

Learn Local Awards

2021

Shining the spotlight on outstanding pre-accredited learners, trainers, leaders and programs

Nomination Guide

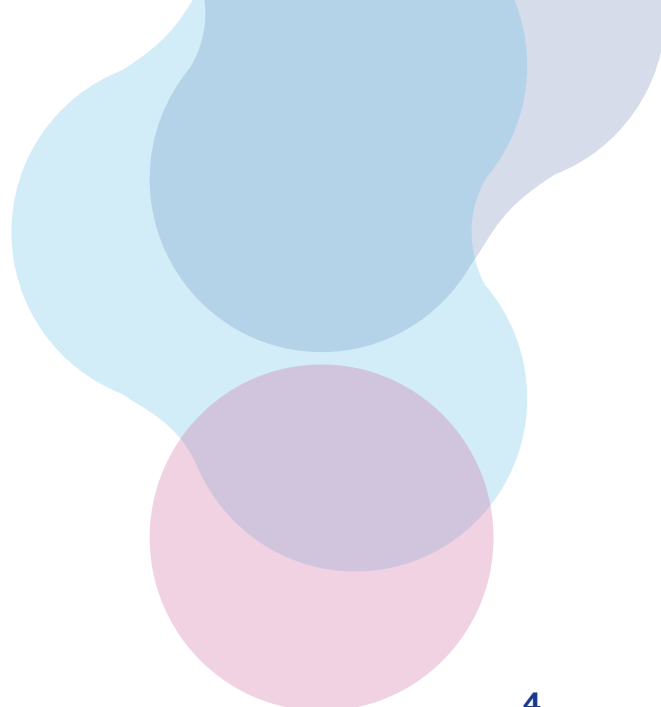


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Nomination overview

Why enter the Learn Local Awards?

The Learn Local Awards are held annually by the Adult, Community and Further Education (ACFE) Board to recognise and reward the outstanding achievements of individuals, programs and training providers within the Learn Local sector.

This year the Awards celebrates its 15th anniversary. Since 2006, the Awards have represented the Learn Local spirit and been a highlight on the sector's calendar.

Through ACFE Board-funded pre-accredited programs (Learn Local courses), the Learn Local sector plays a pivotal role in ensuring Victorians develop the core skills they need for study, work, and life. Core skills includes literacy, numeracy, English language, employability and digital skills.

For learners, the Awards enable recognition for all the hard work and commitment you have shown in furthering your education and employment pathways and connections with your community.

For Learn Local programs, trainers and leaders, the Awards are an excellent promotional tool and validation of how your dedication and innovative training have benefited your organisation, learners and the community.

For Learn Local providers, the Awards provide a benchmark of excellence that places your organisation at the forefront of the sector as well as giving you an opportunity to recognise your teams and learners.

This year there are eight general awards with a total prize pool of up to \$84,000.

There are a number of award category changes for the 2021 Awards. These changes are in response to feedback provided from various stakeholders including Learn Local providers. The new award categories recognise the diversity and strength of the Learn Local sector and reflect the strategic direction and goals of the ACFE Board Strategy 2020-25 and the Ministerial Statement on the Future of Adult Community Education in Victoria 2020-25.



For learners

1. The Ro Allen Award – Learn Local Pre-accredited Learner (Skills for study and life)
2. Victorian Learn Local Pre-accredited Learner (Skills for work) Award



For trainers and leaders

3. Victorian Learn Local Pre-accredited Trainer Award
4. Victorian Learn Local Leadership Award



For Learn Local programs

5. Victorian Learn Local Pre-accredited Program Award (For small providers)
6. Victorian Learn Local Pre-accredited Program Award (For large providers)
7. Victorian Learn Local Innovation Award
8. Victorian Learn Local Partnership Award

Key dates – 2021 Learn Local Awards

Nominations

Nominations open	Wednesday 28 April
Nomination assistance opens	Wednesday 5 May
Nomination assistance closes	Monday 9 August
Nominations close	Friday 13 August, midnight

Judging

Shortlisting	September
All nominees notified	Week of Monday 4 October
Finalists announced	Week of Monday 4 October
Finalist interviews (virtual)	Week of Monday 11 October
	Week of Monday 18 October (if required)

Event

Winners announced at Gala Event	Friday 3 December
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Kick Start Your Career in the Health Industry program (Heyfield Community Resource Centre), winner of the 2020 Victorian Learn Local Creating Local Solutions Award

Important Information

Who can enter?

Nominations for the Learn Local Awards are welcomed from anyone who knows an individual or organisation that has contributed to the Learn Local sector. You can also nominate yourself or your own organisation.

Organisations and individuals can nominate up to two candidates for each award category. Note that nominating more than one candidate from the same organisation for the same award category means they will be competing against each other.

All nominees including previous winners and finalists must meet eligibility requirements for the relevant award category and agree to the Conditions of Entry. To find out who is eligible, please check the eligibility information for the relevant award category.

How to enter

All nominations for the 2021 Learn Local Awards must be submitted via the **Award Force portal**.

Instructions to assist with the nomination process can be found later in this document.

Nominations should be submitted by **midnight on Friday 13 August 2021**.

All nominees and nominators will need to read and agree to the **Conditions of Entry (p.38)** prior to submitting their nomination.

When nominating someone else

- Nominations in all categories are welcomed from Learn Local providers, businesses, other organisations and groups connected with the Learn Local sector as well as individuals and the wider community.

- Nominees need to agree to participate, as there are commitments required from them, which are outlined in the Conditions of Entry.
- Nominees need to complete the Nominee Declaration Form on Award Force and submit the form as part of the nomination.

What happens to nominations?

- Once you have submitted your nomination, you will receive an email acknowledging receipt.
- Further correspondence will be sent at the completion of the judging process indicating whether your nomination has been successful.
- All nominations are judged according to how well they respond to the selection criteria and the supporting evidence that is provided.

What happens if you are a winner or finalist?

- Winners will be announced at the Learn Local Awards Gala Event on Friday 3 December in Melbourne.
- Winners will receive a trophy presented by an ACFE Board representative.
- All winners and finalists will receive a framed certificate signed by the ACFE Board Chair and the Minister for Training and Skills and Higher Education to recognise their outstanding achievement.
- All winners and finalists will receive a monetary prize.
- Winners and finalists may be requested by the Department of Education and Training (DET) to participate in media events in the future as ambassadors of the Learn Local sector.

DISCLAIMER: By entering the 2021 Learn Local Awards you authorise the use and/or reproduction of images for any editorial or advertising purposes initiated in conjunction with the Learn Local Awards. Your contact details may be provided to agencies engaged on behalf of the Learn Local Awards for promotional purposes.

Free Nomination Assistance Program

We understand that completing a nomination for an awards program can be time-consuming and requires clear communication and writing skills to ensure it is of a good standard that can be appraised by the judges.

To assist with your nominations, we have engaged a professional editor who can review your draft and make sure your nomination is of the highest possible quality. This is a free service available to all nominators.

To access this service, you will need to prepare a draft of your nomination in a word document to

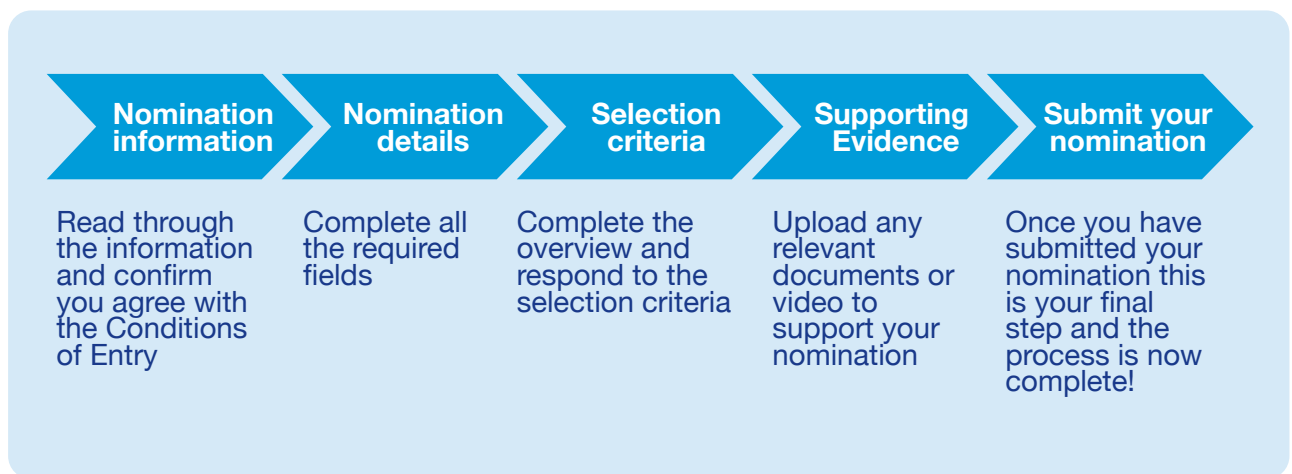
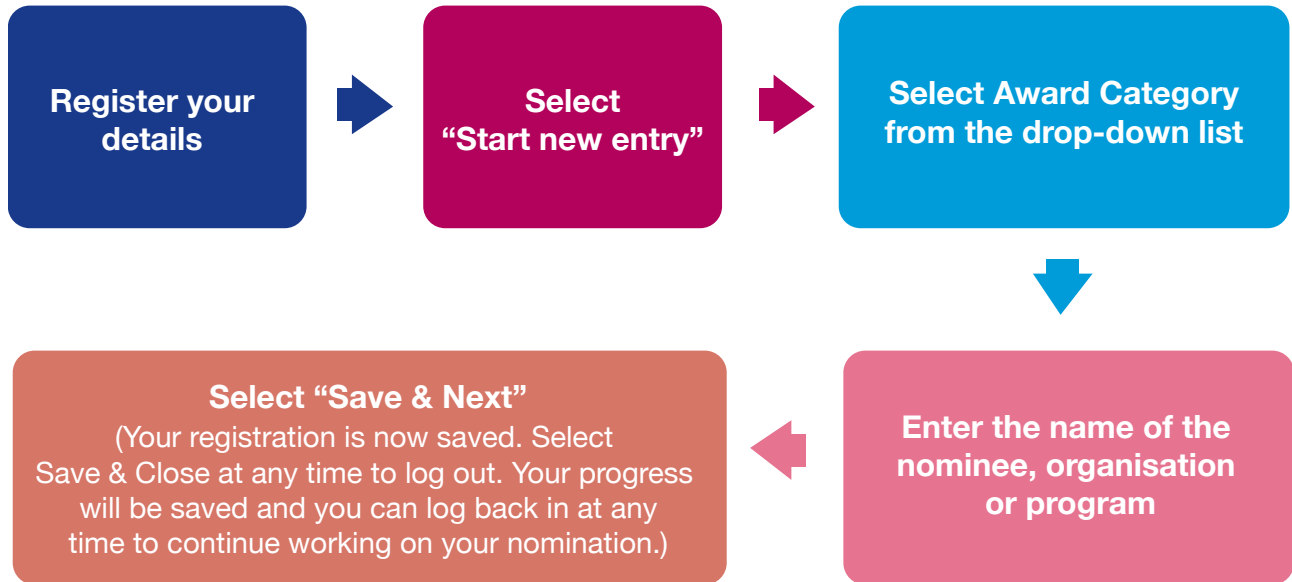
be reviewed by a professional editor who has extensive knowledge of the awards and criteria. Their assistance may include an appraisal of your nomination against the relevant selection criteria and some advice on what sections may require more information or evidence. They can also provide some editing assistance to ensure everything reads well and is spelt correctly.

For more information on the free nomination assistance program, please contact the Learn Local Awards team at learnlocal@education.vic.gov.au.



Nominating for a Learn Local Award online

Register at: lla.awardsplatform.com



Question: What do I do if I am having trouble submitting my nomination or uploading supporting evidence?

Contact the Learn Local Awards team prior to the nomination closing date.

T 1800 413 622

E learnlocal@education.vic.gov.au

For learners



The Ro Allen Award – Learn Local Pre-accredited Learner (Skills for study and life)

Victorian Learn Local Pre-accredited Learner (Skills for work) Award

Based on stakeholder feedback and a review of the Learn Local Awards, in 2021 the two learner award categories have been re-categorised into a ‘Skills for study and life’ and a ‘Skills for work’ award.

This update recognises the various intended and/or actual outcomes of pre-accredited learners and aligns to the goals identified in the ACFE Board Strategy 2020–25 and Ministerial Statement on the Future of Adult Community Education in Victoria 2020-25. Each award category is open

to Victorian Learn Local pre-accredited learners aged between 18 – 67 years old.

Both awards focus on the key outcomes achieved by the learner, and whether they have proceeded into further study, volunteering or paid employment opportunities. The eligibility and selection criteria have been modified to reflect the specific themes highlighted in each award category, so please make sure you read this information carefully before making a nomination.



Colleen Forbes, winner of the 2020 Learn Local Awards — Ro Allen Award (Recognising Pre-accredited Learner Excellence).

The Ro Allen Award – Learn Local Pre-accredited Learner (Skills for study and life)

Overview of the award

This award recognises the achievements of adult Victorians that have developed the core skills they needed for study and/or life.

The award will go to a learner, who has achieved at least one of the below, as a result of their participation in one or more ACFE Board-funded pre-accredited programs (Learn Local courses) in 2020:

- Developed the literacy, numeracy and/or English language skills they needed to participate more fully in the community and/or to enter further study.
- and/or
- Developed the literacy, numeracy, English language and/or digital skills they needed to successfully complete accredited training they were already undertaking.

The learner will have established pathways for themselves into further education and/or volunteer roles.

They will have demonstrated a high level of engagement with their learning and will have been actively developing new skills and enhancing their knowledge.

The learner will demonstrate a commitment to continuing their learning journey and be a role model for other people to show what can be achieved by participating in a Learn Local course.

The winner of this award will receive \$5,000. Up to three finalists for this award will each receive \$1,000.

The difference between this award category and the ‘Victorian Learn Local Pre-accredited Learner (Skills for work) Award’ is that this award category is focused on learners who developed the skills they needed for further study and/or life, while the other award category is focused on learners who developed the skills they needed for work.

This award category is named in honour of Ro Allen, who is Australia’s first Gender and Sexuality Commissioner and was the former chairperson of the Adult, Community and Further Education Board from 2009 to 2015.

Eligibility

To apply for this award category, the nominee must:

- be aged between 18 and 67 years.
- have completed at least one ACFE Board-funded pre-accredited program (Learn Local course) between 1 January and 31 December 2020 that was focused primarily on developing core skills for study and/or life. Core skills are literacy, numeracy, English language, employability and digital skills.
- have completed the above Learn Local course at a Learn Local provider that is currently registered with the ACFE Board.

Nominees and nominators must also agree to the **Conditions of Entry**.

Nomination overview and eligibility check

The below additional nomination questions will be asked at the start of the nomination form. The answers to these questions do not count towards the word limits for the selection criteria.

- *Was the learner aged between 18 and 67 years at the time that they undertook the ACFE Board-funded pre-accredited program/s?*
- *Briefly describe the ACFE Board-funded pre-accredited program/s that the learner participated in during 2020. Please include the name of the program as well as a brief description of the program, up to 100 words.*

Selection criteria

Nominations will be judged against the following selection criteria:

Criterion 1: Learning achievements (Judging weighting 30%)

This criterion focuses on core skills gained (e.g. literacy, numeracy, English language, employability and/or digital skills), further education or other outcomes, as well as the nominee's level of engagement with their learning.

Guiding questions:

- *What skills has the learner gained as a result of participating in the pre-accredited program/s?*
- *What **education or other pathways** (other than employment) are available for, or have been achieved by, the learner as a result of their participation in the pre-accredited program/s?*
- *How does the learner demonstrate a high level of engagement with their learning?*

Criterion 2: Enhanced personal skills, attributes and goals (Judging weighting 30%)

This criterion focuses on the interpersonal skills and attributes that the learner has developed that can be directly attributed to their participation in the pre-accredited program/s. Interpersonal skills and attributes include communication (written or oral), leadership, teamwork, goal setting and resilience, problem solving and other social skills. Additionally, Criterion 2 focuses on the plans the nominee now has for their future in relation to further training or employment (paid or unpaid).

Guiding questions:

- *What changes did the learner, you or others observe in the learner's interpersonal skills and attributes that can be attributed to their participation in the pre-accredited program/s?*
- *What plans does the learner have for the next 12 months in relation to further training, employment, volunteering?*

Criterion 3: Other achievements (Judging weighting 30%)

This criterion focuses on what else the learner has achieved because of their participation in the pre-accredited program/s as well as their engagement with the community and how their participation in the pre-accredited program has contributed to this engagement. Criterion 3 also provides an opportunity to demonstrate evidence of leadership or mentoring roles that the learner has taken up (if relevant).

Guiding questions:

- *What community connections and/or community participation/contribution has the learner developed/undertaken (either formally or informally) as a result of their participation in the pre-accredited program/s?*
- *Describe any leadership or mentoring roles that the nominee has taken up since their participation in the pre-accredited program/s.*

Supporting evidence (Judging weighting 10%)	Length of responses
<p>In addition to providing responses to all three selection criteria, a nomination should include attachments (documents and/or letters of reference) as evidence of the learner's achievements. Attachments may include training certificates, brochures, learner, trainer/teacher or volunteer testimonials or images.</p> <p>There is a limit of 10 pages of supporting evidence allowed per nomination.</p> <p>Additionally, you may also include a single video (less than 5 minutes) to support your nomination.</p> <p>A judging weighting of 10% will be applied to the supporting material provided.</p>	<p>There will be a 300-word limit applied to each of the selection criteria. We encourage you to prepare a draft nomination and then refine it if necessary, so that the most important and relevant information is highlighted in each response.</p> <p>When responding to the selection criteria, make sure you have provided evidence that the skills, achievements or other changes in the learner are related to the learner's participation in the pre-accredited program/s you list in the overview section of the nomination form.</p> <p>Nominators may be asked to provide more detailed information and evidence of nominee outcomes at the finalist interview process.</p>

Victorian Learn Local Pre-accredited Learner (Skills for work) Award

Overview of the award

This award recognises the achievements of adult Victorians that have developed the core skills they needed for work.

The award will go to a learner, who has achieved at least one of the below, as a result of their participation in one or more ACFE Board-funded pre-accredited programs (Learn Local courses) in 2020:

- Developed the employability and digital skills, and/or the literacy, numeracy and English language skills they needed to get a job.

and/or

- Reskilled and/or upskilled (including within their current workplace/job), as workplace requirements change, and to keep pace with innovation, disruption and industry transition.

The learner will have established pathways for themselves into employment (including within their current workplace/job).

They will have demonstrated a high level of engagement with their learning and will have been actively developing new skills and enhancing their knowledge.

The learner will demonstrate a commitment to continuing their learning journey and be a role model for other people exemplifying what can be achieved by participating in a Learn Local course.

The winner of this award will receive \$5,000. Up to three finalists for this award will each receive \$1,000.

The difference between this award category and The Ro Allen Award – Learn Local Pre-accredited Learner (Skills for study and life) is that this award category is focused on the learners that developed the skills they needed for work, while the other award category is focused on learners who developed the skills they needed for study and/or life.

Eligibility

To apply for this award category, the nominee must:

- be aged between 18 and 67 years.
- have completed at least one ACFE Board-funded pre-accredited program (Learn Local course) between 1 January and 31 December 2020 that was focused primarily on developing core skills for work. Core skills are literacy, numeracy, English language, employability and digital skills.
- have completed the above Learn Local course at a Learn Local provider that is currently registered with the ACFE Board.

Nominees and nominators must also agree to the **Conditions of Entry**.

Nomination overview and eligibility check

The below additional nomination questions will be asked at the start of the nomination form. The answers to these questions do not count towards the word limits for the selection criteria.

- *Was the learner aged between 18 and 67 years at the time that they undertook the ACFE Board-funded pre-accredited program/s?*
- *Briefly describe the ACFE Board-funded pre-accredited program/s that the learner participated in during 2020. Please include the name of the program as well as a brief description of the program, up to 100 words.*

Selection criteria

Nominations will be judged against the following selection criteria:

Criterion 1: Learning achievements (Judging weighting 30%)

This criterion focuses on core skills gained (e.g. literacy, numeracy, English language, employability and/or digital skills), employment outcomes (paid or unpaid), as well as the nominee's level of engagement with their learning.

Guiding questions:

- What skills has the learner gained as a result of participating in the pre-accredited program/s?
- What **employment** pathways are available for, or have been achieved by, the learner as a result of their participation in the pre-accredited program/s?
- How does the learner demonstrate a high level of engagement with their learning?



Rory Madden 2019 Winner Victorian Learn Local Young Pre-accredited Learner Award

Criterion 2: Enhanced personal skills, attributes and goals (Judging weighting 30%)

This criterion focuses on the interpersonal skills and attributes that the learner has developed that can be directly attributed to their participation in the pre-accredited program/s. Interpersonal skills and attributes include communication (written or oral), leadership, teamwork, goal setting, resilience, problem solving and other social skills. Additionally, Criterion 2 focuses on the plans the nominee now has for their future in relation to further training or employment (paid or unpaid).

Guiding questions:

- *What changes did the learner, you or others observe in the learner’s interpersonal skills and attributes that can be attributed to their participation in the pre-accredited program/s?*
- *What plans does the learner have for the next 12 months in relation to further training, employment, volunteering?*

Criterion 3: Other achievements (Judging weighting 30%)

- This criterion focuses on what else the learner has achieved because of their participation in the pre-accredited program/s as well as their engagement with the community and how their participation in the pre-accredited program has contributed to this engagement. Criterion 3 also provides an opportunity to demonstrate evidence of leadership or mentoring roles that the learner has taken up (if relevant).

Guiding questions:

- *What community connections and/or community participation/contribution has the learner developed/undertaken (either formally or informally) as a result of their participation in the pre-accredited program/s?*
- *Describe any leadership or mentoring roles that the nominee has taken up since their participation in the pre-accredited program/s.*

Supporting evidence (Judging weighting 10%)	Length of responses
<p>In addition to providing responses to all three selection criteria, a nomination should include attachments (documents and/or letters of reference) as evidence of the nominee’s achievements. Attachments may include training certificates, brochures, learner, trainer/ teacher or volunteer testimonials or images.</p> <p>There is a limit of 10 pages of supporting evidence allowed per nomination.</p> <p>Additionally, you may also include a single video (less than 5 minutes) to support your nomination.</p> <p>A judging weighting of 10% will be applied to the supporting material provided.</p>	<p>There will be a 300-word limit applied to each of the selection criteria. We encourage you to prepare a draft nomination and then refine it if necessary, so that the most important and relevant information is highlighted in each response.</p> <p>When responding to the selection criteria, make sure you have provided evidence that the skills, achievements, or other changes in the learner are related to the learner’s participation in the pre-accredited program/s you list in the overview section of the nomination form.</p> <p>Nominators may be asked to provide more detailed information and evidence of nominee outcomes at the finalist interview process.</p>

What the judges are looking for

The judges are looking for clear and relevant examples of the learner's achievements in their learning. You are welcome to use dot points to offer precise and factual examples of challenges faced and overcome through learning. Testimonials from other learners, trainers/teachers, and the Learn Local provider can help support the nomination.

The nomination should tell a story about the nominee's learning journey, it will highlight where they have come from and what they are hoping to achieve in their future because of their learning. Providing evidence of going 'above and beyond' will improve the nomination, so include achievements that highlight qualities such as teamwork, communication, and showing initiative.

For nominators, it is important that the learner's personal reflections and experiences are highlighted throughout the nomination.

Here are some of the judging comments from last year's Awards. These may help you in preparing your nomination.

“...A transformational story, which has empowered the learner to establish themselves and succeed, inspiring them to make future goals that will enrich the community.”

“It would have been good to see some more reflections from the learner directly about their community connections, and the things that have helped inspire their journey.”

“A really well-evidenced narrative about their learning journey, with strong illustrative examples of the ways that his opportunities to learn were enhanced by the provider.”

For trainers and leaders



Victorian Learn Local Pre-accredited Trainer Award

Based on stakeholder feedback and a review of the Learn Local Awards, in 2021 the 'Victorian Learn Local Practitioner Award' has been updated with the 'Victorian Learn Local Pre-accredited Trainer Award'. This updated award is specifically focused on Learn Local staff (paid) who are directly teaching an ACFE Board-funded pre-accredited program in the classroom (virtually or face-to-face).

Victorian Learn Local Leadership Award

Based on stakeholder feedback and a review of the Learn Local Awards, in 2021 the 'Victorian Learn Local Volunteer Award' has been replaced by the 'Victorian Learn Local Leadership Award'. This new award will recognise the great contributions by Learn Local coordinators, program managers and other staff involved in the administration, planning and coordination of ACFE Board-funded training and/or programs.



Vivian Della Valle (CAE), winner of the 2020 Learn Local Awards — Victorian Learn Local Practitioner Award.

Victorian Learn Local Pre-accredited Trainer Award

Overview of the award

This award recognises the outstanding contribution that all Learn Local trainers* make to support learners in developing their skills for study, work and life.

The award will go to an individual that taught an ACFE Board-funded pre-accredited program (Learn Local course) at a registered Learn Local provider in 2020.

The winner will demonstrate a strong commitment to the Learn Local sector and an ability to engage people in learning (in the classroom, online or both). They will have strategies and techniques in place that enable them to provide or support quality training to meet different learner needs and establish pathways for them to further education and/or employment (paid or unpaid).

This individual will be a role model for colleagues and exemplify the dedication of Learn Local trainers.

The winner of this award will receive \$5,000. Up to three finalists for this award will each receive \$1,000.

****For the purposes of these Awards, ‘trainer’ is the term used for any paid employee that teaches ACFE Board-funded pre-accredited programs at a registered Learn Local provider. The individual may also be known as a tutor, teacher, practitioner or educator.***

Eligibility

To apply for this award category, the nominee must:

- be employed (paid) at a Learn Local provider that is currently registered with the ACFE Board.
- have taught an ACFE Board-funded pre-accredited program (Learn Local course) between 1 January and 31 December 2020.

Nominees and nominators must also agree to the **Conditions of Entry**.

Nomination overview and eligibility check

The below additional nomination questions will be asked at the start of the nomination form. The answers to these questions do not count towards the word limits for the selection criteria.

- *Briefly describe the ACFE Board-funded pre-accredited program/s that the nominee taught during 2020. Please include the name of the program as well as a brief description of the program, up to 100 words.*
- *Briefly describe the nominee’s professional background. What brought the nominee to the Learn Local sector and when?*

Selection criteria

Nominations will be judged against the following selection criteria:

Criterion 1: Successful professional practice (Judging weighting 30%)

This criterion focuses on how the nominee creates enhanced opportunities for learners and their successful strategies to engage a particular group or groups of learners in programs. Judges are also looking for evidence of how the nominee engages with other professionals to improve the standard of service or support provided to learners.

Guiding questions:

- *What techniques and strategies and/or resources does the trainer use to engage learners in ACFE Board-funded pre-accredited programs or the activities in the organisation?*
- *How does this person support the growth and sustainability of the organisation?*
- *How does this person support other staff and their peers?*

Responses to the above three guiding questions could include the development and sharing of resources to assist with the delivery of ACFE Board-funded pre-accredited programs.

Criterion 2: Positive outcomes achieved by learners that can be attributed to the nominee (Judging weighting 30%)

This criterion focuses on the learner pathways developed or enhanced which can be attributed to the nominee. Judges are looking for evidence of the type of outcomes that the nominee has supported, for example, how they have assisted learners to address barriers to participation and attainment or inspired students to further learning.

Guiding questions:

- *Describe the type of learner pathways this person has helped create.*
- *How do they support learners to connect with community, further education or employment opportunities?*

Criterion 3: Knowledge sharing, coaching and/or partnerships (Judging weighting 30%)

This criterion focuses on the nominee's contributions to knowledge sharing, mentoring and coaching. Additionally, this criterion provides an opportunity to outline any partnerships that may have developed as a result of the nominee's actions.

Guiding questions:

- *Describe the nominee's contributions to knowledge sharing, mentoring and coaching.*
- *Describe at least one partnership or network that the nominee has helped establish or significantly contributed to that has had positive outcomes for learners in your organisation (if relevant).*

Supporting evidence (Judging weighting 10%)	Length of responses
<p>In addition to providing responses to all three selection criteria, a nomination should include attachments (documents and/or letters of reference) as evidence of the trainer's achievements. Attachments may include curriculum, A-Frames, course plans, learner or other trainer testimonials or images.</p> <p>There is a limit of 10 pages of supporting evidence allowed per nomination.</p> <p>Additionally, you may also include a single video (less than 5 minutes) to support your nomination.</p> <p>A judging weighting of 10% will be applied to the supporting material provided.</p>	<p>There will be a 300-word limit applied to each of the selection criteria. We encourage you to prepare a draft nomination and then refine it if necessary, so that the most important and relevant information is highlighted in each response.</p> <p>When responding to the selection criteria, make sure you have provided evidence that the skills, achievements or other actions of the trainer are related to their teaching of the ACFE Board funded pre-accredited program/s that you list in the overview section of the nomination form.</p> <p>Nominators may be asked to provide more detailed information and evidence of nominee outcomes at the finalist interview process.</p>



Cloverdale Community Centre-The Gordon TAFE Collaboration, winners of the 2020 Victorian Learn Local Collaboration Award

What the judges are looking for

The judges are looking for clear and relevant examples of the nominee's commitment to engaging people in learning. Identifying particular techniques, strategies and factual examples of their teaching practice in action will help the judges as they review the nomination. Testimonials from learners and colleagues may also help support your nomination.

Providing evidence of going 'above and beyond' can also improve the nomination, so include achievement that highlight qualities such as teamwork, collaboration, leadership, communication, and showing initiative.

For nominators, it is important that the trainer's personal reflections and experiences are highlighted throughout the nomination.

Here are some of the judging comments from last year's Awards. These may help you in preparing your nomination.

“...has succeeded in establishing many Learner Pathways to employment and further study by the way in which they have designed and delivered the program. Excerpts from student feedback reinforce the evidence of the program's success.”

“...[the nominee's] teaching and learning is clearly relevant to building capability in students for work and further study.”

“...is very learner centred, and their teaching techniques are designed to encourage to not only enhance the learners' digital skills but explore possibilities for their lives.”

Victorian Learn Local Leadership Award

Overview of the award

This award recognises the outstanding leadership and contribution of Learn Local coordinators, program managers and other staff to the Learn Local sector.

This award will go to an individual that was involved in the administration, planning and/or coordination of an ACFE Board-funded training and/or program/s* in 2020.

The winner will demonstrate strong leadership skills and their willingness to go above and beyond to ensure that learners develop the skills they need for study, work and life. Their contribution may be a new innovation, a new or revised ACFE Board-funded training and/or program, a new approach to engaging learners or to improve professional practice deemed to be 'above and beyond' the everyday, with a significant and positive impact on the learner/s. The contribution may also have a long-lasting impact within the Learn Local provider, their local community and/or the Learn Local sector.

This individual will be a role model for colleagues and exemplify the dedication of Learn Local coordinators, program managers and staff.

The winner of this award will receive \$5,000. Up to three finalists for this award will each receive \$1,000.

***ACFE Board-funded training and/or program/s includes pre-accredited training, Learner Engagement A-Frame Program, Family Learning Partnerships, Skills for Work and Study Pilot Programs and Adult, Literacy and Numeracy Practitioners Program.**

Eligibility

To apply for this award category, the nominee must:

- be employed (paid) at a Learn Local provider that is currently registered with the ACFE Board.
- have been involved in the administration, planning and/or coordination of an ACFE Board-funded training and/or program/s (i.e. pre-accredited training, Learner Engagement A-Frame Program, Family Learning Partnerships, Skills for Work and Study Pilot Programs and Adult, Literacy and Numeracy Practitioners Program) between 1 January and 31 December 2020.

Nominees and nominators must also agree to the **Conditions of Entry**.

Nomination overview and eligibility check

The below additional nomination questions will be asked at the start of the nomination form. The answers to these questions do not count towards the word limits for the selection criteria.

- *Briefly describe the ACFE Board-funded training and/or program/s that the nominee was involved in during 2020. Please include the name of the training/program as well as a brief description of the training/program, up to 100 words.*
- *Briefly describe the nominee's professional background. What brought the nominee to the Learn Local sector and when?*

Selection criteria

Nominations will be judged against the following selection criteria:

Criterion 1: Leadership (Judging weighting 30%)

This criterion focuses on the nominee's leadership in the Learn Local sector, in particular how they positively influence and support the development and delivery of ACFE Board-funded training and/or programs.

Guiding questions:

- *How does this person have a positive influence on the development and delivery of ACFE Board-funded training and/or program/s?*
- *How does this person support the growth and sustainability of the organisation, their colleagues and/or the Learn Local sector more broadly?*
- *How does this person "make a difference"?*

Criterion 2: Significant contribution (Judging weighting 30%)

This criterion focuses on the nominee's willingness to go 'above and beyond' to ensure that learners develop the skills they need for study, work and life. It is seeking evidence of the nominee's contribution to the Learn Local sector, whether that be a new innovation, new or revised ACFE Board-funded training and/or program, new approaches to engaging learners or by improving professional practice

deemed to be 'above and beyond' the everyday, with a demonstrable impact on learners. The contribution may also have a long-lasting impact within the Learn Local provider, their local community and/or the Learn Local sector.

Guiding questions:

- *What contribution did the nominee make to the Learn Local sector in 2020?*
- *How did this contribution positively impact on learners?*
- *Describe any long-lasting impact the nominee's contribution had within the organisation, your local community and/or the Learn Local sector (if relevant).*

Criterion 3: Positive outcomes achieved by learners that can be attributed to the nominee (Judging weighting 30%)

This criterion focuses on the positive outcomes achieved by learners which can be attributed to the nominee. Judges are looking for evidence of the type of outcomes that the nominee has supported, for example, how they have gone 'above and beyond' to engage learners in training or assisted learners to go on to further learning.

Guiding questions:

- *Describe the type of learner outcomes this person has helped create?*
- *How do they support learners to connect with community, further education, or employment opportunities?*

Supporting evidence (Judging weighting 10%)	Length of responses
<p>In addition to providing responses to all three selection criteria, a nomination should include attachments (documents and/or letters of reference) as evidence of the nominee's achievements. Attachments may include learner, trainer or volunteer testimonials or images.</p> <p>There is a limit of 10 pages of supporting evidence allowed per nomination.</p> <p>Additionally, you may also include a single video (less than 5 minutes) to support your nomination.</p> <p>A judging weighting of 10% will be applied to the supporting material provided.</p>	<p>There will be a 300-word limit applied to each of the selection criteria. We encourage you to prepare a draft nomination and then refine it if necessary, so that the most important and relevant information is highlighted in each response.</p> <p>When responding to the selection criteria, make sure you have provided evidence that the skills, achievements, or other actions of the nominee are related to their support of the ACFE Board funded pre-accredited program/s that you list in the overview section of the nomination form.</p> <p>Nominators may be asked to provide more detailed information and evidence of nominee outcomes at the finalist interview process.</p>

What the judges are looking for

The judges are looking for clear and relevant examples of the nominees' commitment to learners and achieving positive outcomes within the community. You will need to describe the ACFE Board-funded program or project that has been supported through a planning, management, or coordination role. Testimonials from learners, trainers, colleagues, and Learn Local providers may also help support your nomination.

Providing evidence of going 'above and beyond' can also improve the nomination, with qualities such as collaboration, leadership, and showing initiative all highly regarded by the judges.

For Learn Local programs



Victorian Learn Local Pre-accredited Program Award (for small providers)

Victorian Learn Local Pre-accredited Program Award (for large providers)

Based on stakeholder feedback and a review of the Learn Local Awards, in 2021 the Victorian Learn Local Pre-accredited Program Award will be presented to both a small and a large provider based on the eligibility criteria.

This update recognises the diversity of the Victorian Learn Local sector and the resources that providers have and can contribute to the Award nomination program. The only change is highlighted in the eligibility criteria below, but the selection criteria will remain the same for both small and large providers.

Victorian Learn Local Innovation Award

Based on stakeholder feedback and a review of the Learn Local Awards, in 2021 the 'Victorian Learn Local Creating Local Solutions Award' has been updated to the 'Victorian Learn Local Innovation Award'. The updated award and criteria better reflect the ways that Learn Local providers adapt and innovate in response to local training challenges and community need.

Victorian Learn Local Partnership Award

Based on stakeholder feedback and a review of the Learn Local Awards, in 2021 the 'Victorian Learn Local Collaboration Award' has been updated to the 'Victorian Learn Local Partnership Award'. The updated award and criteria now include both accredited training and employment pathways as a successful outcome of a partnership between a Learn Local provider and at least one other organisation (e.g. another Learn Local provider, a TAFE institute, a business etc.).



The Centre for Continuing Education – Getting There, winner of the 2020 Victorian Learn Local Pre-accredited Pathway Program Award.

Victorian Learn Local Pre-accredited Program Award

Overview of the award

This award recognises the outstanding ACFE Board-funded pre-accredited programs (Learn Local courses) that are delivered by the Learn Local sector.

The winning Learn Local program will be a pre-accredited program that can demonstrate the creation of pathways for learners to further education, training and/or employment (paid or volunteer), as a result of their participation in the program.

The program will demonstrate the calibre of programs that the Learn Local sector delivers and its expertise in supporting learners to engage or re-engage with learning and develop the core skills they need for study, work and life.

It will be an exemplar of an approach to program development, design and/or delivery that reflects the particular pedagogy and approaches that characterise the work of the Learn Local sector.

The winner of this award in both the small and large provider categories will receive \$10,000. Up to three finalists for this award in both the small and large provider categories will each receive \$1,000.

The main difference between this award category and the 'Victorian Learn Local Innovation Award' is that the program delivered for this award category must have successfully established pathways for learners from a pre-accredited program to further education, training or employment (paid or volunteer). The emphasis of this award category is on pathways and outcomes for learners.

Eligibility

Victorian Learn Local Pre-accredited Program Award – For small providers

To apply for this award category, the nominated program must:

- be an ACFE Board-funded pre-accredited program (Learn Local course).
- have had a substantial amount of the program delivered between 1 January and 31 December 2020.
- have been delivered by a small Learn Local provider that is currently registered with the ACFE Board. For the purposes of this award, a 'small provider' is defined as a registered Learn Local provider that was allocated less than 10,000 pre-accredited training delivery hours in 2020 (as at 31 Dec 2020*) AND also has an organisation total income/revenue of \$750,000 or less).

Note: If you are applying for this sub-category please attach a copy of your most recent Annual Financial Report. An online link is also suitable.

The program can be run in partnership with other organisations but must be led by the nominated Learn Local provider.

Nominees and nominators must also agree to the Conditions of Entry.

**Allocated pre-accredited training delivery hours data for 2020 (as at 31 Dec 2020) will be used to check eligibility of nominations throughout the judging process.*

Victorian Learn Local Pre-accredited Program Award – For large providers

To apply for this award category, the nominated program must:

- be an ACFE Board-funded pre-accredited program (Learn Local course).
- have had a substantial amount of the program delivered between 1 January and 31 December 2020.
- have been delivered by a large Learn Local provider that is currently registered with the ACFE Board. For the purposes of this award, a 'small provider' is defined as a registered Learn Local provider that was allocated less than 10,000 pre-accredited training delivery hours in 2020 (as at 31 Dec 2020*) AND also has an organisation total income/revenue of \$750,000 or less). Therefore a 'large provider' is all other providers that do not fit into the 'small provider' category.

The program can be run in partnership with other organisations but must be led by the nominated Learn Local provider.

Nominees and nominators must also agree to the **Conditions of Entry**.

**Allocated pre-accredited training delivery hours data for 2020 (as at 31 Dec 2020) will be used to check eligibility of nominations throughout the judging process.*

Nomination overview and eligibility check

The below additional nomination questions will be asked at the start of the nomination form. The answers to these questions do not count towards the word limits for the selection criteria.

- *Does your organisation meet the 'small provider' or 'large provider' definition as outlined in the Eligibility Criteria section of the 2021 Learn Local Awards Nomination Guide?*

- *Briefly describe the ACFE Board-funded pre-accredited program that is being nominated. Please include:*
 - *Name of the pre-accredited program*
 - *When it was delivered in 2020*
 - *How did ACFE Board funding contribute to this pre-accredited program?*
 - *Describe the program and its activities*
 - *What learner group(s) is the program targeted to?*
 - *How long has the program been running?*
 - *How many learners in total have participated in the program.*

Selection criteria

Nominations will be judged against the following selection criteria:

Criterion 1: Supporting learner pathways (Judging weighting 30%)

This criterion focuses on the type of learner pathways the nominated program has generated for participants. It is seeking evidence of learner outcomes – whether in the area of further education, paid employment or volunteer roles.

Guiding questions:

- *What type of pathways does the program create for learners?*
- *How many learners have gone on to further training, employment or volunteer roles? Be specific in your response (e.g. Of the XX participants, XX learners went on to full-time work and XX learners went on to accredited training).*
- *Provide at least two examples of pathways learners have developed through their participation in the program (this can be done by outlining the learner's journey/story).*

Criterion 2: Effectiveness of teaching and learning (Judging weighting 30%)

This criterion focuses on the successful activities and approaches that the program uses to support the development of learner pathways. It is seeking evidence of creativity in the activities and approaches used by the provider to support learner pathways. The provider can also reflect on how it has adapted strategies implemented elsewhere to achieve solutions locally.

Guiding questions:

- *In the development of the program, how was the creation of pathways for learners ensured?*
- *What makes this program special?*

Criterion 3: Linkages and partnerships (Judging weighting 30%)

This criterion focuses on the connections the program has beyond the 'classroom' and how these connections have contributed to the pathways the program generates for learners. This criterion provides you with the opportunity to demonstrate how participants have established links with other courses or areas of the organisation; how the program connects with business or industry; or how through the program learners are increasing engagement with their communities.

Guiding questions:

- *How does the program connect with the work/offerings of other organisations?*
- *How does the program connect with business or industry (individuals or groups)?*
- *How does the program support learners to engage with their community?*

Supporting evidence (Judging weighting 10%)	Length of responses
<p>In addition to providing responses to all three selection criteria, a nomination should include attachments (documents and/or letters of reference) as evidence of the program's achievements. Attachments may include curriculum, A-Frames, course plans, learner or trainer testimonials or images.</p> <p>There is a limit of 10 pages of supporting evidence allowed per nomination.</p> <p>Additionally, you may also include a single video (less than 5 minutes) to support your nomination.</p> <p>A judging weighting of 10% will be applied to the supporting material provided.</p>	<p>There will be a 500-word limit applied to each of the selection criteria. We encourage you to prepare a draft nomination and then refine it if necessary, so that the most important and relevant information is highlighted in each response.</p> <p>When responding to the selection criteria, make sure you have provided evidence that the skills, achievements, or other outcomes highlighted are related to the innovative solution that you list in the overview section of the nomination form.</p> <p>Nominators may be asked to provide more detailed information and evidence of outcomes at the finalist interview process.</p>

What the judges are looking for

The judges are looking for clear and relevant examples of the outcomes that have been achieved through the pre-accredited program. Providing a pathway to further employment, study or volunteer work is a key emphasis of this award and should be clearly referenced. Be specific in your data and reporting (e.g. *Of the XX participants, XX learners went on to full-time work and XX learners went on to accredited training*).

Using precise language, short succinct factual statements and dot points to provide your evidence is acceptable. Testimonials from learners, trainers and other community partners or organisations also help support your nomination. Make sure you tell a positive story of your organisation and the program being delivered and how it positively supports learners find pathways to further opportunities.

Here are some of the judging comments from last year's Awards. These may help you in preparing your nomination.

“ Highly individualised to respond to learners' needs. Positive outcomes are evident and showing success of the bespoke design flexibility.”

“ ...lacking important information about what the learners did to engage in a meaningful way in their community.”

“ Supports vulnerable cohorts to re-engage and succeed. Redesigning the program based on previous feedback on course length and content has helped identify new pathways for learners.”

Victorian Learn Local Innovation Award

Overview of the award

This award recognises an innovative solution that was developed by a registered Learn Local provider as a response to a local training challenge or community need. The innovative solution could be a new or revised ACFE Board-funded program, project or activity*.

The innovative solution will demonstrate how the Learn Local sector provides flexible, innovative, quality and tailored training that meets the needs of learners in their community. It will highlight the ways that Learn Local providers proactively think outside the box to encourage and enable learning opportunities for learners to develop their skills for study, work and life.

The innovative solution will be learner focused and may have required the Learn Local provider to change the way they usually worked to ensure the local training challenge or community need was met.

Examples of this local training challenge or community need may include, but are not limited to, the Victorian bushfires, remote and rural learning, the COVID-19 pandemic, or other relevant challenges.

The winner of this award will receive \$10,000. Up to three finalists for this award will each receive \$1,000.

The main difference between this award category and the ‘Victorian Learn Local Pre-accredited Program Award’ category is that the innovative solution developed for this award category must have been in response to a local training challenge or community need. The emphasis of this award category is on the way the organisation developed and implemented the innovative solution to benefit their community and the corresponding impact.

**‘Activity’ includes all other ‘appropriate activities in support of pre-accredited training’ as listed in the Learn Local Guidelines for Pre-accredited Training Funding and Delivery for Term 2, Term 3 and Term 4 2020.*



2019 Learn Local Awards Gala Event

Eligibility

To apply for this award category, the nominated innovative solution (i.e. new or revised ACFE Board-funded program, project or activity) must:

- be funded by the ACFE Board (i.e. pre-accredited training, Learner Engagement A-Frame Program, Family Learning Partnership, Capacity and Innovation Fund project or other 'appropriate activities in support of pre-accredited training' as listed in the Learn Local Guidelines for Pre-accredited Training Funding and Delivery for Term 2, Term 3 and Term 4 2020).
- have had a substantial amount of the innovative solution delivered during 2020 and the Learn Local provider will have been registered with the ACFE Board at the time it was delivered.
- have been developed or modified in response to a specific training challenge or community need that occurred during 2020.

Nominees and nominators must agree to the **Conditions of Entry**.

Nomination overview and eligibility check

The below additional nomination questions will be asked at the start of the nomination form. The answers to these questions do not count towards the word limits for the selection criteria.

Briefly describe the innovative solution that is being nominated. Please include:

- *Name of the innovative solution (This can be a name made up for the purposes of this award nomination)*
- *When it was delivered in 2020*
- *How did ACFE Board funding contribute to this innovative solution?*

Selection criteria

Nominations will be judged against the following selection criteria:

Criterion 1: Responding to a local training challenge or community need (Judging weighting 30%)

- This criterion focuses on how the innovative solution was developed and delivered to respond to a local training challenge or community need. Judges are looking for information about how the local training challenge or community need was first discovered and what steps you took to determine and then develop and deliver an innovative solution.

Guiding questions:

- *What was the local training challenge or community need?*
- *How did you decide on an innovative solution?*
- *Describe the innovative solution (i.e. development of a program, project or activity).*

Criterion 2: Commitment to learner needs (Judging weighting 30%)

The nominated innovative solution should have at its core a focus on learners. Judges are seeking evidence that the nominated innovative solution meets learner needs and prioritises their engagement in and/or completion of an ACFE Board-funded training program/project.

Guiding questions:

- *How have learners been impacted by the local training challenge or community need?*
- *What learners/learner groups are involved in the innovative solution?*
- *How does the innovative solution involve learners, meet their needs, and prioritise their engagement in and/or completion of an ACFE Board-funded training program?*

Criterion 3: Outcomes and achievements (Judging weighting 30%)

This criterion focuses on the outcomes and achievements of the innovative solution. It is seeking evidence of the outcomes achieved by the organisation/s involved in the innovative solution as well as the outcomes achieved by learners. Your evidence should demonstrate how you are addressing the local training challenge or community need.

Guiding questions:

- *Provide evidence of the outcomes achieved by learners that can be attributed to the innovative solution.*
- *How many learners in total were positively impacted by the innovative solution?*
- *What plans are in place for the innovative solution for the next 12 months?*
- *Will the innovation solution developed in response to the local training challenge or community need influence decisions across the rest of the organisation? If so, how?*

Supporting evidence (Judging weighting 10%)	Length of responses
<p>In addition to providing responses to all three selection criteria, a nomination should include attachments (documents and/or letters of reference) as evidence of the program's achievements. Attachments may include curriculum, A-Frames, course plans, learner or trainer testimonials or images.</p> <p>There is a limit of 10 pages of supporting evidence allowed per nomination.</p> <p>Additionally, you may also include a single video (less than 5 minutes) to support your nomination.</p> <p>A judging weighting of 10% will be applied to the supporting material provided.</p>	<p>There will be a 500-word limit applied to each of the selection criteria. We encourage you to prepare a draft nomination and then refine it if necessary, so that the most important and relevant information is highlighted in each response.</p> <p>When responding to the selection criteria, make sure you have provided evidence that the skills, achievements, or other outcomes highlighted are related to the innovative solution that you list in the overview section of the nomination form.</p> <p>Nominators may be asked to provide more detailed information and evidence of outcomes at the finalist interview process.</p>

What the judges are looking for

The judges are looking for clear and relevant examples of the outcomes that have been achieved through the pre-accredited program. Providing a pathway to further employment, study or volunteer work is a key emphasis of this award and should be clearly referenced. Be specific in your data and reporting (e.g. *Of the XX participants, XX learners went on to full-time work and XX learners went on to accredited training*).

Using precise language, short succinct factual statements and dot points to provide your evidence is acceptable. Testimonials from learners, trainers and other community partners or organisations also help support your nomination. Make sure you tell a positive story of your organisation and the program being delivered and how it positively supports learners find pathways to further opportunities.

Here are some of the judging comments from last year's Awards. These may help you in preparing your nomination.

“ This is an outstanding program meeting the complex and considerable learning needs of the women participants. It is innovative, practical, learner-focused, with significant outcomes for the women involved.”

“ Two very strong features of this program are the comprehensive structure of the program and level of engagement of the partners. Each of the program components reflects the research done initially about the needs of the industry.”

“ ...it is not clear why this training is best delivered through pre-accredited provision...the scale or scope of partnership other than through location is well explained.”

Victorian Learn Local Partnership Award

Overview of the award

This award recognises a partnership between a Learn Local provider and at least one other organisation that has resulted in improved pathways from ACFE Board-funded pre-accredited training to accredited training and/or work.

The approach taken by both parties to the partnership will have resulted in them working together to achieve a shared goal and in some instances, they may have had to change the way they usually work to ensure the success of the partnership. There will be demonstrable achievements and training impacts as a result of the partnership.

The sustainability of the partnership will be evident from the plans that are in place for the future as well as an indication of how the partnership could be replicated or adopted in other settings.

The partnership will demonstrate how Learn Local providers and other organisations/sectors can work together to improve pathway opportunities for learners.

The main difference between this award category and the 'Victorian Learn Local Pre-accredited Program Award' and the 'Victorian Learn Local Innovation Award' categories is that the emphasis of this award category is on the partnership between the Learn Local provider and other organisation/s, not a particular project or program.

The winner of this award will receive \$10,000 (to be shared by all parties). Up to three finalists for this award will each receive \$1,000 (to be shared by all parties).

Eligibility

To apply for this award category, the nominated partnership must:

- include a Learn Local provider that is currently registered with the ACFE Board and at least one other organisation (e.g. another Learn Local provider, a TAFE institute, a business etc).
- have been developed in order to improve pathways from ACFE Board-funded pre-accredited training to accredited training and/or work.
- have been in place between 1 January and 31 December 2020.

The nominated Learn Local provider does not have to have been the lead on the partnership (if there was a lead).

Nominees and nominators must also agree to the **Conditions of Entry**.

Nomination overview and eligibility check

The below additional nomination questions will be asked at the start of the nomination form. The answers to these questions do not count towards the word limits for the selection criteria.

- *How/why did the partnership begin? Please also describe how/why the partnership ended if this is the case.*
- *Who is involved in the partnership?*
- *How did ACFE Board funding contribute to this partnership?*
- *Please include evidence of a Memorandum of Understanding, or other documentation which highlights the partnership between the Learn Local provider and other organisation/s.*

Selection criteria

Nominations will be judged against the following selection criteria:

Criterion 1: Approach to the partnership (Judging weighting 30%)

The nominated partnership should have at its core a mutual commitment by all parties involved to improve pathways from pre-accredited training to accredited training and/or work. Judges are seeking evidence that all parties involved have worked together to achieve the shared goals of the partnership. This criterion also provides you with an opportunity to demonstrate that the Learn Local provider has adopted new ways of working and collaborating for the partnership to be a success and that any risks that came up as a result of the partnership were managed appropriately.

Guiding questions:

- *How do all parties involved make sure they are working together to achieve the shared goals of the partnership?*
- *In what ways have you worked differently than before/in other situations as a result of the partnership?*
- *How do you ensure that your organisation understands and manages any risks that arise as a result of the partnership?*

Criterion 2: Achievements and training impacts (Judging weighting 30%)

This criterion focuses on what the partnership has accomplished. It is seeking evidence of the achievements of the partnership for training (e.g., improvements made to existing pathways, different training modes or methods used, quality of training, creation of new pathways etc.) and the training impacts of the partnership (e.g., benefits to parties involved, community, learners, industry, etc.).

Guiding questions:

- *How has training delivery benefited from the partnership?*
- *How have learners benefited from the partnership?*
- *What are the broader positive impacts of the partnership?*

Criterion 3: Sustainability of the collaboration (Judging weighting 30%)

This criterion provides you with an opportunity to demonstrate the sustainability of the partnership, even if it has ended. In particular you may like to describe any plans that are in place for the partnership for the next 12 months and/or also how the partnership or collaborative activities could be replicated or adopted in other settings.

Guiding questions:

- *What plans are in place for the partnership for the next 12 months?*
- *Describe how the partnership could be replicated or adopted in other settings.*

Supporting evidence (Judging weighting 10%)	Length of responses
<p>In addition to providing responses to all three selection criteria, a nomination should include attachments (documents and/or letters of reference) as evidence of the partnership’s achievements. Attachments may include curriculum, A Frames, course plans, learner or trainer testimonials or images.</p> <p>There is a limit of 10 pages of supporting evidence allowed per nomination.</p> <p>Additionally, you may also include a single video (less than 5 minutes) to support your nomination.</p> <p>A judging weighting of 10% will be applied to the supporting material provided.</p>	<p>There will be a 500-word limit applied to each of the selection criteria. We encourage you to prepare a draft nomination and then refine it if necessary, so that the most important and relevant information is highlighted in each response.</p> <p>When responding to the selection criteria, make sure you have provided evidence that the skills, achievements, or other outcomes highlighted are related to the partnership that is being nominated.</p> <p>Nominators may be asked to provide more detailed information and evidence of partnership outcomes at the finalist interview process.</p>



Bryanna Paynter-Harvie, winner of the 2020 Victorian Learn Local Young Pre-accredited Learner Award

What the judges are looking for

The judges are looking for a clear and well-referenced description of the way that two or more organisations are working together to deliver improved pathways through training. Make sure you tell a positive story of the partnership, why it was developed, how it continues to function, and what the future holds for the partnership. A good nomination will give equal weighting to the contributions of each partner.

Using precise language, short succinct factual statements, and dot points to provide your evidence is acceptable. Testimonials from learners, trainers and other community partners or organisations also help support your nomination.

Here are some of the judging comments from last year's Awards. These may help you in preparing your nomination.

“What is impressive is the ways that the value proposition of working together seems to be demonstrated by different stakeholders.”

“Very well structured with a formal MOU and responsive to local changing needs. Very good understanding of mutual benefits that all organisations seek.”

“This is a really strong collaboration initiative that meets an obvious gap in pathway support for young adults with a disability, and the variety of initiatives under way to create new learning and work environments, and the offer to share with other Learn Locals, is impressive.”

Judging process



Rosewall Learning and Creative Team (Rosewall Neighbourhood Centre), winner of the 2020 Victorian Learn Local Volunteer Team Award

The ACFE Board will conduct an objective and multi-tiered judging process including the below key elements:

- There will be either two or three panels which will review between two and four award categories each.
- On each panel, there will be three judges including a representative from the ACFE Board, ACFE Regional Council and Department of Education and Training. Judges are rotated every one to two years.
- All judges are required to agree to a confidentiality agreement prior to the commencement of the judging process. Judges must also declare any conflicts of interest as soon as they arise. Any potential or perceived conflicts of interest are managed according to the ACFE Board's Conflict of Interest Policy.

- There are three judging stages:

Stage 1 – Online shortlisting:

Each judge undertakes an individual assessment of each nomination in their assigned award categories. Nominations are scored using the below scoring five-point matrices. No half-point scores are available.

The judging weighting for each award is as follows:

- Criterion 1 responses (30%)
- Criterion 2 responses (30%)
- Criterion 3 responses (30%)
- Supporting Evidence (10%)

Score		Score weighting to be used for selection criteria responses
1	<i>Unsatisfactory</i>	<i>Did not meet any of the selection criteria</i>
2	<i>Satisfactory</i>	<i>Met some of the selection criteria</i>
3	<i>Good</i>	<i>Met most of the selection criteria to a good standard</i>
4	<i>Very good</i>	<i>Met the selection criteria to a very good standard</i>
5	<i>Exceeds expectations</i>	<i>Went 'above and beyond' in responses to selection criteria</i>

Score		Score weighting to be used for supporting evidence
1	<i>Unsatisfactory</i>	<i>Lacked evidence to support nomination</i>
2	<i>Satisfactory</i>	<i>Provided some evidence to support nomination</i>
3	<i>Good</i>	<i>Provided evidence to support nomination to a good standard</i>
4	<i>Very good</i>	<i>Provided evidence to support nomination to a very good standard</i>
5	<i>Exceeds expectations</i>	<i>Went 'above and beyond' in the provision of supporting evidence</i>

Stage 2 – Panel shortlisting:

Each panel then meet for a collaborative assessment to choose up to four finalists for each award category. In some cases, a clear winner may be identified at this stage and finalist interviews will not be held. This is at the discretion of the relevant judging panel.

Stage 3 – Finalist interviews:

The final step of the process is the interview stage, where finalists are interviewed virtually, and the panel collectively choose the winner. The same set of questions is presented to each finalist to ensure consistency across the finalist interviews.

For further information, please send an email to learnlocal@education.vic.gov.au

Conditions of Entry

By entering the 2021 Learn Local Awards, you agree to abide by the following Conditions of Entry:

1. All nominations must be submitted online via the Award Force portal at: **lla.awardsplatform.com**
2. The closing time and date for all entries is **midnight on Friday 13 August 2021**. Nominators will not be able to submit a nomination after this time.
3. Nominees for individual awards must be Australian citizens or permanent residents of Australia and reside in Victoria.
4. For a nomination to be considered valid:
 - a. The nominee must meet eligibility requirements
 - b. All required entrant details must be completed.
 - c. The selection criteria must have been addressed.
 - d. The nominee must have signed the Nominee Declaration Form.
 - e. Partner(s) must have signed the Partner Declaration Form (only relevant for the Victorian Learn Local Partnership Award)
5. Finalists may be requested to attend an interview with the judging panel (either by phone or video conference) for their category in October.
6. The decisions of the judging panels are final.
7. All finalists are required to attend the 2021 Learn Local Awards Gala Event on the evening of Friday 3 December 2021 in Melbourne.
8. By applying, all applicants to the 2021 Learn Local Awards agree that all nonconfidential details from their nominations, photographs and recordings may be used by the Victorian government online, in any broadcast and print media and in a range of publicity and promotional materials. The ACFE Board considers confidential information to be nominator and nominee addresses, email addresses and phone numbers, as well as anything marked 'confidential'. All other information provided may be used as indicated above.

9. The Victorian government reserves the right to use all or part of any material generated (photographs, film footage, nomination submissions or any detail) for the purpose of the 2021 and 2022 Learn Local Awards or for publication online, in print or other broadcast media, for publicity, on promotional materials or in campaigns related to skills and training.
10. Finalists and winners of the 2021 Learn Local Awards may be required to participate in media interviews.
11. The ACFE Board reserves the right to extend the deadline for nominations at any time.
12. It is the responsibility of the nominator to ensure that they have submitted the nomination for the chosen award category by the deadline of midnight on Friday 13 August 2021 to ensure consideration.



2019 Learn Local Awards Gala Event

Nomination tips

Congratulations on choosing to nominate for the 2021 Learn Local Awards. Here are our top tips to assist you in submitting your nomination.



1. Start today

Don't wait until the last minute to nominate.



5. Think big

Make the nomination stand out!



2. Cover your bases – read the nomination guide!

Make sure you read the nomination guide carefully to ensure you have met all the eligibility criteria.



6. Ask for help

If you need assistance in writing the nomination, contact the Learn Local Awards team.



3. Tell us a story

What has been achieved and how? Give good clear examples that relate to your study and work. Make sure you provide evidence.



7. Final checks

Don't forget to proof-read the nomination.



4. Keep it simple

Avoid using slang words, jargon or too many acronyms. Keep your language simple, clear and concise!



8. Don't be late

Submit your nomination before nominations close at midnight on Friday 13 August 2021.

Nomination checklist

Nominees and nominators, ensure you have:

- Checked your eligibility for the relevant award category
- Read and agreed to the Conditions of Entry
- Signed the Nominee Declaration Form
- Signed the Partner Declaration Form
(if nominating for the Victorian Learn Local Partnership Award)
- Addressed all the selection criteria
- Attached relevant supporting evidence
- Attached a photo of the nominee or your organisation's logo
- Submitted your nomination via the online portal by
midnight on Friday 13 August 2021: lla.awardsplatform.com

2020 Learn Local Award Winners

The Ro Allen Award – Recognising Pre-accredited Learner Excellence

Colleen Forbes,
Community College Gippsland

Victorian Learn Local Young Pre-accredited Learner Award

Bryanna Paynter-Harvie,
Noweyung

Victorian Learn Local Practitioner Award

Vivian Della Valle,
Centre for Adult Education

Victorian Learn Local Volunteer Team Award

Rosewall Learning and
Creative Team, Rosewall
Neighbourhood Centre

Victorian Learn Local Pre- accredited Pathway Program Award

Getting There,
The Centre for Continuing Education

Victorian Learn Local Creating Local Solutions Award

Kick Start Your Career in the
Health Industry program,
Heyfield Community Resource Centre

Victorian Learn Local Collaboration Award

Cloverdale Community Centre-
The Gordon TAFE Collaboration,
Cloverdale Community Centre &
The Gordon TAFE

Good luck with your nomination!



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