



# ACT TRAINING AWARDS 2024

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## NOMINATION GUIDELINES INDIVIDUALS

[act.gov.au/skills/act-training-awards](https://act.gov.au/skills/act-training-awards)



## ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Ngunnawal people, traditional custodians of this beautiful Country we have the privilege to call home and recognise any other people or families with connection to the lands of the ACT and region. We pay our respects to their Elders, past and present, and the contribution they make to the life of this city and to its success.

We recognise the land known as the Australian Capital Territory has been occupied, used and enjoyed since time immemorial by Aboriginal peoples, and they continue to be interconnected with it today.

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### FURTHER INFORMATION

For more information on the ACT Training Awards visit [www.skills.act.gov.au](http://www.skills.act.gov.au)

If you need assistance with completing your nomination, please contact [skills@act.gov.au](mailto:skills@act.gov.au) or call (02) 6205 7093.

## ABOUT THE AWARDS

The annual ACT Training Awards showcase the commitment, innovation and outstanding achievements of the ACT vocational education and training (VET) sector.

Nominating for the ACT Training Awards is an opportunity to be recognised for your achievements. It is also a great addition to any resume. Individual category winners receive \$3,000 prize money\* and represent the ACT at the Australian Training Awards\*\*.

KEY DATES	
Tuesday 13 February 2024	Nominations open
Friday 19 April 2024	Nominations close 5pm
Wednesday 5 June 2024	Short-listed nominees notified
Monday 1 to Friday 5 July 2024	Finalists' interviews conducted
Thursday 5 September 2024	ACT Training Awards Presentation
3–6 December 2024	Australian Training Awards Finalist Week and Event Presentation

### INDIVIDUAL CATEGORIES

- ▶ ACT Apprentice of the Year
- ▶ ACT Trainee of the Year
- ▶ ACT Vocational Student of the Year
- ▶ ACT Aboriginal & Torres Strait Islander Student of the Year
- ▶ ACT Australian School-based Apprentice of the Year
- ▶ ACT VET Teacher/Trainer of the Year
- ▶ Norm Fisher Award
- ▶ John Scott Award

### PRESENTATION EVENT

The ACT Training Awards program culminates in a presentation event on Thursday 5 September 2024.

More information can be found on our website [www.skills.act.gov.au](http://www.skills.act.gov.au)

*\*Prize money is not awarded to winners of the ACT VET Teacher/Trainer, Norm Fisher and John Scott awards.*

*\*\*ACT Winners of the Norm Fisher and John Scott awards do not represent the ACT at the Australian Training Awards.*

## HOW TO ENTER THE 2024 ACT TRAINING AWARDS

### WHAT ARE THE STEPS TO PREPARE MY NOMINATION?

1. Review the eligibility criteria.
2. **Find a nominator. You can't self-nominate.**
3. Register on the [Award Force homepage](#) to create an account.
4. Read and agree to the conditions of entry.
5. Ensure you are nominated in the correct category.
6. Gather relevant details and start building your nomination.
7. Address the assessment criteria. Prepare your nomination addressing Section A: Overview, and Section B: Criteria.
8. **Submit!**

If you have any questions regarding the process, the eligibility criteria or the criteria to address, please contact the **VET Promotion and Events Team:**

**Phone:** +61 2 6205 7093

**Email:** [skills@act.gov.au](mailto:skills@act.gov.au)

### COMPLETING AND SUBMITTING YOUR NOMINATION

You must submit your nomination electronically via the online Award Force nomination portal. Please ensure your computer is JavaScript enabled to take full advantage of the nomination portal. The instructions on how to complete and submit your nomination are available in the nomination portal.

Before submitting your nomination, please ensure you have:

- ▶ Reviewed the ACT Training Awards Nomination Submission Checklist provided in this guide.
- ▶ Read and understood the conditions of entry.

### ATTACHMENTS

**Up to five (5) single A4 page attachments** can be attached as evidence to support your nomination. Total file size per attachment must not exceed 15mb.

Any material exceeding the maximum size or number of attachments ad will not be provided to the judging panel.

2023 ACT Australian School-based Apprentice of the Year recipient Poppy Chalmers



### WHY DO NOMINEES HAVE TO WRITE THEIR OWN NOMINATION?

We are looking for ambassadors able to inspire others by talking about themselves, their life and their experience in the VET sector.

Your nomination is the first occasion for you to show how inspiring your journey has been so far.

#### Who knows your life better than yourself!

You may have the opportunity to provide more details on your story during the interview. Writing your nomination will give you an advantage, as you will know exactly what the judging panel will refer to when they ask you questions.



2023 ACT Training Awards

## CONDITIONS OF ENTRY

### BY SUBMITTING A NOMINATION FOR THE ACT TRAINING AWARDS, YOU AGREE:

- ▶ to advise ACT Training Awards if you are under 18 years of age at the time of nomination;
  - ▶ to not accept any nomination for any similar award in another State or Territory in the nominating year;
  - ▶ that failure to follow any lawful direction of the ACT Training Awards shall mean instant disqualification and forfeiture of any award;
  - ▶ if you receive a prize and it is subsequently discovered you are ineligible for the award, ACT Training Awards reserve the right to recover the prize from you;
  - ▶ to be involved in ongoing promotion of the awards into the following year. This may include commitments such as judging panels and speaking opportunities;
  - ▶ that all or part of any non-confidential material or details from your nomination, photographs and recordings can and may be used online, in any broadcast and print media, and a range of publicity and promotional materials related to skills and training by the ACT Government and the Australian Training Awards team;
  - ▶ to be available for finalist interviews in July 2024;
  - ▶ to be filmed or photographed while participating in the ACT Training Awards and/or Australian Training Awards;
  - ▶ to be involved in promotional events and activities as required by the ACT Government and its official associates;
  - ▶ if you win in the ACT and are selected as a finalist for the Australian Training Awards, you must:
    - be available to represent the ACT at the Australian Training Awards held in Canberra in December 2024; and
    - be available to attend the finalist activities in Canberra for the full five days of the week of the Australian Training Awards;
- ▶ all content and claims in your nomination are true and correct; and
  - ▶ that any decisions relating to the ACT Training Awards process are final and the ACT Training Awards will not enter into justification for the selection of successful nominees and/or debate the evaluation process.

### BY AGREEING TO HAVE INFORMATION AND/OR PHOTOS PUBLISHED ON A WEBSITE, YOU NEED TO BE AWARE THAT:

- ▶ the information can be copied and used by any web user once information has been published on the internet. The ACT Government or its official associates have no control over subsequent use and disclosure;
- ▶ it will be accessible to users worldwide; and
- ▶ photographs will be published on the website for the purpose of promoting the ACT Training Awards, Australian Training Awards and other VET initiatives.

### PRIVACY

Only authorised ACT Government and Australian Training Awards officers and appointed judging panel members have access to nominee's information. The ACT Government may give information to other relevant bodies, sponsors and media. Personal information will not be disclosed to any other party without the nominee's consent, unless authorised or required by law.

All ACT Training Awards judges are required to sign confidentiality and conflict of interest statements.

## TIPS FOR PREPARING A NOMINATION

A successful nomination stands out from the crowd.

Local and national judges are experienced at identifying individuals that stand out and demonstrate the nominee's ability to be an ambassador for VET. A quality nomination is clear and concise and addresses all assessment criteria.

Remember the judges don't know you. Your task is to convince them that you are a worthy winner.

### WHAT MAKES A GOOD NOMINATION?

Here are a few tips to writing a standout nomination:

#### 1. START TODAY

Give yourself enough time to write the nomination and don't leave it until the last minute. A rushed nomination will not show the best you have to offer.

Nominations close at 5:00pm on Friday 19 April 2024 so make sure you allocate enough time to write your response to each criterion and submit your nomination by this date.

#### 2. CHECK THE PREVIOUS YEAR WINNERS' PROFILE

Visit the [2024 ACT Training Awards winners page](#) on the Skills Canberra website

#### 3. TELL YOUR STORY

Read the general conditions of entry and the assessment criteria carefully and make sure you address all the assessment criteria for the relevant category. The criteria are designed for you to tell the story of your training success.

After you have read the conditions of entry and assessment criteria, identify the points you want to highlight and outline what you want to cover under each criterion. Once you have done that, review each criterion and add any additional information or details.

Before you complete the nomination, provide it to your employer, RTO or a family member to review. Pay attention to the word and attachment limits, and don't exceed them. Check the specific conditions of entry to see how many words you can use for each criterion and the total size of supporting documents you can submit. Keep your answers concise and use bullet points if it helps but don't use them to replace sentences in every assessment criterion.

### Consider the following questions to assist your nomination:

- ▶ What have you achieved?
- ▶ How have you achieved it?
- ▶ What practical examples/evidence do you have to support it?
- ▶ What other achievements can you refer to?
- ▶ What gives you the edge over other nominees?
- ▶ What are some of the highlights of your VET experience?

#### 4. LANGUAGE

Keep your language simple and clear. Use plain everyday language and don't use slang or too many acronyms.

#### 5. PROOFREAD

Show the first draft of the full nomination to someone who will provide you with critical and honest feedback. Ask someone to check the final draft for spelling and grammatical errors. It makes a difference and is a worthwhile investment of time. Make sure you do a final check for errors before submitting the nomination.

Choose documents that support the claims in your nomination. Make sure any attachments are high quality, particularly if you scan any documents. Check your nomination to make sure you have answered the questions without repeating the same information.

#### 6. THINK BIG

Remember that winning one of the ACT Training Awards individual categories means you progress to the Australian Training Awards. The nomination you submit for the ACT Training Awards will be used in the national judging and you won't be able to make changes or amendments to your nomination. So, when you write your nomination, remember it will compete with other state and territory finalists.



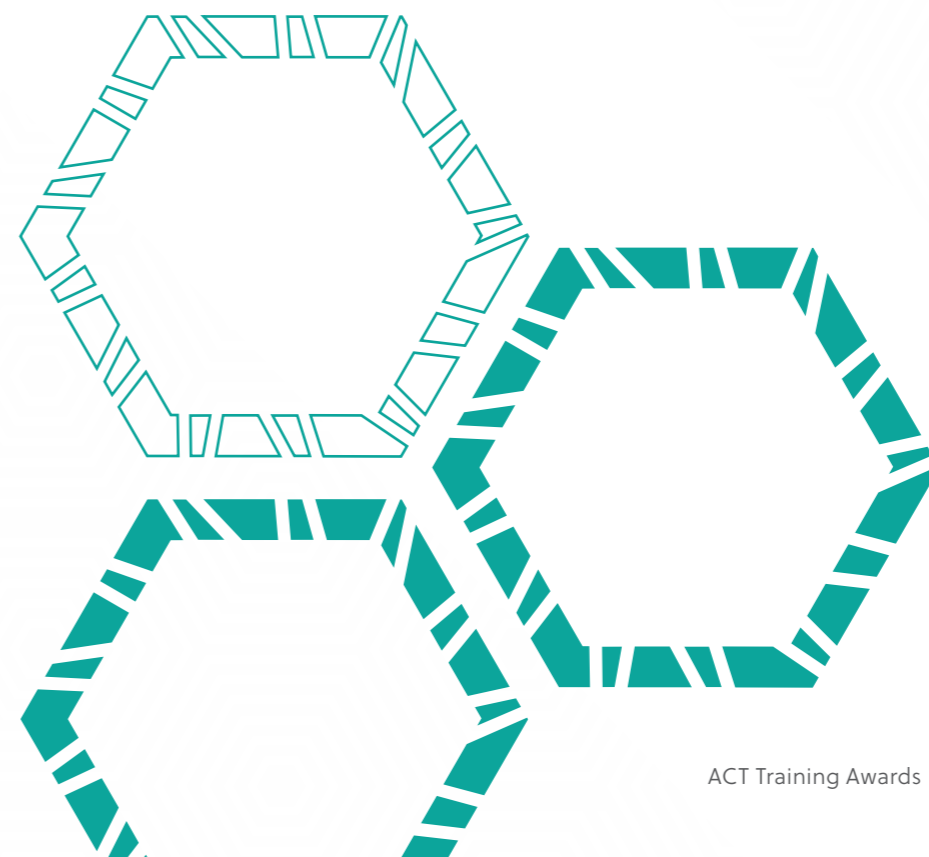
## SUBMISSION CHECKLIST

- I have not submitted a nomination for more than **one award**
- I meet the **eligibility criteria** for the award
- I have addressed all **assessment criteria**
- I have completed **all mandatory sections and questions**
- I have read and understood the **conditions of entry and privacy requirements**
- I have checked the nomination for **spelling and grammatical errors**
- I have not exceeded the **word limit**
- I have not exceeded the **attachment limit**

## GLOSSARY OF TERMS

TERM	DEFINITION
ACT Australian Apprentice	Term used to describe both apprentices and trainees. Specifically referring to those who have entered into an ACT Australian Apprenticeship Training Contract involving a student and an employer agreeing to a combination of practical work on-the-job, with structured training to achieve a nationally recognised qualification under an Australian Apprenticeship Training Contract.  More information is available at the <a href="#">Australian Apprenticeships website</a> .
Apprentice	Person contracted to an employer through an Australian Apprenticeship Training Contract, who is undergoing training for a recognised trade occupation.
Nationally recognised training	An accredited program of study that leads to VET qualifications and credentials that are recognised across Australia. Only RTOs that meet government quality standards can provide nationally recognised training. It includes accredited courses, endorsed training package qualifications and associated subjects.
Australian Apprenticeship Training Contract (training contract)	Legally binding agreement between an Australian Apprentice and their employer which defines the rights and responsibilities of each party and allows the individual to undertake an Australian Apprenticeship with that employer.
Registered training organisation (RTO)	Training organisation registered by the Australian Skills Quality Authority (ASQA) or in some cases, a state or territory registering and accrediting body to provide VET and/or assessment services and issue nationally recognised qualifications. All RTOs are required to meet the Standards for Registered Training Organisations (RTOs) 2015. The nationally recognised qualifications an RTO can issue are defined by its scope of registration as listed on <a href="http://training.gov.au">training.gov.au</a> .
Trainee	Person employed in a recognised traineeship vocation and who has entered into an Australian Apprenticeship Training Contract with their employer.
Vocational Education Training (VET)	Designed to deliver workplace-specific skills and knowledge, vocational education and training (VET) covers a wide range of careers and industries, including trade and office work, retail, hospitality and technology.

# INDIVIDUAL CATERGORIES





2023 ACT Apprentice of the Year Tessa Valter

## ACT APPRENTICE OF THE YEAR

The ACT Apprentice of the Year Award is presented to an individual who is undertaking an apprenticeship and has been outstanding in all aspects of their training.

### ELIGIBILITY

You must:

- ▶ be an Australian citizen or permanent resident of Australia.
- ▶ have completed or be due to complete your training (contract end date) in the period from 1 October 2023 — 30 September 2024, in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are nominating for; and
- ▶ have an Australian Apprenticeship Training Contract (training contract) registered with the ACT State Training Authority.
- ▶ have the nomination endorsed by your employer/ host employer (the employer/host employer must be the same as mentioned on your training contract).

*Note: In the case of a group training organisation (GTO), the host employer is acceptable.*

### ATTACHMENTS

You must provide a reference letter from your employer stating they support your nomination. The supporting employer must match the employer on the training contract.

You can provide a maximum of five single A4 pages of relevant evidence to support your nomination.

*The 2024 winner of this category will automatically go on to compete at the Australian Training Awards. The **original nomination** from the ACT winner of this category will be used for the Australian Training Awards processes.*

*Nominations must be within the word count applicable for each criterion. The award criteria should be the focus of your nomination.*

## PREPARING YOUR NOMINATION

### Section A: Overview

Introduce yourself and provide a short overview describing the qualification you are enrolled in, your registered training organisation (RTO), and employer and host employer (if applicable) as well as your reason for choosing the industry and training path.

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the awards process. The overview provides an opportunity for you to introduce yourself to the judges and the audience of the ACT Training Awards.

(Limit 300 words)

### Section B: Assessment Criteria

**Criterion 1:** Career and study achievements

**Criterion 2:** Team and communication skills

**Criterion 3:** Ability to be an ambassador (representative) for training in Australia

**Criterion 4:** Other qualities and pursuits

(Limit 400 words per criterion)

## ADDRESSING THE CRITERIA

*This information will be considered and used for judging purposes.*

In your nomination, you must present your information in a way that clearly addresses the selection criteria. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve other qualities and pursuits.

You may wish to consider the below when developing your nomination:

*Note: these considerations are not additional selection criteria but are provided to clarify what may be relevant to include when writing a response for each criterion.*

### Criterion 1: Career and study achievements

Consider:

- ▶ Why did you choose your course?
- ▶ How has it changed or impacted you?
- ▶ What have you gained from it?
- ▶ What have you been able to bring to your workplace?

### Criterion 2: Team and communication skills

Consider the skills you have developed through your training, such as:

- ▶ What have you been able to tell others (work mates, employers etc.) about your training?
- ▶ What do you like about working in a team setting?
- ▶ What traits do you think are important to positively influence others?

### Criterion 3: Ability to be an ambassador (representative) for training in Australia

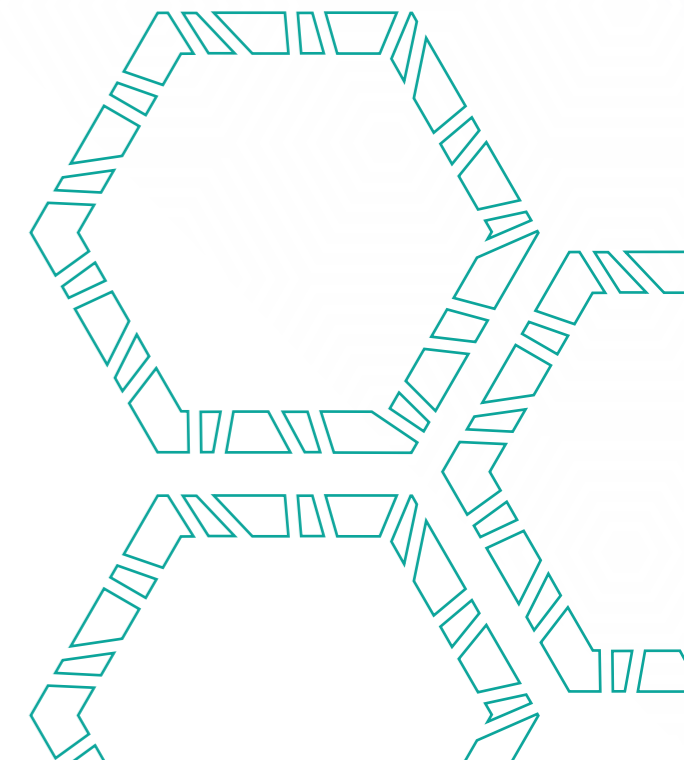
Tell us about:

- ▶ Where have you taken a leadership role inside or outside of work?
- ▶ Are there any other activities you have been involved in where you have been a representative?
- ▶ How would you describe the quality of your training?

### Criterion 4: Other qualities and pursuits

You may wish to include information about:

- ▶ Are there any challenges you have had to address or that have impacted on your training?
- ▶ When have you been required to use initiative either in your training, your personal life, or your workplace?
- ▶ What other qualities or activities do you feel would be useful in your role as Apprentice of the Year?
- ▶ What other community or industry involvement have you had?





2023 ACT Trainee of the Year Cyrus Wren

## ACT TRAINEE OF THE YEAR

The ACT Trainee of the Year Award is presented to an individual undertaking a traineeship who has been outstanding in all aspects of their training.

### ELIGIBILITY

You must:

- ▶ be an Australian citizen or permanent resident of Australia;
- ▶ have completed or be due to complete your training (contract end date) in the period from 1 October 2023 - 30 September 2024, in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are nominating for; and
- ▶ have an Australian Apprenticeship Training Contract (training contract) registered with the ACT State Training Authority.
- ▶ have the nomination endorsed by your employer/host employer (the employer/host employer must be the same as mentioned on your training contract).

*Note: In the case of a group training organisation (GTO), the host employer is acceptable.*

### ATTACHMENTS

You must provide a reference letter from your employer stating they support your nomination. The supporting employer must match the employer on the training contract.

You can provide a maximum of five single A4 pages of relevant evidence to support your nomination.

*The 2024 winner of this category will automatically go on to compete at the Australian Training Awards.*

**The original nomination from the ACT winner of this category will be used for the Australian Training Awards processes.**

*Nominations must be within the word count applicable for each criterion. The award criteria should be the focus of your nomination.*

## PREPARING YOUR NOMINATION

### Section A: Overview

Introduce yourself and provide a short overview describing the qualification you are enrolled in, your registered training organisation (RTO), and employer and host employer (if applicable) as well as your reason for choosing the industry and training path.

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the awards process. The overview provides an opportunity for you to introduce yourself to the judges and the audience of the ACT Training Awards.

(Limit 300 words)

### Section B: Assessment Criteria

**Criterion 1:** Career and study achievements

**Criterion 2:** Team and communication skills

**Criterion 3:** Ability to be an ambassador (representative) for training in Australia

**Criterion 4:** Other qualities and pursuits

(Limit 400 words per criterion)

### ADDRESSING THE CRITERIA

*This information will be considered and used for judging purposes.*

In your nomination, you must present your information in a way that clearly addresses the selection criteria. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve other qualities and pursuits.

You may wish to consider the below when developing your nomination:

*Note: these considerations are not additional selection criteria but are provided to clarify what may be relevant to include when writing a response for each criterion.*

#### Criterion 1: Career and study achievements

Consider:

- ▶ Why did you choose your course?
- ▶ How has it changed or impacted you?
- ▶ What have you gained from it?
- ▶ What have you been able to bring to your workplace?

#### Criterion 2: Team and communication skills

Consider the skills you have developed through your training, such as:

- ▶ What have you been able to tell others (work mates, employers etc.) about your training?
- ▶ What do you like about working in a team setting?
- ▶ What traits do you think are important to positively influence others?

#### Criterion 3: Ability to be an ambassador (representative) for training in Australia

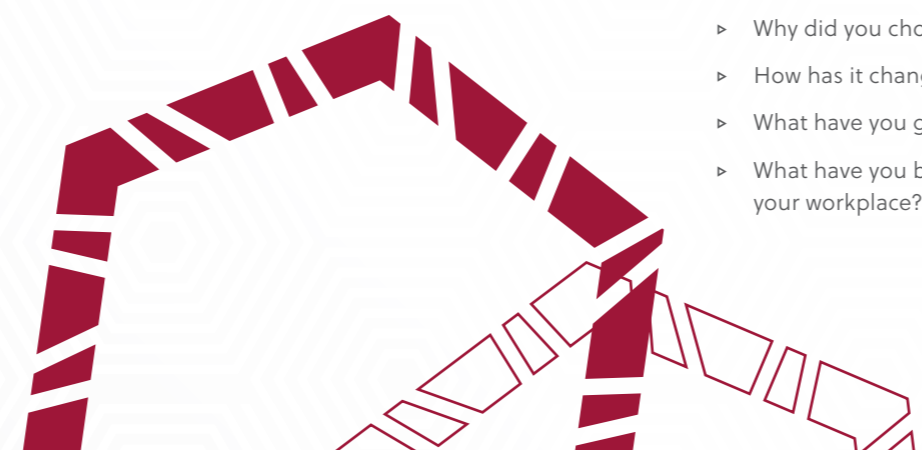
Tell us about:

- ▶ Where have you taken a leadership role inside or outside of work?
- ▶ Are there any other activities you have been involved in where you have been a representative?
- ▶ How would you describe the quality of your training?

#### Criterion 4: Other qualities and pursuits

You may wish to include information about:

- ▶ Are there any challenges you have had to address or that have impacted on your training?
- ▶ When have you been required to use initiative either in your training, your personal life, or your workplace?
- ▶ What other qualities or activities do you feel would be useful in your role as Trainee of the Year?
- ▶ What other community or industry involvement have you had?







2023 ACT Vocational Student of the Year Marija Rathouski

## ACT VOCATIONAL STUDENT OF THE YEAR

The ACT Vocational Student of the Year award recognises an outstanding student's achievement in a course of study leading to a nationally recognised qualification and demonstrates the relevance of lifelong learning.

### ELIGIBILITY

You must:

- ▶ be an Australian citizen or permanent resident of Australia.
- ▶ be a full-time or part-time VET student but not an Australian Apprentice (apprentice or trainee).
- ▶ have completed or be due to complete your training (e.g. contract end date) in the period 1 October 2023 -30 September 2024, in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are nominating for.
- ▶ nominate in the state or territory where they reside.
- ▶ have the nomination endorsed by your registered training organisation (RTO) and/or teacher/trainer (the RTO must be the same as mentioned on your training contract).

### ATTACHMENTS

You must provide a reference letter from your RTO or your teacher/trainer stating they support your nomination. The supporting RTO must match the RTO mentioned on the training contract.

You can provide a maximum of five single A4 pages of relevant evidence to support your nomination.

*The 2024 winner of this category will automatically go on to compete at the Australian Training Awards. The original nomination from the ACT winner of this category will be used for the Australian Training Awards process.*

*Nominations must be within the word count applicable for each criterion.*

*The award criteria should be the focus of your nomination.*

## PREPARING YOUR NOMINATION

### Section A: Overview

Introduce yourself and provide a short overview describing the qualification you are enrolled in, your registered training organisation (RTO), and employer and host employer (if applicable) as well as your reason for choosing the industry and training path.

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the awards process. The overview provides an opportunity for you to introduce yourself to the judges and the audience of the ACT Training Awards.

(Limit 300 words)

### Section B: Assessment Criteria

**Criterion 1:** Career and study achievements

**Criterion 2:** Team and communication skills

**Criterion 3:** Ability to be an ambassador (representative) for training in Australia

**Criterion 4:** Other qualities and pursuits

(Limit 400 words per criterion)

## ADDRESSING THE CRITERIA

*This information will be considered and used for judging purposes.*

In your nomination, you must present your information in a way that clearly addresses the selection criteria. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve other qualities and pursuits.

You may wish to consider the below when developing your nomination:

*Note: these considerations are not additional selection criteria but are provided to clarify what may be relevant to include when writing a response for each criterion.*

### Criterion 1: Career and study achievements

Consider:

- ▶ Why did you choose your course?
- ▶ How has it changed or impacted you?
- ▶ What have you gained from it?
- ▶ What have you been able to bring to your workplace?

### Criterion 2: Team and communication skills

Consider the skills you have developed through your training, such as:

- ▶ What have you been able to tell others (work mates, friends etc.) about your training?
- ▶ What do you like about working in a team setting?
- ▶ What traits do you think are important to positively influence others?

### Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about:

- ▶ Where have you taken a leadership role inside or outside of work?
- ▶ Are there any other activities you have been involved in where you have been a representative?
- ▶ How would you describe the quality of your training?

### Criterion 4: Other qualities and pursuits

You may wish to include information about:

- ▶ Are there any challenges you have had to address or that have impacted on your training?
- ▶ When have you been required to use initiative either in your training, your personal life, or your workplace?
- ▶ What other qualities or activities do you feel would be useful in your role as Vocational Student of the Year?
- ▶ What other community or industry involvement have you had?



2023 ACT and Australian Aboriginal and Torres Strait Islander Student of the Year recipient  
Emma Brown

## ACT ABORIGINAL AND TORRES STRAIT ISLANDER STUDENT OF THE YEAR

The ACT Aboriginal and Torres Strait Islander Student of the Year Award recognises the achievement of an Aboriginal or Torres Strait Islander student who is outstanding in all aspects of their training and demonstrates the importance of lifelong learning for themselves and their community.

### ELIGIBILITY

You must:

- ▶ be an Australian citizen or permanent resident of Australia.
- ▶ identify as Aboriginal or Torres Strait Islander.
- ▶ nominate in the state or territory where the training is being delivered.
- ▶ meet the criteria for any of the below student categories:
  - ACT Apprentice of the Year
  - ACT Trainee of the Year
  - ACT Vocational Student of the Year
  - ACT Australian School-based Apprentice of the Year
- ▶ have the nomination endorsed by your employer, registered training organisation (RTO) or teacher/trainer. If you are an apprentice or trainee the employer must be the same as mentioned on your training contract.

### ATTACHMENTS

You must provide a reference letter from your employer, RTO or teacher/trainer (depending on your training contract) stating they support your nomination. The supporting employer, RTO or teacher/trainer must match your training contract.

You can provide a maximum of five single A4 pages of additional relevant evidence to support your nomination.

*The 2024 winner of this category will automatically go on to compete at the Australian Training Awards. The original nomination from the ACT winner of this category will be used for the Australian Training Awards process.*

*Nominations must be within the word count applicable for each criterion.*

*The award criteria should be the focus of your nomination.*

## PREPARING YOUR NOMINATION

### Section A: Overview

Provide a short overview describing the qualification you are enrolled in, your RTO and employer (if applicable), as well as your reason for choosing the industry and training pathway.

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the awards process. The overview provides an opportunity for you to introduce yourself to the judges.

(Limit 300 words)

### Section B: Assessment Criteria

**Criterion 1:** Career and study achievements

**Criterion 2:** Team and communication skills

**Criterion 3:** Ability to be an ambassador (representative) for training in Australia

**Criterion 4:** Community engagement

(Limit 400 words per criterion)

## ADDRESSING THE CRITERIA

This information will be considered and used for judging purposes.

In your nomination, you must present your information in a way that clearly addresses the selection criteria. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve other qualities and pursuits.

You may wish to consider the below when developing your nomination:

*Note: these considerations are not additional selection criteria but are provided to clarify what may be relevant to include when writing a response for each criterion.*

### Criterion 1: Career and study achievements

Consider:

- ▶ Why did you choose your course?
- ▶ How has it changed or impacted you?
- ▶ What have you gained from it?
- ▶ Are there any challenges you have had to address or that have impacted on your training?

### Criterion 2: Team and communication skills

Consider the skills you have developed through your training, such as:

- ▶ What have you been able to tell others (work mates, friends etc.) about your training?
- ▶ What do you like about working in a team setting?
- ▶ What traits do you think are important to positively influence others?

### Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about:

- ▶ Where have you taken a leadership role inside or outside of training/work?
- ▶ Are there any other activities you have been involved in where you have been a representative?
- ▶ How would you describe the quality of your training?

### Criterion 4: Community Engagement

You may wish to include information about:

- ▶ How are you connected with your community/extended family?
- ▶ How has the training impacted your community?
- ▶ What qualities do you have, or activities have you been involved in, you feel would be useful in your role as Aboriginal and Torres Strait Islander Student of the Year?
- ▶ What are your achievements in areas other than study and work?

# ACT AUSTRALIAN SCHOOL-BASED APPRENTICE OF THE YEAR

The ACT Australian School-based Apprentice of the Year Award is presented to a student who is undertaking a Certificate II or above qualification as a part-time Australian School-based Apprentice (ASbA). The Award recognises the student's commitment to their formal studies at school and in the workplace.

## ELIGIBILITY

You must:

- ▶ be undertaking/completing a Certificate II or above qualification through an ASbA (apprenticeship or traineeship).
- ▶ be enrolled in school at the time of nomination through state and territory training awards.
- ▶ have a training contract registered with Skills Canberra.
- ▶ have the nomination endorsed by your employer/host employer (the employer/host employer must be the same as mentioned on your training contract).

*Note: In the case of a group training organisation (GTO), the host employer is acceptable.*

## ATTACHMENTS

You must provide a reference letter from your employer stating they support your nomination. The supporting employer must match the employer on the training contract.

You can provide a maximum of five single A4 pages of additional relevant evidence to support your nomination.

*Note: Students no longer enrolled in school at the time of nomination for state and territory training awards are encouraged to nominate for the Apprentice of the Year Award or the Trainee of the Year Award.*

*The 2024 winner of this category will automatically go on to compete at the Australian Training Awards. The original nomination from the ACT winner of this category will be used for the Australian Training Awards process.*

*Nominations must be within the word count applicable for each criterion.*

*The award criteria should be the focus of your nomination.*

## PREPARING YOUR NOMINATION

### Section A: Overview

Introduce yourself and provide a short overview describing the qualification you are enrolled in, your registered training organisation (RTO), and employer and host employer (if applicable) as well as your reason for choosing the industry and training path.

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the awards process. The overview provides an opportunity for you to introduce yourself to the judges and the audience of the ACT Training Awards.

(Limit 300 words)

### Section B: Assessment Criteria

**Criterion 1:** Career and study achievements

**Criterion 2:** Team and communication skills

**Criterion 3:** Ability to be an ambassador (representative) for training in Australia

**Criterion 4:** Other qualities and pursuits

(Limit 400 words per criterion)

## ADDRESSING THE CRITERIA

This information will be considered and used for judging purposes.

In your nomination, you must present your information in a way that clearly addresses the selection criteria. Judging panels will be looking for evidence of how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve other qualities and pursuits.

You may wish to consider the below when developing your nomination:

*Note: these considerations are not additional selection criteria but are provided to clarify what may be relevant to include when writing a response for each criterion.*

### Criterion 1: Career and study achievements

Consider:

- ▶ Why did you choose your course?
- ▶ How has it changed or impacted you?
- ▶ What have you gained from it?
- ▶ How has your job assisted your skills development?

### Criterion 2: Team and communication skills

Consider the skills you have developed through your training, such as:

- ▶ What have you been able to tell others (work mates, employers etc.) about your training?
- ▶ What do you like about working in a team setting?
- ▶ What traits do you think are important to positively influence others?

### Criterion 3: Ability to be an ambassador (representative) for training in Australia

Tell us about:

- ▶ Where have you taken a leadership role inside or outside of work?
- ▶ Are there any other activities you have been involved in where you have been a representative?
- ▶ How would you describe the quality of your training?

### Criterion 4: Other qualities and pursuits

You may wish to include information about:

- ▶ Are there any challenges you have had to address or that have impacted on your training?
- ▶ When have you been required to use initiative either in your training, your personal life, or your school / workplace?
- ▶ What other qualities or activities do you feel would be useful in your role as Australian School-based Apprentice or Trainee of the Year?
- ▶ What other community or industry involvement have you had?

2023 ACT Australian School-based Apprentice of the Year Poppy Chalmers and Minister for Skills Chris Steel





2023 ACT VET Teacher/Trainer of the Year  
Peter Redfern-Elliot

## ACT VET TEACHER/TRAINER OF THE YEAR

The ACT VET Teacher/Trainer of the Year award recognises innovation and excellence by a VET teacher/trainer providing nationally recognised training to students at an RTO, or in partnership with an RTO.

### ELIGIBILITY

You must:

- ▶ be an Australian citizen or permanent resident of Australia.
- ▶ be a qualified [as determined by the Standards for Registered Training Organisations (RTOs) 2015] teacher/ trainer employed (or regularly contracted) by an RTO.
- ▶ have delivered training in the state/territory of the nomination from 1 January 2023 to 31 December 2023, which has led or will lead to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework;
- ▶ provide evidence of your qualification as part of your nomination. This must be a Certificate IV in Training and Assessment and/or a qualification in adult education at a diploma or higher level.
- ▶ have the nomination endorsed by your employer (RTO).

### ATTACHMENTS

You must provide a reference letter from your employer (RTO) stating that they support your nomination.

You can provide a maximum of five single A4 pages of additional relevant evidence to support your nomination.

The 2024 winner of this category will automatically go on to compete at the Australian Training Awards. The original nomination from the ACT winner of this category will be used for the Australian Training Awards process.

Nominations must be within the word count applicable for each criterion. The award criteria should be the focus of your nomination.

## PREPARING YOUR NOMINATION

### Section A: Overview

Introduce yourself and provide a short overview describing the qualification you are enrolled in, your registered training organisation (RTO), and employer and host employer (if applicable) as well as your reason for choosing the industry and training path.

This information will not be considered or used for judging purposes, but it may be used as your summary throughout the awards process. The overview provides an opportunity for you to introduce yourself to the judges and the audience of the ACT Training Awards.

(Limit 300 words)

### Section B: Assessment Criteria

**Criterion 1:** Excellence and initiatives

**Criterion 2:** Learner needs and focus

**Criterion 3:** Commitment to VET teaching and learning

**Criterion 4:** Links with industry and community

(Limit 600 words per criterion)

## ADDRESSING THE ASSESSMENT CRITERIA

This information will be considered and used for judging purposes.

In your nomination, you must present your information in a way that clearly addresses the selection criteria. Judging panels will be looking for evidence.

The nomination must be supported by the individual's employer. This can be in the form of a reference/ supporting statement from the employer that can be attached to the nomination.

When developing your nomination against the award criteria, you may wish to consider the below.

*Note: These considerations are not additional criteria but are provided to give clarification of what may be relevant to include when writing against the award criteria.*

### Criterion 1: Excellence and Initiatives

Consider:

- ▶ What involvement have you had in the development of new learning methodologies and training delivery?
- ▶ Have you implemented an initiative which has led to innovation/improvement in your delivery and/or assessment practice?

- ▶ How have you shared the outcomes of your innovation/improvement with your colleagues?
- ▶ What is the impact of these initiatives/ improvements on your learners, your colleagues and your industry partners?

### Criterion 2: Learner needs and focus

Tell us about:

- ▶ How have you supported the diverse needs of your learners and ensured they continue to be engaged in their learning journey?
- ▶ How are the design and delivery methodologies in your training program effective?
- ▶ Where have you initiated a new idea/activity etc. in response to feedback?
- ▶ What learner/industry/community feedback mechanisms do you use?

### Criterion 3: Commitment to VET teaching and learning

You may wish to include information about:

- ▶ How do you maintain and grow your own skills and knowledge?
- ▶ How do you support others to develop their skills and knowledge?
- ▶ How do you engage with other VET professionals?

### Criterion 4: Links with industry and community

Consider:

- ▶ What active links with industry and the community have you implemented?
- ▶ What major issues are confronting the industry(s) your program engages with?
- ▶ How can VET help address these issues?
- ▶ What level of engagement do you have with industry and professional bodies?
- ▶ How do you promote VET in industry and the community?



2023 Norm Fisher Award recipient Edward Nathan



2023 Awards event at the National Museum of Australia

## NORM FISHER AWARD

Mr Norm Fisher AM retired in 1996 after 10 years as the Chief Executive and Director of the Canberra Institute of Technology (CIT). Mr Fisher led the development of CIT from 1987. Through his efforts, CIT now has a national and international reputation for innovative educational courses covering a range of disciplines and industries.

Mr Fisher was an adviser on training to the Australian Public Service and a member of the Canberra Clinical School Board of Studies.

He was a leader in the development of statistical management of the Australian VET system and was appointed a Member of the Order of Australia for services to the Australian Public Service in 1986.

The Norm Fisher Award is presented in recognition of an outstanding and extensive contribution as an individual to VET in the ACT.

### HOW TO NOMINATE

- ▶ Self-nominations will not be accepted
- ▶ A maximum response of 800 words per criterion is allowed with a limit of 500 words for the overview
- ▶ The nomination must be supported by both the nominator and the nominee except in the case where the individual is a posthumous nominee

### ASSESSMENT CRITERIA

- Criterion 1:** An established history of dedicated service to VET in the ACT
- Criterion 2:** Exhibited leadership and provided inspiration to others in the VET sector
- Criterion 3:** Commitment to excellence in the design and delivery of VET in the ACT
- Criterion 4:** Positively influenced VET in the ACT

Note: Nominations for the Norm Fisher Award will be held as rolling nominations for two (2) years. Nominees will be contacted when nominations are open to allow the nomination to be updated if required.

## JOHN SCOTT AWARD

The John Scott Award is presented in memory of John Scott's contribution to the VET system in the ACT.

Mr Scott had a long and distinguished career in the Royal Australian Navy. After his retirement he moved into the private sector. As the Chair of the Business Training Advisory Board (ACT), he reinvigorated the relationship between industry, their advisers, and the ACT Government.

Mr Scott also contributed to the Rotary Club of Canberra South, the Young Achievers of Australia Program and the Adopt-A-School program.

The John Scott Award was introduced in 1999 and is presented in recognition of outstanding commitment and contribution to VET in the ACT business sector.

### HOW TO NOMINATE

- ▶ Self-nominations will not be accepted
- ▶ A maximum response of 800 words per criterion is allowed with a limit of 500 words for the overview
- ▶ The nomination must be supported by both the nominator and the nominee except in the case where the individual is a posthumous nominee

### ASSESSMENT CRITERIA

- Criterion 1:** Dedicated service to VET in the ACT business sector.
- Criterion 2:** Worked to improve the quality and responsiveness of VET in the ACT to support business/industry.
- Criterion 3:** Commitment to excellence in the design and delivery of VET in the ACT.
- Criterion 4:** Positively influenced VET in the ACT.

*Note: Nominations for the John Scott Award will be held as rolling nominations for two (2) years. Nominees will be contacted when nominations are open to allow the nomination to be updated if required.*



# AUSTRALIAN TRAINING AWARDS

## AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak, national awards for the VET sector, recognising individuals, businesses, and registered training organisations (RTOs) for their contribution to skilling Australians.

The awards include the state and territory awards, with winners from each state and territory eligible to compete at the national level in the aligned categories.

### DIRECT ENTRY CATEGORIES

The Australian Training Awards also have additional award categories open for direct entry. These are not presented at the ACT Training Awards.

For information on the direct entry award categories visit [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au)

#### Excellence in Language, Literacy and Numeracy Practice Award

The Excellence in Language, Literacy and Numeracy (LLN) Practice Award recognises innovation and excellence by an individual involved in improving LLN skills in an educational, community or workplace context.

Winners of the national awards will be announced at the Australian Training Awards presentation held in Canberra in December 2024.

#### The Outstanding Achievement in the VET and Skills Sector Award

The Outstanding Achievement in the VET and Skills Sector Award recognises an individual or employer who has made an outstanding contribution to the VET and skills sector for over 15 years and has contributed a new innovation, knowledge or practices to the sector.

### FURTHER INFORMATION

For more information on the Australian Training Awards visit [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au)