# Nomination information

## VET Teacher or Trainer of the Year

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

## Eligibility criteria

To nominate, you must:

* be a 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 (for some period) from 1 January 2020 to 31 December 2020, which will lead/has led to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system
* have your application endorsed by the CEO, principal or director of the RTO (note: these representatives will be notified of nominations in this category), and provide evidence of your qualification [as determined by the *Standards for Registered Training Organisations (RTOs) 2015*] with the nomination
* meet the conditions of entry.

Vocational education and training (VET) teachers and trainers working in private organisations are eligible to nominate if they are delivering nationally recognised training as defined by the Australian Qualifications Framework.

Teachers and trainers who write or develop course plans or delivery methods but are not teaching students face-to-face or by another method, are not eligible to nominate.

## Nomination period and closing date

Nominations opened **early 2021** and will close on **Sunday 21 March 2021**.

You can begin preparing your nomination prior to the formal opening of the nomination period. Visit [www.desbt.qld.gov.au/training/qta/enter](http://www.desbt.qld.gov.au/training/qta/enter) to find out more.

Visit <https://bit.ly/QTA-EOI> to express your interest in nominating anytime. Our state and regional coordinators are here to help and can send you inspiration and tips to help you prepare your nomination even before nominations open at the start of each year. Visit [www.desbt.qld.gov.au/training/qta/about-the-awards/contact-us](http://www.desbt.qld.gov.au/training/qta/about-the-awards/contact-us) for coordinator contact details.

## How to prepare your nomination

Congratulations on choosing to nominate for the Queensland Training Awards. The key to a successful nomination is starting early – don’t leave it to the last minute or you may run out of time.

Visit [www.desbt.qld.gov.au/training/qta/enter](http://www.desbt.qld.gov.au/training/qta/enter) to learn more, including:

* how to prepare your nomination, including a nomination checklist, writing tips and examples of successful nominations
* conditions of entry
* contact details of regional coordinators, who are happy to assist you with your nomination
* how nominations are judged
* frequently asked questions.

## Creating an online nomination account

Nominations are submitted via the online nomination portal, which opens at the start of each year. Visit [www.desbt.qld.gov.au/training/qta](http://www.desbt.qld.gov.au/training/qta) for links to the portal.

You will need to create an account before submitting your nomination. New accounts can only be created, and nominations can only be submitted, during the nomination period.

Once you have created your account, you will receive a confirmation email and must verify your email address before you can begin a nomination. Once you have verified your email you can start your nomination, save it and go back and edit it at any time during the nomination period.

Please ensure your computer has JavaScript enabled, so you can take full advantage of the online nomination portal.

## Nomination sections

**SECTION A: OVERVIEW** *(Limit: 300 words)*

Provide an overview of the teacher/trainer’s areas of expertise, qualifications, courses/classes taught, education and work background, a description of the environment in which the teacher/trainer operates and any specific challenges which were encountered and may have had to be overcome during the course of teaching/training.

*Note: This overview* ***will not*** *be considered or used for judging purposes, but it may be used as your summary throughout the awards process. If you want any of the information from your overview assessed as part of your nomination, please make sure you also include it in your selection criteria responses.*

*Insert your response here*

*(Click into text box to start)*

**SECTION B: SELECTION CRITERIA** *(Limit: 600 words for each criterion)*

*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

**SECTION C: ATTACHMENTS**

Provide supporting material, such as:

* professional headshot **(mandatory)**
* evidence of teaching qualification **(mandatory)**, as determined by the *Standards for Registered Training Organisations (RTOs) 2015*
* newspaper/newsletter/magazine or other articles
* photocopies of awards or certificates
* letters of support (e.g. a reference from your employer or students)
* publicity photos of achievements relevant to key aspects of your nomination.

Supporting material of **up to 5 attachments** may be included. Each attachment **must not exceed 10MB**. Accepted file types include JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX. No multimedia items (e.g. YouTube videos) or discs will be accepted with nominations.

Nomination material that exceeds the maximum number of attachments **will not** be passed onto judging panels for assessment.

## Addressing selection criteria

In your nomination, you must present your information in a way that clearly addresses each criterion.

In developing your nomination, you may wish to take into account some of the considerations outlined below which are provided to give clarification of what may be relevant to include when writing against the criteria.

**CRITERION 1: Excellence and initiatives** *(Limit: 600 words)*

Consider:

* What involvement have you had in the development of new learning methodologies and training delivery?
* Describe an initiative you have implemented 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 has been the impact of these initiatives/improvements on your learners, your colleagues and your industry partners?

*Insert your response here*

*(Click into text box to start)*

**CRITERION 2: Learner needs and focus** *(Limit: 600 words)*

Consider:

* How do you support the diverse needs of your learners and ensure they continue to be engaged in their learning journey?
* What evidence is there of the effectiveness of the design and delivery methodologies of your training program?
* Provide examples where you have initiated a new idea/activity etc. in response to feedback.
* Provide examples of the learner/industry/community feedback mechanisms that you use.

*Insert your response here*

*(Click into text box to start)*

**CRITERION 3: Commitment to VET teaching and learning** *(Limit: 600 words)*

Consider:

* How do you maintain and grow your own skills and knowledge?
* How do you support others to develop their skills and knowledge?
* Provide examples of your engagement with other VET professionals.

*Insert your response here*

*(Click into text box to start)*

**CRITERION 4: Links with industry and community** *(Limit: 600 words)*

Consider:

* How are active links with industry and the community implemented in practice?
* What are the major issues 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?

*Insert your response here*

*(Click into text box to start)*

## Telephone and online interviews

It is important to note that telephone and online interviews form part of the judging process and participation is a mandatory component of nominating for the Queensland Training Awards.

All shortlisted nominees must be available to participate in a telephone or online interview during the first two weeks of May 2021, and if selected as a state finalist, the first two weeks of August 2021 as well.

Visit [www.desbt.qld.gov.au/training/qta/enter/judging](http://www.desbt.qld.gov.au/training/qta/enter/judging) for more information on the judging process.

## Regional award ceremonies and State Gala Dinner

All finalists will be required to participate in the announcement of regional winners in their region and if a regional winner, announcement of state winners. Information on the timing and format for regional and state final announcements will be updated throughout the year. Visit [www.desbt.qld.gov.au/training/qta/award-ceremonies](http://www.desbt.qld.gov.au/training/qta/award-ceremonies) for more information.

## Australian Training Awards

The Australian Training Awards are the peak national awards for the VET sector, recognising innovation and excellence in training.

The winner of the Queensland Training Awards’ VET Teacher or Trainer of the Year category will compete against the category winner from each state and territory to be named the best at the Australian Training Awards. To learn more, visit [www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au).