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Introduction

In 2018 the Victorian Training Awards will once again celebrate the outstanding achievements of students, teachers, vocational staff, employers and training providers across the state.

The Awards generate pride and confidence in vocational education and training, showcasing innovation and collaboration between industry and training providers and the high quality skills and talents of our Victorian students.

Victoria is leading the way nationally in delivering high quality training with students having the opportunity to learn skills that leads to employability. With the introduction of Skills First in August 2016, the Victorian Government is delivering a trusted training and TAFE system that is better aligned to industry needs; delivering real training for real jobs.

For employers, it delivers the apprentices, trainees and skilled workers they need for a modern, productive workforce.

The Awards also feature an Industry Collaboration Award which honours exemplary skill development and collaboration between our training providers and industry.

The Government will continue its significant investment in the training and TAFE system. State-wide consultation was undertaken with employers to determine training needs and which courses should be prioritised. This ensures emerging needs are met and that training leads to real jobs that benefit the economy.

There are a total of 15 Award categories in this year’s program, with six individual categories open to students and teachers across the state. Students come from a range of different backgrounds and rural and regional areas, with age playing no part in lifelong learning. The Awards are also open to small, medium and large organisations offering quality training to employees.

The Awards ceremony in late August will be attended by industry, stakeholders, finalists and those associated with the TAFE and training system. Be part of the excitement of the gala awards night, together with Award finalists and their families, members of peak industry bodies, government stakeholders, employers, TAFE and training providers and celebrate the very best in training.

Winners may go on to represent Victoria nationally at the Australian Training Awards held in Sydney on 15 November 2018. Winners and finalists will gain state-wide recognition from the training and TAFE system, industry experts, peers and the Victorian community and go on to become Ambassadors for the 2019 Victorian Training Awards.

Through celebrating these successes, the Awards continue to put the state’s top achievers in the spotlight.

Nominate now! Nominations are now open and close midnight Monday 2 April 2018. Entering is easy, visit www.education.vic.gov.au/vta
About the awards

The Victorian Training Awards provides individuals and organisations with a unique opportunity to showcase achievements, best practice and innovation in training, as the best in Victoria.

The Awards recognise and honour outstanding achievements and contribution to the Victorian training and TAFE system plus celebrate industry success by placing top achievers in the spotlight.

There are 15 Award categories in the Victorian Training Awards; six individual categories, three training and four employer categories, an Industry Collaboration Award and a Lynne Kosky Memorial Award for Lifetime Achievement.

The People’s Choice Award will be presented to a finalist from an individual student category. The Victorian community will have the opportunity to vote, with the winner announced at the Awards ceremony.

Individual categories

- Apprentice of the Year
- Vocational Student of the Year
- Trainee of the Year
- Koorie Student of the Year
- School-based Apprentice/Trainee 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
- Small Training Provider of the Year
- Large Training Provider of the Year

Industry Collaboration Award

Lynne Kosky Memorial Award for Lifetime Achievement

Awards ceremony

Be part of the celebration by joining students, teachers, training providers, employers and industry representatives.

The night will feature stunning stage designs, floral and lighting displays, plus a delicious three course sit down dinner. Entertainment on the night will include spectacular feature performances choreographed and coordinated by students from our Victorian TAFE Institutes.

Develop networks with your industry sector and build new career opportunities!

The evening creates the perfect atmosphere for networking within the industry and to truly honour and recognise the achievements of those being rewarded and the successes of industry and employers.

Be part of the night and celebrate Victoria’s vocational training successes!

“...A fun evening that promotes vocational education and training.”
Why enter?

This is your opportunity to be recognised and rewarded for your contribution and achievements to the Victorian training and TAFE system. Be acknowledged as the best in your industry and shine in the spotlight!

As a winner you also have the opportunity to represent Victoria at the Australian Training Awards in Sydney on 15 November 2018.

Awards prize

The Victorian Training Awards offers a total prize pool of $65,000. Award winners will receive $5,000 prize money, a 2018 Victorian Training Award trophy and will become an ongoing Ambassador for Victoria.

Winners of the Victorian Training Awards (in aligned categories) may go on to represent Victoria at the Australian Training Awards in Sydney on 15 November 2018.

The People’s Choice Award will be presented to a finalist from an individual category. The Victorian community will have the opportunity via social media to vote, with the winner announced at the Awards ceremony.

Key dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 2017</td>
<td>Nominations open</td>
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<td>2 April</td>
<td>Nominations close</td>
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<td>3 April</td>
<td>Evaluation and judging commences</td>
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<td>Mid May</td>
<td>Panel interviews held</td>
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<td>Late August</td>
<td>Awards ceremony</td>
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<tr>
<td>15 November</td>
<td>Australian Training Awards</td>
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What a great chance to represent your field of study, training or work as an Ambassador.

For individuals, the Awards will improve student confidence, self-esteem and employability, as well as receiving a financial reward to further your education.

For training providers, the Awards raises the organisation’s profile and improves reputation, plus attracts students and motivates staff.

For industry, the Awards will improve brand recognition and reputation of your business and aid in attracting a better standard of workers.

For all, the Awards are an opportunity to network and celebrate vocational training successes with your professional community.

"We want all people to be recognised at national level to shine a light on the excellent sector we have here in Victoria."
How to nominate

Considering nominating for the 2018 Victorian Training Awards?

To help you with your nomination, here are a few things to keep in mind:

1. Have a read through the various categories and check that you meet the eligibility for your chosen award.

2. Read our user friendly Preparing Your Nomination guide, plus get nomination tips to help you best prepare.

3. Head to the Nomination Portal and register to nominate www.vta.awardsplatform.com

4. Make sure you submit your nomination by the closing date, midnight on Monday 2 April 2018.

Got a question? Check out our Frequently Asked Questions.

Alternatively, contact the Victorian Training Awards Program Team via email victorian.training.awards@edumail.vic.gov.au or phone 03 9637 3962.

Gain state wide or national recognition as a leader in your field of study, training or work!

The Victorian Training Awards acknowledge that vocational education and training is developing the talent pool for the country’s future.
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.

Eligibility
• A permanent resident of Victoria
• Completed or be due to complete training in the period 1 October 2017 – 31 December 2018
• Registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are nominating for
• A contract of training registered with the Victorian Registration and Qualifications Authority
• Not still enrolled at school.

Trainee of the Year
The Trainee of the Year Award is presented to a Victorian Trainee who has displayed outstanding achievement in all aspects of their trade.

Eligibility
• A permanent resident of Victoria
• Completed or be due to complete training in the period 1 October 2017 – 31 December 2018
• Registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are nominating for
• A contract of training registered with the Victorian Registration and Qualifications Authority
• Not still enrolled at school.

Vocational Student of the Year
The Vocational Student of the Year Award identifies an outstanding student’s achievement in a course of study leading to a nationally recognised qualification.

Eligibility
• A permanent resident of Victoria
• Enrolled as a full-time or part-time student (but not an apprentice or trainee)
• Completed or be due to complete training in the period 1 October 2017 – 31 December 2018
• Registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are nominating for.

School-based Apprentice/Trainee of the Year
The School-based Apprentice/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.

Eligibility
• A permanent resident of Victoria
• Undertaking/completing a Certificate II or above qualification, through a Victorian School-Based Apprenticeship or Traineeship
• Registered with the Victorian Registration and Qualifications Authority as an apprentice or trainee
• Still enrolled at school.

For an apprentice, winning this award is the equivalent of taking home the Oscar for best actor.
Koorie Student of the Year

The Koorie Student of the Year Award recognises the achievements of a Koorie student who displays a strong understanding and knowledge of the vocational education and training system and demonstrates the relevance of lifelong learning for themselves and their community.

Eligibility
- A permanent resident of Victoria
- Identify as Aboriginal and/or Torres Strait Islander
- Meet the criteria for any of the below student categories (apprentice, trainee, school-based apprentice/trainee or vocational student).

Please refer to the eligibility under each award:
- Apprentice of the Year
- Trainee of the Year
- Vocational Student of the Year
- School-based Apprentice/Trainee of the Year.

Teacher/Trainer of the Year

The Teacher/Trainer of the Year Award recognises innovation and excellence by a trainer/teacher providing nationally recognised training to students in the training and TAFE system.

Eligibility
- Qualified (as determined by the Australian Qualifications Framework) teacher/trainer employed (or regularly contracted) by a registered training provider
- Delivered training in Victoria (from 1 January 2017 to 31 December 2017) which will lead/has led to nationally recognised qualifications or statements of attainment under the Australian Qualifications Framework national training system
- Nominations endorsed by the registered training provider and evidence of qualification must be submitted with the nomination.

I’m so excited to be part of the Victorian Training Awards. To be nominated by my teacher was an acknowledgment of my hard work. It is a huge compliment and a confidence booster to launch me into my chosen profession.
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.

‘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.

Eligibility
• Employ 19 or fewer full-time equivalent employees.
• The Victorian Training Awards will accept joint nominations from:
  o A Group Training Organisation who partners with a host employer
  o A host employer who partners with a Group Training Organisation.

NOTE – For Small, Medium and Large Employer of the Year Awards
Nominations will not be accepted from:
• Branch offices of larger enterprises (NB: franchisees may nominate if their training activities are organised independently of the franchise group) and/ or
• Organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small 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.

‘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.

Eligibility
• Employ 20 or more (but fewer than 200) full-time equivalent employees.
• The Victorian Training Awards will accept joint nominations from:
  o A Group Training Organisation who partners with a host employer.
  o A host employer who partners with a Group Training Organisation.

Be recognised as a sought-after workplace delivering high quality training to employees.
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. ‘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.

Eligibility
- Employ 200 or more full-time equivalent employees
- The Victorian Training Awards will accept joint nominations from:
  - A Group Training Organisation who partners with a host employer
  - A host employer who partners with a Group Training Organisation.

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.

Eligibility
- An employer of a Victorian apprentice (apprentice or trainee) at some time between 1 January 2017 – 31 May 2018
- A formalised contract of training of apprenticeship or traineeship
- The Victorian Training Awards will accept joint nominations from:
  - A Group Training Organisation who partners with a host employer
  - A host employer who partners with a Group Training Organisation.

NOTE – This is a Victorian only Award and does not articulate into the national awards. Nominees for this category are ineligible to nominate for the Australian Apprenticeships - Employer Award at the Australian Training Awards.
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 (e.g. colleagues, professional bodies, students, employers, industry or community representatives); or through self-nomination.

NOTE – This Award does not articulate into the Australian Training Awards as a similar category is not available.

Eligibility
• Be registered with the ACFE Board as a Learn Local organisation
• Have delivered ACFE Board funded pre-accredited training in 2017
• Have a history of timely compliance with contractual obligations and program requirements.

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 plus demonstrates excellence and high level performance in all aspects of the training and TAFE system.

Eligibility
• Training provider for which the delivery of training is the core business
• Deliver less than 50 qualifications (which are listed on its scope of registration)
• Training delivered in Victoria.

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 training and TAFE system.

Eligibility
• Registered training provider for which the delivery of training is the core business
• Deliver 50 or more qualifications (which are listed on its scope of registration)
• Training delivered in Victoria.

An important aspect of participating in the Awards are the opportunity to highlight the value of training in building reputational excellence and our demonstrated commitment to providing accredited programs to our employees.
Industry Collaboration Award

The Industry Collaboration Award recognises an exemplary skills development collaboration between at least one employer/industry body and at least one organisation delivering nationally recognised training.

This award recognises outstanding collaborations.

NOTE – Collaboration versus Partnership

A ‘collaboration’ is where two or more parties work together to achieve shared goals. The parties work collaboratively where there is no financial reward or contractual bindings.

Eligibility

- An industry organisation (e.g. employer, enterprise, group of enterprises, industry association, industry advisory body, trade union or professional association)
- Delivering nationally recognised training or directly contributing to the outcomes of nationally recognised training which leads to formal qualifications or statements of attainment under the Australian Qualifications Framework.

Lynne Kosky Memorial Award for Lifetime Achievement

NOTE – Individuals cannot self-nominate for this award category. Nominations for the Lynne Kosky Memorial Award are initiated by the Minister for Training and Skills in Victoria.

The nomination follows the selection criteria set by the Australia Training Awards as outlined below. Once an individual has been nominated for the award, they become an enduring nominee and are therefore eligible for consideration for the Lynne Kosky Memorial Award in subsequent years.

The Lynne Kosky Memorial Award for Lifetime Achievement is presented in recognition of an individual’s outstanding leadership and contribution to the Victorian training and TAFE system 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.

Eligibility

- Established history of distinguished service to the training and TAFE system (25 years or more, of sustained service)
- Made a positive and lasting contribution to the training and TAFE system
- Recognised by other industry, training, education or employer groups; have the respect of professional peers
- Acknowledged as having reached a pinnacle of their profession or industry
- Demonstrated, over an extended period of time, a contribution which has included either research, industry achievement, professional leadership and service to the training and TAFE system
- Demonstrates high level personal integrity
- Exhibited leadership and provided inspiration to others in the training and TAFE system
- Positively influenced the training and TAFE system in Victoria
- Significant and fundamental contributions and demonstration of a lifetime commitment to the training and TAFE system.

NOTE – Nominees do not need to be currently working to be eligible for this award.

To be recognised as a finalist is a testament to the hard work and dedication that our industry partners and ourselves have put in place and the innovation and collaboration that has occurred to develop a successful training product.
Judging process

To determine the finalists and Award winners, all nominations will be evaluated and judged in the following stages:

Stage one: Evaluation team assessment
Nominations are assessed in stage one by the Victorian Training Awards evaluation team. The selection criteria will be used to evaluate and determine whether the nomination is shortlisted to go through to the next stage.

Stage two: Judging panel evaluations
The judging panel will evaluate shortlisted nominations and will determine whether the nominee is submitted to go through to the interview stage.

Stage three: Panel interviews and presentations
The shortlisted nominees will then be invited to attend an interview and may be asked to present to the judging panel. The selection criteria will be used as the basis for questions that will be asked during the interview process.

Stage four: Finalists and award winners determined
Once the interview process is complete the judging panel will determine the award winner for each category. All nominees will be notified as to the outcome of their nomination.

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 members
Panel members will comprise of the following members:

- **Higher Education Skills Group (HESG) Representative** - A HESG representative is selected from the Department of Education and Training depending on their scope of expertise.
- **Industry Representation** – An Industry representative is selected from the department industry stakeholder list depending on their scope of expertise.
- **Previous Award Winners** (Individual categories only) The winners of an equivalent previous year’s award will be invited to join the judging panel in recognition of their achievements. Should the winner be unavailable to join the panel a previous finalist will be invited to fill the role.

Panel Chair
All Victorian Training Award panels are chaired. The 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 criteria.

<table>
<thead>
<tr>
<th>Score</th>
<th>Score weighting to be used for each selection criteria</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Unsatisfactory – did not meet any of the selection criteria and lacked evidence to support nomination</td>
</tr>
<tr>
<td>2</td>
<td>Satisfactory – met some of the selection criteria and provided evidence to support nomination</td>
</tr>
<tr>
<td>3</td>
<td>Good – met most of the selection criteria and provided evidence to support nomination to a good standard</td>
</tr>
<tr>
<td>4</td>
<td>Very good – met all the selection criteria and provided evidence at a very good standard</td>
</tr>
<tr>
<td>5</td>
<td>Exceeds expectations – met all the selection criteria and went above and beyond to provide strong evidence to a very high standard</td>
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Contact us

For further information:
visit: www.education.vic.gov.au/vta
email: victorian.training.awards@edumail.vic.gov.au
phone: 03 9637 3962
About the Australian Training Awards

The Australian Training Awards are the peak national awards for the training and TAFE system, recognising individuals, businesses and registered training providers for their contribution to skilling Australia.

Winners from the Victorian Training Awards (in aligned categories) have the opportunity to compete with other states and territories to be named the best in Australia at the Australian Training Awards each year. The Australian Training Awards will be held in Sydney on 15 November 2018.

All eligible applicants are encouraged to nominate for the direct entry awards – there are four Australian Training Awards available by direct entry.

International Training Provider of the Year Award

This award recognises a registered training provider that has demonstrated outstanding achievement in all aspects of vocational education and training to full-fee paying international students in Australia and overseas.

School Pathways to VET Award

This award recognises eligible organisations including schools, registered training providers, group training organisations, industry bodies and employers that have collaboratively delivered one (or more) excellent vocational education and training programmes to secondary school students.

Excellence in Language, Literacy and Numeracy Practice Award

This award recognises innovation and excellence by an individual involved in improving English language, literacy and numeracy skills in an educational, community or workplace context.

National Achievement Award

This award is presented in recognition of an individual's outstanding leadership and contribution to the training and TAFE system for up to 25 years. This 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 positive influence and impact in the sector.

Australian Apprenticeships – Employer Award

This award recognises those employers who have made innovative improvements in training which provide beneficial outcomes for their apprentices and/or trainees in Australia and to their local community.

Direct entries to the 2018 Australian Training Awards close 31 May 2018. For more information visit www.australiantrainingawards.gov.au

NOTE – The Community Training Provider of the Year Award does not articulate through to the Australian Training Awards as a similar category is unavailable.

The Employer Award for Apprenticeship Development is a Victorian only Award and does not articulate into the national awards. Nominees for this category are ineligible to nominate for the Australian Apprenticeships - Employer Award at the Australian Training Awards.