



VICTORIAN  
TRAINING AWARDS



Nomination guide

# Victorian Training Awards

Proud Principal Partners



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# About the Victorian Training Awards

The Victorian Training Awards recognise and honour the outstanding achievements of individuals, employers and training providers in Victoria's TAFE and training sector. There are 15 general award categories, People's Choice Awards, and a special individual award, the Lynne Kosky Memorial Award for Lifetime Achievement.

## AWARD CATEGORIES

### Individual categories

- Apprentice of the Year
- Trainee of the Year
- Vocational Student of the Year
- School-based Apprentice or Trainee of the Year
- Koorie Student of the Year
- Teacher/Trainer of the Year

### Employer categories

- Small Employer of the Year
- Medium Employer of the Year
- Large Employer of the Year
- Employer Award for Apprenticeship Development

### Training Provider categories

- Community Training Provider of the Year
- Inclusive Training Provider of the Year
- Small Training Provider of the Year
- Large Training Provider of the Year

### Industry Collaboration category

- Industry Collaboration Award

### People's Choice Awards

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

### Lynne Kosky Memorial Award for Lifetime Achievement

The Lynne Kosky Memorial Award for Lifetime Achievement is presented in recognition of an individual's outstanding leadership and contribution to the Victorian TAFE and training sector for more than 25 years.

### Prize money and presentation ceremony

Winners will be announced at the TAFE and training sector's most prestigious event of the year, the Victorian Training Awards' gala dinner on **Friday 18 September**.

Category award winners will receive \$5,000 in prize money and a 2020 Victorian Training Award trophy.

Winners of the People's Choice Awards will receive an Apple MacBook laptop valued at more than \$2,000.



## Key dates – nominations

# 26

## February

Nominations open

# 26

## February

Nomination writing assistance opens

# 22

## May

Nomination writing assistance closes

# 5

## June

Nominations close

## Early-mid June

Eligibility review

## Late June-mid July

Shortlisting

## Late July

Unsuccessful nominees notified; finalists notified and invited to interview

## Early-mid August

Finalist interviews commence

## Key dates – events

# 18

## September

VTA Finalists Welcome Reception - presentation of certificates

# 18

## September

VTA Gala Ceremony – announcement of winners

# 19

## September

VTA winners' brunch

## November

Professional development workshops for individual winners prior to the Australian Training Awards (two days)

## November

Australian Training Awards Finalist Week activities and gala ceremony (five days)



## Key contacts and further information

**W:** [www.education.vic.gov.au/vta](http://www.education.vic.gov.au/vta)

**E:** [victorian.training.awards@edumail.vic.gov.au](mailto:victorian.training.awards@edumail.vic.gov.au)

**T:** 1800 290 657

# Nominating for an award

## Why nominate?

Victorian Training Award winners are recognised as the best in the state in their category.

Previous individual winners have benefited from unique career opportunities and accelerated career progression.

The professional and personal benefits that result from being involved in the awards cannot be overstated, with many winners describing their experience as 'life changing'. Organisational winners benefit from enhanced brand recognition and reputation and a heightened industry profile.

Winners in categories aligned with the Australian Training Awards also have the opportunity to attract national recognition by representing Victoria at the national awards in Melbourne in November 2020. For further information on the Australian Training Awards, visit [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au)

## Writing assistance

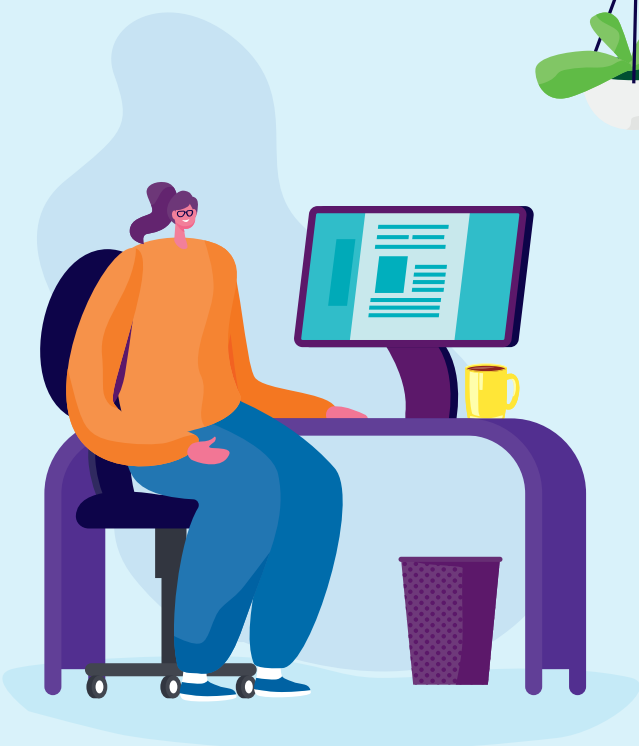
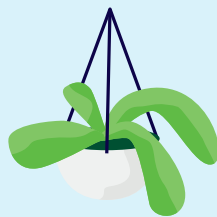
If you need help in preparing your nomination, just contact the VTA team. They can put you in touch with our writer who can review your draft and make sure your nomination is of the highest possible quality.

## How to nominate

1. Read through the various categories and Conditions of Entry to check that you meet the eligibility requirements for the award that is most relevant to you.
2. [Visit the VTA website](#) to make sure you are able to meet the selection criteria for your chosen award. Check out the tips, information and resources that are designed to help you with your nomination.
3. [Go to the nomination portal](#): Register to nominate and follow the step by step process.

**Note:** Nominations **may only** be made through this portal.

4. Make sure you submit your nomination by the closing date, **midnight on Friday 5 June**.



## Eligibility Requirements

# Individual categories

### Apprentice of the Year

The Apprentice of the Year Award is presented to a Victorian apprentice who has displayed outstanding achievement in all aspects of their trade. The winner of this award will represent Victoria at the Australian Training Awards.

#### Eligibility

You must:

- ✓ Be a permanent resident of Australia
- ✓ Have completed or be due to complete your training course in the period **1 July 2019 – 31 December 2020**
- ✓ Be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- ✓ Have completed or be due to complete your training in the state of Victoria
- ✓ Have a contract of training registered with the Victorian Registration and Qualifications Authority
- ✓ Not be enrolled at school.

### Trainee of the Year

The Trainee of the Year Award is presented to a Victorian individual who is undertaking a traineeship and has been outstanding in all aspects of their training. The winner of this award will represent Victoria at the Australian Training Awards.

#### Eligibility

You must:

- ✓ Be a permanent resident of Australia
- ✓ Have completed or be due to complete your training course in the period **1 July 2019 – 31 December 2020**
- ✓ Be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- ✓ Have completed or be due to complete your training in the state of Victoria
- ✓ Have a contract of training registered with the Victorian Registration and Qualifications Authority
- ✓ Not be enrolled at school.

### Vocational Student of the Year

The Vocational Student of the Year Award is presented to a student whose outstanding achievement in a course of study led to a nationally recognised qualification. The winner of this award will represent Victoria at the Australian Training Awards.

#### Eligibility

You must:

- ✓ Be a permanent resident of Australia
- ✓ Have completed or be due to complete your training course in the period **1 July 2019 – 31 December 2020**
- ✓ Be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- ✓ Have completed or be due to complete your training in the state of Victoria
- ✓ Be enrolled as a full-time or part-time student (but not as an apprentice or trainee).

### School-based Apprentice or Trainee of the Year

The School-based Apprentice or Trainee of the Year Award is presented to a student who is undertaking a Certificate II or above qualification as a part-time Victorian School-based Apprentice or Trainee. The award recognises the student's commitment to their formal studies at school and in the workplace. The winner of this award will represent Victoria at the Australian Training Awards.

#### Eligibility

You must:

- ✓ Be a permanent resident of Australia
- ✓ Have completed or be due to complete your training in the state of Victoria
- ✓ Be undertaking or completing a Certificate II or above qualification, through a Victorian School-based Apprenticeship or Traineeship
- ✓ Have a contract of training registered with the Victorian Registration and Qualifications Authority
- ✓ Be enrolled at school.

### Koorie Student of the Year

The Koorie Student of the Year Award recognises the achievements of a Koorie student who demonstrates the relevance of lifelong learning for themselves and their community. The winner of this award will represent Victoria at the Australian Training Awards.



### Eligibility

You must:

- ✓ Be a permanent resident of Australia
- ✓ Identify as Aboriginal/Torres Strait Islander
- ✓ Meet the eligibility requirements for any of the individual student categories:
  - Apprentice of the Year
  - Trainee of the Year
  - Vocational Student of the Year
  - School-based Apprentice or Trainee of the Year.

### Teacher/Trainer of the Year

The Teacher/Trainer of the Year Award recognises innovation and excellence by a teacher/trainer providing nationally recognised training to students in the TAFE and training sector. The winner of this award will represent Victoria at the Australian Training Awards.

#### Eligibility

You must:

- ✓ Be a permanent resident of Australia
- ✓ Have qualified (as determined by the Australian Qualifications Framework) as a teacher/trainer
- ✓ Be employed (or regularly contracted) by a registered training provider
- ✓ Have delivered training in Victoria (**from 1 January 2019 - 31 December 2019**) which will lead / has led to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system.

All applicants must be endorsed by the RTO and evidence of the teacher/trainer's qualification must be submitted with the application.

# Employer categories

## Small Employer of the Year

The Small Employer of the Year Award recognises a small enterprise which has achieved excellence in the provision of 'nationally recognised training' to its employees. The winner of this award will be nominated to represent Victoria at the Australian Training Awards.

### Eligibility

To apply for this award, an organisation must:

- ☑ Employ less than 20 full-time equivalent employees.

Joint applications will be accepted from:

- A Group Training Organisation that partners with a Host Employer; or
- A Host Employer that partners with a Group Training Organisation.

Applications will not be accepted from organisations whose core business is the delivery of vocational education and training. These organisations may consider nominating for either the Small or Large Training Provider of the Year Award.

## Medium Employer of the Year

The Medium Employer of the Year Award recognises a medium enterprise which has achieved excellence in the provision of 'nationally recognised training' to its employees. The winner of this award will be nominated to represent Victoria at the Australian Training Awards.

### Eligibility

To apply for this award, an organisation must:

- ☑ Employ between 20 and 199 full-time equivalent employees.

Joint applications will be accepted from:

- A Group Training Organisation that partners with a Host Employer; or
- A Host Employer that partners with a Group Training Organisation.

Applications will **not** be accepted from organisations whose core business is the delivery of vocational education and training. These organisations may consider nominating for either the Small or Large Training Provider of the Year Award.

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**'Nationally recognised training' refers to training that is based on a national training package or accredited course that results in an individual receiving a formal qualification or statement of attainment issued by a registered training provider. This includes Victorian apprenticeships.**

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### Large Employer of the Year

The Large Employer of the Year Award recognises a large enterprise which has achieved excellence in the provision of 'nationally recognised training' to its employees. The winner of this award will be nominated to represent Victoria at the Australian Training Awards.

#### Eligibility

To apply for this award, an organisation must:

- ☑ Employ 200 or more full-time equivalent employees.

Joint applications will be accepted from:

- A Group Training Organisation that partners with a Host Employer; or
- A Host Employer that partners with a Group Training Organisation.

Applications will not be accepted from organisations whose core business is the delivery of vocational education and training. These organisations may consider nominating for either the Small or Large Training Provider of the Year Award.

### Employer Award for Apprenticeship Development

The Employer Award for Apprenticeship Development recognises those employers who have made innovative improvements in training which provide beneficial outcomes for their apprentices and/or trainees in Victoria and to their local community.

This is a **Victorian-only award** and does not articulate to the Australian Training Awards.

#### Eligibility

To apply for this award, an organisation must:

- ☑ Be an employer of Victorian apprentices or trainees at some time between **1 January 2019 – 5 June 2020**
- ☑ Have a formalised contract of training of apprenticeship or traineeship.

Joint applications will be accepted from:

- A Group Training Organisation that partners with a Host Employer; or
- A Host Employer that partners with a Group Training Organisation.



# Training Provider categories

## Community Training Provider of the Year

The Community Training Provider of the Year Award recognises innovation and excellence by an organisation involved in improving skills in the local community or workplace.

Nominations can be made by relevant individuals or organisations (for example, colleagues, professional bodies, students, employers, industry or community representatives); or through self-nomination.

This is a **Victorian-only award** and does not articulate to the Australian Training Awards.

### Eligibility

To apply for this award, an organisation must:

- ✓ Deliver training in Victoria
- ✓ Have a history of timely compliance with contractual obligations and program requirements
- ✓ Be registered with the ACFE Board as a Learn Local organisation
- ✓ Have delivered ACFE Board-funded pre-accredited training in 2019.

## Inclusive Training Provider of the Year

The Inclusive Training Provider of the Year Award recognises exceptional training providers within the Victorian government's vocational education and training sector that have demonstrated outstanding improvements with regard to the achievement, engagement and well-being of students with disability.

This organisation will have demonstrated excellence in implementing innovation and change for students with disability or additional needs; created an impact throughout their organisation, system and community; and increased employment for people with disability in their community, as well as in their organisation.

This is a **Victorian-only award** and does not articulate to the Australian Training Awards.

### Eligibility

To apply for this award, an organisation must:

- ✓ Be a training provider whose core business is the delivery of training
- ✓ Deliver training in Victoria
- ✓ Be a training provider delivering an inclusive curriculum for students with a disability and/or additional needs
- ✓ Have an effective Disability Action Plan and inclusive and accessible employment plans in place.



### Small Training Provider of the Year

The Small Training Provider of the Year Award recognises a training provider that offers a specific range of training products and services while also demonstrating excellence and high-level performance in all aspects of the TAFE and training sector.

The winner of this award will be nominated to represent Victoria at the Australian Training Awards.

#### Eligibility

To apply for this award, an organisation must:

- ✓ Be a training provider whose core business is the delivery of training
- ✓ Deliver training in Victoria
- ✓ Be delivering less than 50 qualifications (which are listed on the scope of registration).

### Large Training Provider of the Year

The Large Training Provider of the Year Award recognises a training provider that offers a broad range of training products and services and demonstrates excellence and high-level performance in all aspects of the TAFE and training sector.

The winner of this award will be nominated to represent Victoria at the Australian Training Awards.

#### Eligibility

To apply for this award, an organisation must:

- ✓ Be a training provider whose core business is the delivery of training
- ✓ Deliver training in Victoria
- ✓ Be delivering 50 or more qualifications (which are listed on the scope of registration).



# Industry Collaboration category

## Industry Collaboration Award

The Industry Collaboration Award recognises an exemplary skills development collaboration between at least one employer and/or industry body and at least one organisation delivering nationally recognised training. The winner of this award will be nominated to represent Victoria at the Australian Training Awards.

## Eligibility

- ☑ At least one party must be an industry organisation (e.g. employer, enterprise, group of enterprises, industry association, industry advisory body, trade union or professional association).
- ☑ At least one party must be delivering nationally recognised training which leads to formal qualifications or Statements of Attainment under the Australian Qualifications Framework.

Applications will not be accepted from organisations operating under contractual 'partnership' arrangements.

## Collaboration vs Partnership

A 'collaboration' is where two or more entities work together to achieve shared goals.

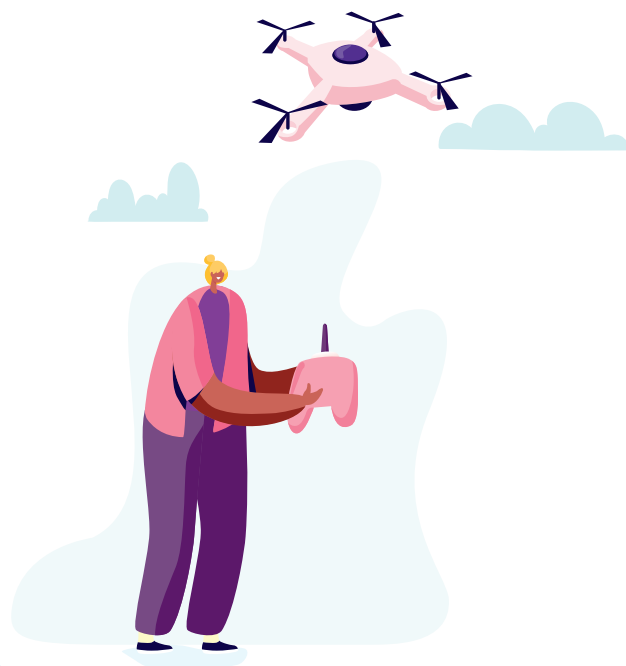
A 'partnership' is a business structure where two or more parties enter a contractual relationship in which they can legally share profits, risks and losses according to terms set out in their partnership agreement.

The key difference between a collaboration and a partnership is that parties who work collaboratively do not necessarily need to be bound contractually. This award is to recognise outstanding collaborations, not partnerships.

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**'Nationally recognised training' refers to training that is based on a national training package or accredited course that results in an individual receiving a formal qualification or statement of attainment issued by a registered training provider. This includes Victorian apprenticeships.**

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# Lynne Kosky Memorial Award for Lifetime Achievement

The Lynne Kosky Memorial Award for Lifetime Achievement is presented in recognition of an individual's outstanding leadership and contribution to the Victorian TAFE and training sector for more than 25 years.

A contribution may be a new innovation, new knowledge, or ways to improve professional practice deemed to be above and beyond the everyday with a long-lasting impact within the sector.

This award has unique nomination procedures and eligibility:

- Individuals cannot self-nominate for this award category; nominations must be made on behalf of an individual.
- Nominees do not need to be currently employed to be eligible for this award.
- Once an individual has been nominated for the award, they become an enduring nominee and, if not successful initially, are eligible for consideration for this award in subsequent years.
- A posthumous nomination can be made for this award.
- Contact the VTA team for further information on **1800 290 657**.  
Nominations may be emailed to: [victorian.training.awards@edumail.vic.gov.au](mailto:victorian.training.awards@edumail.vic.gov.au)



## Eligibility

The nomination follows the eligibility set by the Australia Training Awards.

The nominated individual must:

- ✓ Have an established history of distinguished service to the TAFE and training sector (25 years or more, of sustained service)
- ✓ Have made a positive and lasting contribution to the TAFE and training sector
- ✓ Be recognised by other industry, training, education or employer groups; and have the respect of professional peers
- ✓ Be acknowledged as having reached a pinnacle of their profession or industry
- ✓ Have demonstrated, over an extended period of time, a contribution which has included either research, industry achievement, professional leadership and service to the TAFE and training sector
- ✓ Have demonstrated high-level personal integrity
- ✓ Have exhibited leadership and provided inspiration to others in the TAFE and training sector
- ✓ Have positively influenced the TAFE and training sector in Victoria
- ✓ Have made significant and fundamental contributions and be able to demonstrate a lifetime commitment to the TAFE and training sector.

# Conditions of Entry

By entering the 2020 Victorian Training Awards, you agree to abide by the following Conditions of Entry:

## All Categories

1. A nominee must not be nominated for any similar award in another state or territory in the same year.
2. Prospective entrants must be able to meet all the eligibility requirements for the award category being nominated.
3. All nominations must be submitted online via the Award Force portal at: <http://vta.awardsplatform.com>
4. Each award category has specific criteria. All applications must meet the criteria and be factually correct for the submission to be considered a valid entry. Non-compliance with entry requirements will be sufficient reason for the Victorian Training Awards team to reject the application.
5. The closing date for all nominations is **midnight on Friday 5 June**. Nominations will not be accepted after this date. The Department of Education and Training, Victoria reserves the right to extend the deadline for nominations for any emerging circumstance.
6. It is the responsibility of all nominees and nominators to ensure that they have selected the correct category.
7. The Department of Education and Training reserves the right to re-assign nominations lodged to incorrect categories at its discretion.
8. By applying, all nominees for the Victorian Training Awards agree that all or part of any non-confidential material or details from their nominations, photographs and recordings can and may be used online, in any broadcast and print media and in a range of publicity and promotional materials related to skills and training or the national training awards.
9. All finalists will be required to attend an interview in Melbourne with the judging panel for their category.
10. All finalists are required to attend the Victorian Training Awards' related events and ceremony on **Friday 18 September 2020**.
11. Finalists and winners of the Victorian Training Awards acknowledge that they may be required to participate in media interviews.

12. Finalists and winners of the Victorian Training Awards may be required to participate in media interviews or speaking opportunities arranged by the Principal Partner or the Major Sponsors of their categories.

## Individual categories

13. Where an entrant is not self-nominated, they must agree to being nominated.
14. Victorian Training Award individual winners will be required to represent the state as finalists at the Australian Training Awards in Melbourne in November 2020.
15. All individual winners of the Victorian Training Awards will be required to attend a two-day professional development program to prepare for the Australian Training Awards. Further details for individual finalists attending the professional development will be provided after the Victorian Training Awards.

## Employer and Training Provider categories

16. All training initiatives, courses and Registered Training Organisations (RTOs) referenced in nominations must either be registered with the Victorian Registration and Qualifications Authority (VRQA) or Australian Skills Quality Authority (ASQA) for course delivery in Victoria.
17. Registered Training Organisations in training provider categories must have their Head Office located in Victoria.
18. To be considered for selection all Registered Training Organisations delivering courses must have Scope of Registration to deliver such courses in Victoria.
19. Organisational winners of the Victorian Training Awards, in aligned categories, will be nominated to represent Victoria as finalists at the Australian Training Awards in Melbourne in November 2020.



# Judging process

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

## Eligibility evaluation

Nominations are evaluated by the Victorian Training Awards team and the relevant regulatory bodies. The eligibility requirements will be used to assess and determine whether the nomination is shortlisted as eligible to go through to the next stage.

## Selection of finalists

The judging panel will shortlist nominations, determining which nominees go through to the interview stage.

## Finalist interviews

Finalist interviews will take place at the Department of Education and Training, Treasury Place, East Melbourne. The selection criteria will be used as the basis for questions that will be asked at interview.

## 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 gala dinner in September.

All nominees will be notified as to the outcome of their nomination and can request feedback for a period of 15 days after the date of notification.

## Judging panel

Panel members are made up of representatives from government, industry, category sponsors and previous category award winners. All panel members have relevant experience and expertise to assess each category. Panels usually consist of four members and attention is taken to ensure a balance of genders and backgrounds make up the panel groups.

## Panel Chair

A Panel Chair is appointed from the judging panel and is the only panel member to provide feedback to finalists.

## 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	<b>Unsatisfactory</b> – did not meet any of the selection criteria and lacked evidence to support nomination
2	<b>Satisfactory</b> – met some of the selection criteria and provided evidence to support nomination
3	<b>Good</b> – met most of the selection criteria and provided evidence to support nomination to a good standard
4	<b>Very good</b> – met all the selection criteria and provided evidence at a very good standard
5	<b>Exceeds expectations</b> – met all the selection criteria and went above and beyond to provide strong evidence to a very high standard



