Department of Education and Training

Higher Education and Skills

**Participation, Inclusion and Regional Engagement Branch Memo**

**TO:** Learn Local providers, ACFE Board, ACFE Regional Councils, adult education institutions, peak bodies, sector stakeholders, PIRE Branch staff

**FROM:** Eduard De Hue, A/Director — Participation, Inclusion and Regional Engagement Branch

**DATE:** 20 / 10 / 2020

**SUBJECT: Update on 2020 Learn Local Awards and new Acknowledgement Award category – Nominations open**

**Actions**

* Stay tuned for more information regarding the *2020 Learn Local Awards Virtual Gala Series* and the 2020 finalists.
* Submit a nomination for the new ‘Innovation in a time of COVID Acknowledgement Award’ by Monday 2 November 2020. The online nomination form is available here: [Learn Local Nomination Form – Innovation in a time of COVID Acknowledgement Award](https://www.surveymonkey.com/r/3N2ZNFV)

**Update on 2020 Learn Local Awards**

The ACFE Board is eager to ensure we continue to celebrate and acknowledge the achievements of the Learn Local sector now more than ever. This year’s Learn Local Awards gala ceremony will take place online as the *2020 Learn Local Awards Virtual Gala Series* via the Learn Local social media channels.

As part of the online format, a series of pre-recorded videos highlighting each of the finalists and their stories will be shared on the Learn Local and Victorian Government social media channels from late November. While there won’t be a physical gala ceremony, Learn Local providers may like to still celebrate with colleagues and family as you watch the award videos.

The ACFE Board looks forward to the opportunity to share with you the immense efforts of Victoria’s adult community education learners, practitioners, volunteers and providers.

More information will be provided on the relevant dates of the video releases and how you can join the celebration in the near future. The finalists for the 2020 Learn Local Awards will also be announced soon.

**New Acknowledgement Award category – nominations open now**

The ACFE Board is very aware of the substantial impact of COVID-19 on the Learn Local sector. We know Learn Local providers have done their best to innovate and to keep learners engaged throughout the past eight months. The ACFE Board is grateful for your hard work and commitment. There have been many instances of significant innovation, through different high-quality programs, resources and learning experiences created to support and engage learners.

To properly celebrate the work of the sector through this time, the ACFE Board is excited to announce that there will be a special *Innovation in a time of COVID* *Acknowledgement Award* category added to the *2020 Learn Local Awards Virtual Gala Series*.

The *2020 Innovation in a time of COVID Acknowledgement Award* is a self-nominated category and will recognise innovative programs and the providers, practitioners and other individuals from the Learn Local sector who have gone above and beyond to deliver innovative solutions, in order to ensure ongoing delivery and ongoing connections with our learners during the COVID-19 pandemic.

This special Acknowledgment Award has three sub-categories:

* Learn Local provider delivering innovative outcomes during Term 2 and 3 2020
* Learn Local program delivering innovative outcomes during Term 2 and 3 2020
* Learn Local practitioner/individual delivering innovative outcomes during Term 2 and 3 2020.

Learn Local providers are encouraged to nominate their organisations, programs and staff for one or more sub-categories of this Acknowledgement Award. The nomination process is via a simple online form and is not intended to take nominators more than 30 minutes to complete.

The ACFE Board will announce the recipient/s of the Acknowledgement Award as part of the *2020 Learn Local Awards Virtual Gala Series*.

This will be a temporary Acknowledgement Award category for 2020 only.

**Nomination process**

To submit a nomination for this Acknowledgement category, Learn Local providers are asked to please complete the online [Learn Local Nomination Form – Innovation in a time of COVID Acknowledgement Award](https://www.surveymonkey.com/r/3N2ZNFV)

All nominations must be submitted by 5pm, Monday 2 November 2020.

More information regarding this Acknowledgement Award category, including the eligibility and selection criteria, are at **Attachment 1**.

**Contact**

If you have any questions about this Acknowledgement Award category, please contact the Learn Local Awards team via [learnlocal@education.vic.gov.au](mailto:learnlocal@education.vic.gov.au)

**Attachment 1**

***2020 Learn Local Awards Virtual Gala Series***

**Nomination information for *Innovation in a Time of COVID Acknowledgment Award***

**ABOUT THE ACKNOWLEDGEMENT CATEGORY**

To properly celebrate the work of the sector through this time, the ACFE Board is excited to announce that there will be a special *Innovation in a time of COVID* *Acknowledgement Award* category added to the *2020 Learn Local Awards Virtual Gala Series*.

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This will be a temporary Acknowledgement Award category for 2020 only.

**ELIGIBILITY CRITERIA**

The following eligibility criteria apply to this Acknowledgement Award category:

|  |  |
| --- | --- |
| **Sub-category** | **Eligibility Criteria** |
| Learn Local provider delivering innovative outcomes during Term 2 and 3 2020 | * Nominees (ie. Learn Local providers) must be currently registered with the ACFE Board. * Training and/or other activities outlined in the nomination must be either ACFE Board funded pre-accredited training or other ‘appropriate activities in support of pre-accredited training’\* undertaken during Terms 2 and 3, 2020. * Nominees and nominators must agree to the Conditions of Entry (see section below). |
| Learn Local program delivering innovative outcomes during Term 2 and 3 2020 | * Nominees (ie. Learn Local providers delivering the Learn Local program) must be currently registered with the ACFE Board. * Nominated Learn Local programs must be either ACFE Board funded pre-accredited training programs or other ‘appropriate activities in support of pre-accredited training’\* undertaken during Terms 2 and 3, 2020. * Nominees and nominators must agree to the Conditions of Entry (see section below). |
| Learn Local practitioner/individual delivering innovative outcomes during Term 2 and 3 2020 | * Nominees (ie. Learn Local practitioners/individuals) must be employed (paid) at a Learn Local provider that is currently registered with the ACFE Board. * Nominees must have some involvement (ie. as a trainer or coordinator) of an ACFE Board funded pre-accredited program or other ‘appropriate activities in support of pre-accredited training’\* during Terms 2 and 3, 2020. * Nominees and nominators must agree to the Conditions of Entry (see section below). |

\*Other ‘appropriate activities in support of pre-accredited training’ are listed in the [Learn Local Guidelines for Pre-accredited Training Funding and Delivery for Term 4, 2020](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/Learn%20Locals%20Pre-accredited%20Training%20Delivery_Term%204_Guidelines.docx).

**CONDITIONS OF ENTRY**

* All nominations must be submitted via the online [Learn Local Nomination Form – Innovation in a time of COVID Acknowledgement Award](https://www.surveymonkey.com/r/3N2ZNFV)
* All nominations must be submitted by 5pm, Monday 2 November 2020.
* Nominations for individual awards must be Australian citizens or permanent residents of Australia and reside in Victoria.
* For a nomination to be considered valid:
  + The nominee must meet the eligibility requirements.
  + All required entrant details must be completed.
  + The selection criteria must have been addressed.
* The decision of the judging panel is final.
* By applying, all applicants to the 2020 Learn Local Awards agree that all non-confidential details from their nominations, photographs and recordings may be used by the Victorian government online, in any broadcast and print media and in a range of publicity and promotional materials. The ACFE Board considers confidential information to be nominator and nominee addresses, email addresses and phone numbers, as well as anything marked ‘confidential’. All other information provided may be used as indicated above.
* The Victorian government reserves the right to use all or part of any material generated (photographs, film footage, application submissions or any detail) for the purpose of the 2020 and 2021 Learn Local Awards or for publication online, in print or other broadcast media, for publicity, on promotional materials or in campaigns related to skills and training.
* Finalists and winners of the 2020 Learn Local Awards may be required to participate in media interviews.
* The ACFE Board reserves the right to extend the deadline for nominations at any time. that they have submitted the nomination for the chosen award category by the deadline of **midnight on Monday**

**SELECTION CRITERIA**

* **Promotion of the sector’s valuable and innovative service offering**

Explain how the nominee promoted the Learn Local sector’s valuable and innovative service offering during Term 2 and 3 2020 as a direct response to COVID-19. (250 words)

* **Commitment to learner-engagement**

Explain the nominee’s commitment to learner-engagement during Term 2 and 3 2020 as a direct response to COVID-19. (250 words)

* **Use of digital/online/remote learning**

Explain the nominee’s use of digital/online/remote learning during Term 2 and 3 2020 as a direct response to COVID-19. (250 words)

Optional - You can send one attachment only as supporting evidence to your nomination to [learnlocal@education.vic.gov.au](mailto:learnlocal@education.vic.gov.au) Please use the following subject line: *2020 LLA nomination for Innovation in a time of COVID – Supporting evidence for (insert Learn Local provider name)*.

**JUDGING PROCESS**

The ACFE Board will conduct an objective and multi-tiered judging process. Recipients of the Acknowledgement Award will be announced as part of the *2020 Learn Local Awards Virtual Gala Series*.

**NOMINATION QUESTIONS**

* Nominator details:
  + Contact name
  + Learn Local provider
  + Postal address
  + Email address
  + Phone number
* Nominee details:
  + Nominee name
  + Learn Local provider
  + Postal address
  + Email address
  + Phone number
* Do you (and the Nominee if this is different to the Nominator) agree to all of the eligibility criteria (including the Conditions of Entry) as listed above? YES/NO
* Which sub-category is this nomination for?
  + Learn Local provider delivering innovative outcomes during Term 2 and 3 2020
  + Learn Local program delivering innovative outcomes during Term 2 and 3 2020
  + Learn Local practitioner/individual delivering innovative outcomes during Term 2 and 3 2020.
* **Criteria 1: Promotion of the sector’s valuable and innovative service offering**

Explain how the nominee promoted the Learn Local sector’s valuable and innovative service offering during Term 2 and 3 2020 as a direct response to COVID-19. (250 words)

* **Criteria 2: Commitment to learner engagement**

Explain the nominee’s commitment to learner-engagement during Term 2 and 3 2020 as a direct response to COVID-19. (250 words)

* **Criteria 3: Use of digital/online/remote learning**

Explain the nominee’s use of digital/online/remote learning during Term 2 and 3 2020 as a direct response to COVID-19. (250 words)

Optional - You can send one attachment only as supporting evidence to your nomination to [learnlocal@education.vic.gov.au](mailto:learnlocal@education.vic.gov.au) Please use the following subject line: *2020 LLA nomination for Innovation in a time of COVID – Supporting evidence for (insert Learn Local provider name)*.

Thank you for nominating. You will be notified of the outcome of this nomination by early December 2020.