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

**TO: NUMBER: 2017/04/18**

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

**FROM:** Eduard De Hue, A/Director, Participation Branch

**DATE:** 18 April 2017

**SUBJECT:** *2017 Victorian Learn Local Awards – Nominations open*

**ACTIONS / CRITICAL DATES:**

* Nominations for the 2017 Awards are now open and will close on 9 June 2017.
* Nomination pack and forms are available at: [www.education.vic.gov.au/learnlocalawards](http://www.education.vic.gov.au/learnlocalawards)

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Nominations for the 2017 Victorian Learn Local Awards are now open and will close on Friday 9 June.

The 2017 Victorian Learn Local Awards are proudly brought to you 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 network.

The Awards are a great way to gain recognition for the hard work and achievements within the Learn Local education and training network.

**Key dates for the 2017 Awards**

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| **Date** | **Activity** |
| Tuesday 18 April  | Nominations open |
| Friday 9 June | Nominations close |
| June / July | Awards judging including finalist interviews  |
| Late July | Finalists announced |
| Thursday 31 August | Winners announced at Learn Local Awards Presentation Dinner |

**Award categories**

This year there is a total prize pool of $66,000 across seven award categories.

Individual categories:

1. The Rowena Allen Award – Recognising Pre-accredited Learner Excellence
2. Outstanding Practitioner

*Each individual category winner will receive $5,000 and finalists receive $1,000 in prize money (two finalists per category).*

Program categories:

1. Outstanding Pathways Program
2. Excellence in Creating Local Solution
3. AMES Australia Diversity Innovation Award

*Each program category winner will receive $10,000 and finalists receive $1,000 in prize money (two finalists per category).*

Acknowledgement categories:

1. Learn Local Legend (no external nomination process)
2. Learn Local Volunteer Champion (new category – external nomination process)

*Acknowledgement category winners will receive $1,000 in prize money (eight winners per category). In addition, the eight winners of the Learn Local Volunteer Champion acknowledgement category will be put forward by the ACFE Board for consideration as part of the Victorian Premier’s Volunteer Champions Awards which are held in December.*

Further information on all categories is available on the Awards [www.education.vic.gov.au/learnlocalawards](http://www.education.vic.gov.au/learnlocalawards)

**Nomination process**

Each Award category (except for the Learn Local Legend acknowledgement category) has its own set of questions and nomination form. These forms, together with the Nomination Information Pack (which includes the award criteria and other information such as 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.

When your nomination has been received and processed you will receive an email acknowledging receipt.

Learn Local Legend

Learn Local providers are not able to submit a nomination for this acknowledgement category. All Learn Local providers active in the region in 2016 and 2017 will be considered and a 2017 Legend will be selected by each ACFE Regional Council.

**Judging**

All nominations are judged according to how well they meet the 2017 criteria. The judging panels include members of the ACFE Board, ACFE Regional Councils, people with expertise in the award category and people with experience and knowledge of the Learn Local network.

In 2017 there will be two judging panels that will each review the nominations for two to three of the Individual and Program Award categories. The selection of the two acknowledgement categories (Learn Local Legend and Learn Local Volunteer Champion) will be done by the relevant ACFE Regional Council.

Finalist interviews

Finalists (ie. nominees) for the Individual or 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. Finalists are not required to complete any additional work for this interview and any associated travel costs will be covered by the ACFE Board.

A notification will be sent to all nominators and nominees at the completion of the judging process in July indicating whether your nomination has been successful.

**Learn Local Awards Presentation Ceremony**

This year’s presentation ceremony will take place in Melbourne on the evening of Thursday 31 August 2017. 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. 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)

If you have any questions about the Awards, including the nomination process or categories, please contact the Victorian Learn Local Awards team at learnlocal@edumail.vic.gov.au or (03) 9637 2473.

 