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 2019 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

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 or 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 or project will demonstrate the use of different expertise, technology or program arrangements to create local solutions.

This program or 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 or project activity should have occurred during 2019 and the Learn Local provider will have been registered with the ACFE Board at the time the program was delivered.

The program or 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 or 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

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 demonstrable achievements and training impacts 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 2019 and the Learn Local provider will have been registered with the ACFE Board at the time of the collaboration.

It is not necessary for the Learn Local provider to have led the collaboration (if there was a lead).

Selection criteria

Applications will be judged against the following selection criteria:

Criterion 1: Approach to the collaboration
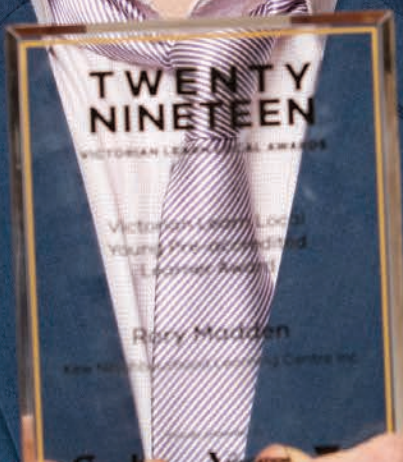
Criterion 2: Achievements and training impacts

Criterion 3: Sustainability of the collaboration

Rory Madden
2019 Victorian Learn Local
Young Pre-accredited Learner

Conditions of Entry

By entering the 2020 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: lla.awardsplatform.com

2 The closing time and date for all entries is **midnight on Monday 29 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:

a. The nominee must meet eligibility requirements.

b. All required entrant details must be completed.

c. The selection criteria must have been addressed.

d. The nominee must have signed the Nominee Declaration Form.

e. 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 2020 Learn Local Awards Presentation Dinner on the evening of **Friday 4 September** in Melbourne.

8 By applying, all applicants to the 2020 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 2020 and 2021 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 2020 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 Monday 29 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

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

Interviews are optional and requested at the discretion of the judging panel.

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.

Score	Score weighting to be used for each selection 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 2020, 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.

Nomination tips

Congratulations on choosing to nominate for the 2020 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 Monday 29 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 **by midnight on Monday 29 June**

lla.awardsplatform.com

Question: I participated in a pre-accredited course in 2019 but I am not currently enrolled at a Learn Local provider. Am I still eligible to apply for the Awards?

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.

Question: Can a person or organisation nominate themselves?

YES – provided they meet the eligibility requirements.

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.

Question: Can I request feedback on my nomination if I am not successful?

YES – send an email to the Learn Local Awards team.