**ACFE Board Memo**

To: ACFE Regional Council Chairs

 Adult Education Institutions

 Learn Local Organisations

 Learn Local Stakeholders

 Local Learning and Employment Networks

 Workplace Learning Coordinators

 Pathways and Participation Division Staff

From: Bronwen Heathfield, Director, Participation Branch

Subject: **2014 Victorian Learn Local Awards – Nominations close 6 June**

Date: 13 May 2014

There is less than a month to go until nominations close for the 2014 Victorian Learn Local Awards (closing date Friday 6 June) so if you haven’t already submitted a nomination (or two) it’s time to think about who you work with, who you’ve helped or who simply deserves a shout out for their fantastic contribution to the Learn Local education and training sector.

This year, there is $50,000 in prize money that will be awarded across the five Award categories:

* Outstanding Pre-accredited Learner (Winner - $5,000, Two Finalists - $1,000 each)
* Outstanding Practitioner (Winner - $5,000, Two Finalists - $1,000 each)
* Outstanding Pathway Program (Winner - $10,000, Two Finalists - $1,000 each)
* Excellence in Creating Local Solutions (Winner - $10,000, Two Finalists - $1,000 each)
* Innovation in Digital Literacy (Winner - $10,000, Two Finalists - $1,000 each)

There is also an acknowledgement award for businesses - *Learn Local for Business*. You can nominate a business you work with for their commitment to training their employees. The winning Learn Local organisation and business will each receive a small prize.

There is a nomination form for each Award category to complete, which you need to submit by email to learnlocal@edumail.vic.gov.au. These forms, and an information pack, are available from the website: [www.education.vic.gov.au/learnlocalawards](http://www.education.vic.gov.au/learnlocalawards)

**Why nominate?**

* It’s an opportunity to highlight the amazing contribution of individuals and organisations to the sector.
* Your nominee’s hard work will be recognised by the ACFE Board.
* The Finalists and Winners will be promoted on the new Learn Local Network website, at the event and in the souvenir Awards booklet.
* Winners’ photos and stories will be featured in post-event press advertisements.
* Winners may have new opportunities opening up, such as presenting at sector events throughout the year, thereby letting more people in the sector know what you do and how splendidly you do it.
* And, if you need any more incentive, for the first time this year, all Finalists as well as Winners will receive a cash prize.

**Tips for nominating:**

* Your nomination doesn’t have to be an essay; a few succinct sentences or bullet points will suffice.
* The important thing is to answer the questions clearly.
* The Nomination Pack for each Award category tells you what the Judges will be looking for in submissions.
* You can nominate as many people and organisations as you like.
* It’s more than okay to nominate yourself – you might not be sure that what you do is special, but we certainly think it is.
* Don’t be shy – include photographs and testimonials – tell us how fabulous you are.
* It’s a competition – if you’re not in it, you can’t win it!

**How do I choose who to nominate?**

* Has someone in your pre-accredited programs gone on to further study or found a job? – nominate them for the Outstanding Pre-accredited Learner Award,
* Have you partnered with an organisation to successfully meet a community need? – nominate yourself for the Excellence in Creating Local Solutions Award,
* Has one of your programs helped people to significantly increase their employability skills? – nominate yourself for the Outstanding Pathway Program Award,
* Do you have exceptional practitioners in your organisation? – nominate them for the Outstanding Practitioner Award,
* Is your organisation good at helping people improve their digital literacy? – nominate yourselves for the new Innovation in Digital Literacy Award.

If you’re still unsure how to proceed, have a look at the Learn Local Network website and see some of our previous winners’ stories – [www.learnlocal.org.au](http://www.learnlocal.org.au)

Nominations for all Award Categories close Friday, 6 June 2014. If you have questions about the Award categories or the nomination process you can email learnlocal@edumail.vic.gov.au and a staff member will contact you.

**BRONWEN HEATHFIELD**

Director, Participation Branch