



2018 VET Teacher / 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.

The winner of this category will automatically progress as a finalist for the Australian Training Awards and will compete at the national level.

Nominee: **(insert your name here)**

**Win up to \$4,000 cash and the
opportunity to represent the Northern
Territory at the Australian Training
Awards.**

Entries close 5pm Wednesday 2 May 2018

Submit your collated and completed nomination via email as one attachment to:
trainingawards@nt.gov.au Please ensure the file size is no larger than 15MB

How to complete and submit your nomination

Step 1- Check your eligibility

Review your eligibility for the award category. If you are not eligible for this category another category may be more appropriate.

Step 2- Read the conditions of entry and note the key dates, selection process and further commitments

Review the conditions of entry and key dates and ensure that you are able to agree to these conditions, dates, and commitments.

Step 3- Complete the nomination form

Complete the nomination form and ensure you have filled in all sections.

Step 4- Address the selection criteria *

Complete the selection criteria addressing the questions provided.

** Applications must be within the word count applicable for each criterion and be in 12pt Arial font. Up to five (5) single A4 page attachments are permitted (excluding the nomination form and talent release form). The award criteria should be the focus of your application, however any relevant evidence may be provided so long as it does not exceed the word and page limits. The selection criteria must be addressed and the application completed by you (the nominee). If you require assistance in completing your nomination you may ask your trainer and/or employer or the NT Training Awards nominations coordinator for some helpful tips. Nominators have the opportunity to briefly explain their reasons for making the nomination of the applicant in Section A. Any material in excess of the word and page limits will not be forwarded to the judging panel.*

Step 5- Complete the declaration form

Ensure all relevant parties have signed.

Step 6- Sign the talent release form

Complete the talent release form and ensure you have filled in all sections.

Step 7- Include evidence of qualification, certificates and awards

Copy your qualification and any certificates and awards you have and enclose them in with your entry.

Step 8- Checklist

Complete the checklist to ensure you have provided everything that is needed

Step 9- Submit your nomination

Collate your nomination form, selection criteria and attachments and send in your entry. **All sections must be completed. Incomplete nominations will be returned to the applicant and not accepted until they are completed in full.** The method for submitting your completed nomination is via email as **one file** to: trainingawards@nt.gov.au

Please ensure the file size is no larger than 15MB.

If you have any problems submitting your nomination please contact the NT Training Awards team:

Email: trainingawards@nt.gov.au

Phone: (08) 8935 7751

For further information please visit trainingawards.nt.gov.au.

Step 1 – Check your eligibility

Nominees for the VET Teacher / Trainer of the Year award must:

- be a qualified (as determined by the Australian Qualifications Framework) and registered teacher/trainer employed (or regularly contracted) by a Northern Territory based registered training organisation
- be delivering training (full units of study) in the Northern Territory which leads to nationally recognised qualifications or Statements of Attainment under the national training system for some period between **1 January 2017 and 30 June 2018**.

All applications must be endorsed by the RTO and evidence of qualification must be submitted with the application.ata

- 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 [for some period] from 1 January 2017 to 31 December 2017 which will lead/has led to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system; and

Step 2 – Read the below

Conditions of entry

- The closing time and date for all nominations is 5.00 pm, Wednesday 3 May 2018. No nomination will be accepted after this date.
- Nominees must complete their nomination personally. You may ask your employer or the NT Training Awards nominations coordinator for some helpful tips to assist in completing your nomination.
- Nominees must be permanent residents of Australia, reside in the NT, and meet all eligibility criteria
- Nominees may apply for one award category only and not accept any nomination for a similar award in another state or territory in the same year.
- Shortlisted nominees (finalists) must be prepared to participate in the Ambassador Preparation Program and be available to attend the Ambassador Preparation and Judging Weekend in Darwin on Saturday 23 June to the Sunday 24 June 2018. This may require taking leave from work, or study commitments for this weekend. Travel costs are covered for shortlisted individuals who do not normally reside in Darwin.
- All short listed nominees (finalists) must be available to attend the NT Training Awards gala presentation event in Darwin on Saturday 22 September 2018. Travel and accommodation costs are covered for individual finalists who do not normally reside in Darwin.
- Award winners must be able to represent the NT at the Australian Training Awards in Sydney in November. (if applicable). You will be required to take leave from work or study commitments for the **entire** week of the National awards. Travel and accommodation costs are covered for national individual finalists only.
- Nominees must agree to abide by the decision of the judging panel, which is final and cannot be appealed.
- All nominees must comply with the Department of Trade, Business and Innovation standards in regard to training, workplace health and safety, and industrial relations matters. Consequently, Award Coordinators may refuse to proceed with a nomination at any time where an organisation or individual is under investigation by the Department of Trade, Business and Innovation, or has any unresolved issues with the department.

- Finalists and winners must agree for their photographs, profiles and training details to be used for promotional purposes by the Northern Territory Government or their delegate.

Key dates

Wednesday 2 May 2018	Nominations close
Saturday 23 June 2018	Ambassadors Preparation Weekend
Sunday 24 June 2018	Judging interviews
Friday 21 September 2018	Finalists and sponsors networking event
Saturday 22 September 2018	Gala Awards Dinner (winners announced)
Thursday 15 November 2018	Australian Training Awards (Sydney)

Selection process

- Written applications will be assessed against the selection criteria to determine shortlisted nominees (finalists)
- Finalists will be required to attend the Ambassador Preparation Weekend in Darwin, Saturday 23 June to Sunday 24 June 2018
- Judging interviews will take place Sunday 24 June 2018. The judges will ask a series of questions that directly relate to the selection criteria. The judging interview will happen at the end of the Ambassador Preparation Weekend, at which time the winner and runner-up will be selected.

Gala Awards Dinner

The NT Training Awards results will be announced at a gala presentation dinner on Saturday 22 September 2018. Finalists will each receive one ticket for themselves for entry to the dinner. Tickets will be available for family, friends and colleagues to purchase in July. It is a requirement that all finalists be present at the dinner.

Progression to the Australian Training Awards

The Australian Training Awards are the peak, national awards for vocational education and training, recognising innovation and excellence in the training sector. The Australian Training Awards are the culmination of the state and territory awards with winners from each state and territory competing in the national finals.

The 2018 Northern Territory winner of this category will automatically be nominated for the Australian Training Awards and will go on to compete at the national level. The original application from the winner of this category addressing the award criteria and submitted through the NT Training Awards process will be submitted to the Australian Training Awards by the NT Awards coordinators.

Step 3 - Nomination Form

All sections must be completed in full

2018 VET Teacher / Trainer of the Year					
(Insert nominee name here)					
Nominee is (please tick):		Self-nominated <input type="checkbox"/>		Nominated by another party <input type="checkbox"/>	
Personal details					
Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	
Given name/s and surname:					
Postal address:					
Telephone – Work:		Home:			
Mobile:		Email:			
Date of Birth:		Age:			
Training subject area(s):					
Employer / RTO details					
Name of employer:					
Contact person:					
Position:					
Telephone:		Mobile:			
Postal Address:					
Email:					
Nominator contact information					
Nominees for this award can self-nominate or be nominated by another person. If the nominator is the same representative from the above registered training organisation, employer or host employer, please indicate here:					
Name:					
If the nominator is different to any of the above, please complete the section below					
Given name and surname:					
Relationship to nominee:					
Organisation:					
Position:					
Telephone:		Mobile:			
Postal address:					
Email:					

2018 VET Teacher / Trainer of the Year

(Insert nominee name here)

How did you hear about the NT Training Awards

Please tick all that are appropriate to you

- | | |
|--------------------------------|--------------------------|
| Training provider | <input type="checkbox"/> |
| Group training organisation | <input type="checkbox"/> |
| Newspaper | <input type="checkbox"/> |
| Radio | <input type="checkbox"/> |
| Facebook | <input type="checkbox"/> |
| Direct letter / email | <input type="checkbox"/> |
| Training Advisory Council | <input type="checkbox"/> |
| Employer | <input type="checkbox"/> |
| Australian Apprenticeships NT | <input type="checkbox"/> |
| Awards nominations coordinator | <input type="checkbox"/> |
| Television | <input type="checkbox"/> |
| Other, please state: | <input type="checkbox"/> |

2018 VET Teacher / Trainer of the Year

(Insert nominee name here)

Section B: Applicant criteria

When developing your application against the award criteria, you may wish to take into account some of the considerations outlined below. These suggestions are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the criteria.

Criterion 1: Excellence and innovation

Consider:

- contribution to the improvement of the national training system, through sharing teaching practices and displaying leadership outside your own teaching department or vocational area
- contribution to a body of knowledge, through articles, speaking engagements or visits to other organisations
- results for students/clients, including unexpected results, or results having industry-wide or community-wide significance
- ability to work outside area of experience and move into different roles
- innovative methods of instruction and communication
- implementation of Information Communication Technology, for example, eLearning.

Limit: 600 words

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(Insert nominee name here)

Criterion 2: Student focus/outcomes

Consider:

- learning methodologies used to engage students, including those with special needs (if relevant) and evidence of these for a variety of student cohorts
- student engagement including innovative methods of communication and validation
- successful student learning outcomes including data relating to results, completion and participation in a range of course and certificates
- systems and processes for collecting information on student needs and satisfaction
- actions in response to information on student needs and satisfaction to improve teaching/training practices.

Limit: 600 words

2018 VET Teacher / Trainer of the Year

(Insert nominee name here)

Criterion 3: Professionalism and commitment to VET teaching and learning

Consider:

- convening groups to support professional development
- association memberships
- referee reports
- maintaining ethical standards
- contribution to the maintenance of particular initiatives that support teaching and learning
- acting as mentor/guide for others (leadership)
- professional development undertaken in relation to current vocational, teaching and learning practices.
- maintaining knowledge of current issues and trends
- details of voluntary activities undertaken relevant to professional activities.

Limit: 600 words

2018 VET Teacher / Trainer of the Year

(Insert nominee name here)

Criterion 4: Links with industry or community

Consider:

- engaging with other VET teaching and learning professionals within and external to your organisation
- personal/professional industry engagement/testimonials for nominee relating to student achievements/outcomes
- personal / professional community engagement/testimonials for nominee relating to students' achievements/outcomes.

Limit: 600 words

Step 5 – Declarations

All areas must be complete.

2018 VET Teacher / Trainer of the Year			
(Insert nominee name here)			
Teacher / Trainer declaration			
I have read the nomination information and agree to the conditions of entry as detailed above.			
I confirm that all information I have provided is true and accurate. I acknowledge if short listed I must be available to attend the Ambassadors Preparation and Judging Weekend in Darwin, Saturday 23 June to Sunday 24 June 2018. I further acknowledge should I win my category I must be available for the Australian Training Awards Judging Process and Finalist Week in Sydney in November. (Dates TBA)			
Signed:		Date:	
Employer / RTO declaration			
I agree to release the short listed applicant to attend the Ambassador Preparation and Judging Weekend in Darwin, Saturday 23 June to Sunday 24 June 2018; and to attend the Australian Training Awards Judging Process and Finalist Week in Sydney in November.			
Signed:		Date:	
Name:			

Step 6- Talent Release Form

Talent Release Form			
I,			
of (address)			
		Telephone:	
Mobile:		Email:	
<p>I agree to appear in visual and/or audio recordings which can be used in advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>I give permission for my name and visual and / or audio recordings of me to be used in advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>I assign any rights I may have in the visual and/or audio recordings and associated advertisements, documents and promotional material to the Northern Territory Government.</p> <p>I am free to enter into this Agreement, and to appear in the proposed advertisements, documents and other promotional material published by the Northern Territory Government.</p> <p>This Agreement is made under the laws of the Northern Territory and any dispute can be taken for resolution by the courts in the Northern Territory.</p> <p>Wherever possible, the Northern Territory Government will remain sensitive to and understanding of cultural, family and personal sensitivities</p>			
Are you of Aboriginal or Torres Strait Islander descent?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any special considerations for use of the visual / audio recording(s):			
Brief description of visuals / audio recorded:			
Date:		Signed:	
		(if minor, signature of parent/guardian)	
Collected on behalf of the Northern Territory Government by:			
Name:	NT Training Awards Coordinators	Signed:	
<p>The Northern Territory Government is collecting the information in this form to obtain permission to use visual and audio recordings in Northern Territory Government advertising, documents and promotional materials. Visual and / or audio recordings, or other personal information described in this form may be supplied to contractors or service providers engaged by the Northern Territory Government to develop or produce advertising, publications or promotional materials, but will not be provided to any other person or organisation for purposes other than Northern Territory Government advertising and promotions. You are entitled at any time to access and amend the information provided by you on this form.</p>			
<p>Northern Territory Government, GPO Box 3200, Darwin NT 0801, Australia</p>			
For more information please contact: Chantelle Salandanan			
Agency name:	Department of Trade, Business and Innovation	Telephone:	08 8935 7751

Information about having visual and / or audio recordings taken of you for the NT Government.

Before you agree to have any recordings taken of or including you for the Northern Territory Government, there are some important things you need to know.

Note: Where the words photo or photograph is used, this includes any other recordings, such as video, film and sound.

What will happen to my photograph once it is taken?

The Northern Territory Government will store your photograph digitally in its photographic database and library. The talent release form that you signed will be placed in a file. The photograph and the form will be cross referenced to ensure we have your permission to use your photograph.

Who can use my photograph?

Once stored in the database, your photograph may be used by any Northern Territory

Government department or agency. Your photograph cannot be shared with any person, organisation or company outside of the Northern Territory Government without your express permission. This includes private companies, political parties, advertising agencies and charitable organisations.

Where will my photograph be used?

Your photo may be used in a variety of applications, ranging from small newsletters to major displays. Some of the typical places you might see your photo include:

- In newsletters distributed in the Territory and interstate in both printed and electronic format.
- In advertisements in newspapers, magazines or television in the Northern Territory and the rest of Australia.
- In a range of printed publications such as government strategy documents or brochures promoting or explaining government services.
- On government websites.
- On government displays.

What if I don't want my photograph to be used somewhere?

It can be quite a surprise to see your photograph blown up two metres tall at a display, or to suddenly find yourself appearing on television. You need to be aware that your photograph may be used in these situations unless you ask for it not to be. If there are circumstances where you do not want your photo used, make sure you write that down on the Talent Release Form you sign. Or if you are giving permission for your photograph to be used for one purpose only, you also need to write this down.

Or contact Chantelle Salandanan on 08 8935 7751.

Why do you need to know if I am Indigenous?

We appreciate that if you are Indigenous, there may be certain cultural sensitivities about using your image.

Step 7- Certificates and awards

Enclose copies of up to five (5) single A4 attachments: certificates, awards etc. related to your career (please do not send originals as they will not be returned).

Step 8– Checklist

Before submitting your nomination, please check:

- You are a permanent resident of Australia and reside in the NT.
- All of the assessment criteria have been individually addressed within the word count applicable for each criterion.
- The nomination in its entirety has been completed by you.
- The nomination has been endorsed by your employer / registered training organisation.
- You have provided evidence of your qualification.
- Someone you trust has read and checked your application.
- The talent release form is completed, signed and included in your nomination.
- You have enclosed copies of certificates, awards etc. related to your career (please do not send originals as they will not be returned).
- You and your employer acknowledge if short listed you must be available to attend the Ambassador Preparation and Judging Weekend in Darwin from Saturday 23 June to Sunday 24 June 2018
- You and your employer acknowledge should you win your category you must be available to attend the Australian Training Awards Judging Process and Finalist Week in Sydney in November.

Step 9 – Submit your nomination

Collate your nomination form, talent release form, selection criteria and attachments and send in your entry. **The preferred method for submitting your completed nomination is via email as one attachment** to: trainingawards@nt.gov.au

Please ensure the file size is no larger than 15MB.

If you have any problems submitting your nomination please contact the NT Training Awards team:

Email: trainingawards@nt.gov.au

Phone: (08) 8935 7751

All sections of the nomination form, talent release form and criteria must be completed and addressed. Incomplete nominations will be returned to the applicant and not accepted until they are completed in full.

For further information please visit trainingawards.nt.gov.au.