

# ILLAWARRA SCHOOLS

## EXCELLENCE IN VOCATIONAL EDUCATION & TRAINING AWARDS

2016

NOMINATION AND APPLICATION INFORMATION FOR:

**Excellence in Vocational Education and Training**

**STUDENT**

Industry Curriculum Framework Course or

School Based Apprentice or Trainee

Nominations close 5.00pm Friday 19th August 2016



**WORKPLACE LEARNING**

Illawarra • Shoalhaven • Southern Highlands

**CREATING OPPORTUNITY FOR** **YOUNG PEOPLE**

# **The Illawarra Schools Excellence in Vocational Education & Training Awards**

Recognise and reward outstanding achievement by VET Students, VET Coordinators, Teachers & Trainers as well as the major contribution made by local businesses to the success and achievement of VET students. They are proudly brought to you by Workplace Learning Illawarra.

## **Why Nominate A Student?**

The Excellence in Vocational Education & Training Awards is a fantastic opportunity to celebrate the achievements accomplished over the past year, together with local businesses, schools, students and representatives from the community.

Nominating a VET student, apprentice or trainee for an award shows your recognition of and pride in the level of skill the student has attained. It can also open many doors for your school, including opportunities to network, raise the profile of VET in our community and showcase your commitment to Vocational Education and Training.

## **Completing and Submitting the Nomination**

### **Complete the Nomination Form**

You may submit more than one (1) nomination.

### **Address the Criteria**

Please ensure your responses address the selection criteria as detailed in Section 3 – “Nomination Form”.

### **Submit your Nomination**

The Nomination Form – Section 3 (pages 5&6) should be collated with any attachments, signed, then posted, emailed or hand delivered. Please ensure you copy the nomination prior to sending as originals will not be returned.

### **Closing Date**

5:00 pm, Friday August 19th 2016.

## **Selection Process**

Each student will receive an invitation to attend an interview to select the recipients of the Certificates of Excellence. These interviews will be held on a date to be confirmed in the school holiday period 26/9/2016 – 7/10/2016.

The panel will comprise teachers/trainers and/or employers and business partners who are experienced in VET and who will make an assessment based on information provided at the interview as well as that contained in the nomination form.

Students assessed as meeting a standard to receive a “Certificate of Excellence in Vocational Education and Training” will be invited to receive their certificate at the awards presentation event, which will be held at The Sage Hotel Wollongong, on Tuesday 8<sup>th</sup> November 2016.

As recipients of this award, they will also be eligible for consideration to be the “VET Student of the Year” in the industry category relevant to their nomination. There is also the presentation of Outstanding VET Student of the Year who receives a personal trophy together with a perpetual trophy to be displayed at their school until the following year’s event.

Note: Students assessed by the panel as not reaching the standard for the award of the Certificate of Excellence will be presented a certificate in recognition of their nomination. This will be forwarded to them at their postal address.

## Eligibility

### **Certificate of Excellence – Industry Curriculum Framework Course – Industry Category**

- \* Students may be nominated by their workplacement host employer and/or their school or registered training organisation
- \* The nominee must be enrolled in an Industry Curriculum Framework course and attending a school and/or, TAFE Campus or other RTO in the Workplace Learning Illawarra coordination area
- \* The qualification must be part of the students HSC program and due for completion in 2016
- \* Nominees must agree to the nomination and sign the nomination form prior to it being lodged
- \* Nominees can be nominated in more than one industry category

### **Certificate of Excellence - School Based Apprentice or Trainee – Industry Category**

- \* Students may be nominated by their school, registered training organisation, group training organisation or employer
- \* The nominee must be attending school and/or TAFE in the Workplace Learning Illawarra workplacement coordination area and the qualification must be part of the students HSC program
- \* Nominees must have training agreements that are current during 2016 and registered with State Training Services (NSW Department of Industry)
- \* Nominees must agree to the nomination and sign the nomination form prior to it being lodged
- \* Nominees can be nominated in more than one industry category

### **VET Student of the Year - Aboriginal or Torres Strait Islander**

- \* Students must identify as being of Aboriginal or Torres Strait Islander descent
- \* Nominees must be nominated for and be eligible to receive a Certificate of Excellence in either of the two industry categories above
- \* Nominees must agree to the nomination and sign the nomination form prior to its lodgement
- \* Nominees are also eligible to be VET Student of the Year in the industry category for which they are nominated

### **VET Student of the Year – Student with a Physical Disability**

- \* Students must identify as having a physical disability that they have managed in the attainment of the qualification in the category for which they have been nominated
- \* Nominees must be nominated for and be eligible to receive a Certificate of Excellence in either of the two industry categories above
- \* Nominees must agree to the nomination and sign the nomination form prior its lodgement
- \* Nominees are also eligible to be VET Student of the Year in the industry category for which they are nominated

### **VET Student of the Year – Student with Special Needs**

- \* Students must identify as having an intellectual disability that they have managed in the attainment of the qualification in the category for which they have been nominated
- \* Nominees must be nominated for and be eligible to receive a Certificate of Excellence in either of the two industry categories above
- \* Nominees must agree to the nomination and sign the nomination form prior its lodgement
- \* Nominees are also eligible to be VET Student of the Year in the industry category for which they are nominated

## Conditions of Entry

- \* The closing date for the Awards is 5.00pm on Friday 19th August 2016. No extensions will be given
- \* As these awards recognise Excellence in VET it is anticipated that no more than 2 students per class will be nominated, unless there are exceptional circumstances which will be noted in the nominations of the students involved
- \* Nominees must meet all eligibility criteria
- \* Non-compliance with entry criteria will result in the nomination not being accepted
- \* Nominees must be prepared to attend an interview as required
- \* All nominees are eligible to receive a Certificate of Excellence award and all Certificate of Excellence winners are eligible and will be considered for the award of VET Student of the Year in their industry category
- \* All industry category winners will be eligible to receive the Outstanding Student of the Year Award
- \* Workplace Learning reserves the right to use non-confidential details, profiles, training details and/or photographs for any publicity purpose pertaining to Vocational Education and Training including, but not limited to the awards and the promotion of Vocational Education and Training
- \* Students and nominators must sign the application and the application must be endorsed by the schools VET Coordinator or the RTO's Faculty Director
- \* All nominees agree to abide by the decision of the selection committee and no appeals will be entered into
- \* The committee may at its discretion not consider a student nomination from a host employer, where that nomination is not supported by the school or TAFE/RTO the student is attending
- \* When signing this nomination form, all parties are agreeing to the endorsement of the nomination and the Conditions of Entry

## Privacy Notice

The information provided by you on the nomination & attachments will be used by Workplace Learning Illawarra, Shoalhaven & Southern Highlands and the judging committee for the purpose of administration, judging and general communication in regards to the Awards. Provision of this information is essential to determine the students' eligibility for consideration for an Award. Information will be stored securely. You may access, correct or amend your personal details by contacting Workplace Learning Illawarra, Shoalhaven & Southern Highlands, by telephone on 4225 2526, by email to [wollongong@iswlp.org.au](mailto:wollongong@iswlp.org.au) or by writing to The Manager, PO Box 1818, WOLLONGONG NSW 2500.

## Further Information

For more information about the Excellence in Vocational, Educational & Training Awards visit:

**[www.iswlp.org.au](http://www.iswlp.org.au)  
[www.facebook.com/WLISSH](https://www.facebook.com/WLISSH)  
or phone on 4225 2526**

## Submission Details

Please return this nomination to Workplace Learning Illawarra

By email: [wollongong@iswlp.org.au](mailto:wollongong@iswlp.org.au)  
By fax: 4226 3614  
By mail: PO Box 1818 Wollongong NSW 2500  
In person: Suite 1/116 Corrimal Street Wollongong NSW 2500

**Closing date: 5:00 pm Friday 19th August 2016**

# Nomination Form

## Industry Curriculum Framework course or School Based Apprentice/Trainee (please tick)

<input type="checkbox"/> Automotive <input type="checkbox"/> Electrotechnology <input type="checkbox"/> Hospitality <input type="checkbox"/> Metal & Engineering <input type="checkbox"/> Tourism & Events	<input type="checkbox"/> Business Services <input type="checkbox"/> Entertainment <input type="checkbox"/> Human Services <input type="checkbox"/> Primary Industries <input type="checkbox"/> School Based Trainee	<input type="checkbox"/> Construction <input type="checkbox"/> Financial Services <input type="checkbox"/> IDT <input type="checkbox"/> Retail <input type="checkbox"/> School Based Apprentice
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Please tick if student is to also be considered for Student of the Year in any of the categories below

<input type="checkbox"/> Aboriginal/Torres Strait Islander	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Physical Disability
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### If School Based Apprentice or Trainee:

Apprenticeship/Traineeship Name:	
Employer/Group Training Organisation & Training Provider Name:	
Employer Contact:	Contact Phone:

### Section 1: Student Details

Given Name	<input style="width: 95%;" type="text"/>	Surname	<input style="width: 95%;" type="text"/>
Postal Address	<input style="width: 98%;" type="text"/>		
Suburb	<input style="width: 95%;" type="text"/>	Postcode	<input style="width: 95%;" type="text"/>
Home Phone	<input style="width: 95%;" type="text"/>	Mobile	<input style="width: 95%;" type="text"/>
School/RTO	<input style="width: 98%;" type="text"/>		
Student Signature	_____	Date	_____

### Section 2: Nominator Details

School/RTO	<input style="width: 98%;" type="text"/>		
Nominator Name	<input style="width: 95%;" type="text"/>	Surname	<input style="width: 95%;" type="text"/>
Position	<input style="width: 95%;" type="text"/>	Phone	<input style="width: 95%;" type="text"/>
Principal Name	<input style="width: 98%;" type="text"/>		

Nominator Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 3: Nominator Comments

Please provide details why you consider the candidate a worthy recipient of a Certificate of Excellence in Vocational Education and Training. If you require more space, please provide an attachment of up to 500 words (one A4 page). You may also attach other relevant documents that support the nomination (eg references from the host employer or other school awards).

### Selection Criteria

The committee will use this information during the students' interview and may refer to your comments to seek evidence from the student in support of your comments.

In developing your nomination, you may like to take into account some of the considerations outlined below. These suggestions are provided to give clarification of what may be relevant when addressing the criteria.

### Job / Technical Skills & Competence

Consider the skill level acquired and demonstrated in tasks/projects undertaken in the classroom or training workshop or whilst participating in work placement. Consider examples that demonstrate how the student integrated classroom/workshop based learning with the skills required on the job in this particular industry area.

### Employability Skills

Consider the range of employability skills: communication, planning/organising, teamwork, self-management, applying appropriate technology, managing learning, problem solving, initiative & enterprise. Provide examples of how the nominee has developed and demonstrated some of these skills during the VET program.

### Personal Qualities

Consider the range of personal qualities such as loyalty, commitment, honesty and integrity, enthusiasm, reliability, personal presentation, positive self-esteem, sense of humour and ability to deal with pressure etc. Provide examples of how the nominee has demonstrated some of these throughout the VET program being completed.