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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Training** |

***NUMBER: 2016 / 04 / 12***

**TO:**

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| Learn Local organisations  *– ALL* | Learn Local stakeholders | ACFE Regional Councils |
| Adult Education Institutions | Participation Branch staff |  |

**FROM:** Ryan Collins, A/Director, Participation Branch

**DATE:** 12 April 2016

**SUBJECT:** *2016 Victorian Learn Local Awards – Nominations open*

**ACTIONS / CRITICAL DATES:**

* Nominations for the 2016 Awards are now open.
* Nomination packs are available at: [www.education.vic.gov.au/learnlocalawards](http://www.education.vic.gov.au/learnlocalawards)
* Nominations will close on Friday 3 June 2016.

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Nominations for the 2016 Victorian Learn Local Awards are now open and will close on Friday 3 June.

The Awards are proudly brought to you by the Adult, Community and Further Education Board and are one of the ways the Board recognises and rewards the outstanding achievements of organisations, programs and individuals within the Learn Local education and training sector.

A prize fund of $50,000 will be shared across five award categories. We are pleased to once again offer prizes to the winner and all of the finalists in each of the following award categories:

* The Rowena Allen Award - Recognising Pre-accredited Learner Excellence: $5,000 (winner), $1,000 (finalists)
* Outstanding Practitioner: $5,000 (winner), $1,000 (finalists)
* Outstanding Pathways Program: $10,000 (winner), $1,000 (finalists)
* Excellence in Creating Local Solutions: $10,000 (winner), $1,000 (finalists)
* AMES Australia Diversity Innovation Award: $10,000 (winner), $1,000 (finalists)

There is also an acknowledgement category - Learn Local Legend. This is given to a Learn Local organisation in each ACFE Regional Council area identified as an outstanding contributor to learners and the sector within their region. One Legend is nominated by each ACFE Regional Council.

**Nomination process**

Each Award has its own set of questions and nomination form. These forms, together with other useful information (including tips on what the judges are looking for in nominations) are available from the Learn Local Awards website: [www.education.vic.gov.au/learnlocalawards](http://www.education.vic.gov.au/learnlocalawards)

To nominate, simply complete the relevant form and submit it to the email address specified. The forms are interactive so you can save information directly into them from your computer.

If you need support with the nomination process, or with writing a nomination, please contact your regional office.

**Finalist interviews**

In 2016, for the first time, all finalists (ie. nominees) will 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 help the judging panel to choose the winner. Finalists are not required to complete any additional work for this interview and any associated travel costs will be covered by the ACFE Board.

**Learn Local Awards Presentation Ceremony**

This year’s presentation ceremony will take place in Melbourne on the evening of Thursday 8 September 2016. We are keen to make the event as inclusive and accessible as possible and encourage all stakeholders across the Learn Local community to attend. So please put this date in your diary and look out for more information on the Learn Local Awards website about this fantastic event in coming months.

I encourage you all to submit a nomination. Even if you don’t think what you do is special or out of the ordinary, we certainly do, and by submitting a nomination you are helping to raise the profile of your organisation and our wonderful sector.

If you would like some inspiration please view the videos of past Learn Local Award winners on the Learn Local YouTube channel: [www.youtube.com/learnlocal](http://www.youtube.com/learnlocal)

