2015 Sydney TAFE Student Excellence Awards

Information pack for:

- **Institute Achievement Awards**
  - Aboriginal and Torres Strait Islander Student of the Year
  - Apprentice of the Year
  - International Student of the Year
  - Special Achievement
  - Trainee of the Year
  - Vocational School Student of the Year

- **Faculty/Industry Achievement Awards**
  - Built Environment and Transport
  - Business and Finance
  - Community Service and Health
  - CreatiT (Design, IT, Arts and Media)
  - Manufacturing, Engineering and Electrotechnology
  - Tourism, Hospitality and Service Industries
  - Work & Study Pathways

Nominations close 18 March 2015
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Overview of Sydney TAFE Student Excellence Awards

Sydney TAFE recognises outstanding students and graduates for their passion, commitment and achievements.

The Student Excellence Awards showcase the endeavours and accomplishments of our graduates, recognising not only academic excellence but also personal, workplace and community achievements.

Sydney TAFE Student Excellence Awards are an excellent opportunity to reward an individual’s achievements for reaching their study goals.

The 2015 Student Excellence Awards are presented at an annual presentation dinner evening to be held on Friday 19 June 2015.

Who can submit a nomination?

Within Sydney TAFE, teachers and managers are encouraged to submit nominations of the exceptional achievements of their students.

If an employer wants to nominate an apprentice or trainee they should discuss it first with the relevant head teacher or Faculty Director.

Likewise, if a student wants to be nominated, they should also discuss it with their head teacher.

All nominations must be submitted to the relevant Faculty Director prior to 18 March 2015.

How to complete and submit a nomination

Check nomination eligibility
Review the eligibility section (page 3) to ensure the nominee meets the eligibility requirements and is being nominated in the correct category.

Address the selection criteria
Provide information on each of the selection criterion (see nomination form). Ensure a minimum of a paragraph is written for each criterion. Remember the judging panel will consider this information and the more detail provided will improve the chances of the nomination being successful.

Seek endorsement of the nomination
Complete the nomination form ensuring the head teacher supports the nomination, and complete the nominator section of the form (section 2 of nomination form).

Read the conditions of entry
Read conditions of entry and agree to the conditions (page 7).

Submit award nomination
Collate nomination form, including attachments ensuring the nominee keeps a copy for their reference. Applications must be submitted to the Faculty Director.

Confirmation
Sydney TAFE Promotions and Communications will send an email to the nominee and nominator on receipt of the nomination.
Award categories and eligibility

**Institute Achievement Awards**

**Aboriginal and Torres Strait Islander Student of the Year**
- Students nominated should identify as being of Aboriginal and Torres Strait Islander descent.
- Must have completed or be due to complete their apprenticeship, traineeship or vocational studies between 1 October 2014 and 30 September 2015 at Sydney TAFE.
- Must have demonstrated outstanding achievement and commitment.

**Apprentice of the Year**
- Nominated apprentice must have completed or be due to complete their apprenticeship between 1 October 2014 and 30 September 2015 at Sydney TAFE. *Note that this completion refers to the completion date on the training agreement.* If the nominee completed early through competency based completion, evidence of this early completion must be attached.
- Must have demonstrated outstanding commitment throughout their on and off-the-job training.

**International Student of the Year**
- Students nominated should have enrolled as an international student.
- Must have completed or be due to complete their vocational studies between 1 July 2014 and 30 July 2015 at Sydney TAFE.
- Must have demonstrated outstanding achievement and commitment.

**Special Achievement**
- Students nominated should have completed their studies between 1 October 2014 and 30 September 2015 at Sydney TAFE.
- Have overcome personal and/or educational disadvantage to achieve their present educational standing.

**Trainee of the Year**
- Trainees nominated must have completed or be due to complete their traineeship between 1 October 2014 and 30 September 2015 at Sydney TAFE. *Note: this completion refers to the completion date on the training agreement.* If the nominee completed earlier through competency based completion, evidence of this completion must be attached.
- Must have demonstrated outstanding commitment throughout their on and off-the-job training.
- Existing worker trainees are not eligible for nomination.

**Vocational School Student of the Year**
- Students nominated should be full-time Year 12 students undertaking accredited vocational education and training (including school based apprenticeships and traineeships) at Sydney TAFE as part of their HSC program of study in 2015.
- Must demonstrate outstanding achievement and commitment to their studies.
Faculty/Industry Achievement Awards

Students and graduates nominated must have studied a Certificate IV, Diploma or Advanced Diploma between 1 October 2014 and 30 September 2015 and demonstrated outstanding achievement and commitment in their studies.

Note: Graduates who will be receiving a TAFE NSW State Medal in higher level qualifications (Certificate IV, Diploma or Advanced Diploma) are strongly encouraged to submit a nomination form.

There is a total of 13 Faculty/Industry awards broken down to sub-faculty areas. Nominations are sought for each of the following:

> Accounting and Administration
> Management and Property
> Architecture, Building and Transport
> Construction and Vehicle Trades
> Design, Fashion and Arts
> Information Technology and Media
> Community Services
> Health
> Electrotechnology
> Manufacturing & Engineering
> Tourism and Hospitality
> Service Industries
> Work & Study Pathways
Completing the nomination form

- The nomination form must be typed, all details completed in full with no more than 10 pages.
- Section 1 and 4 - must be completed by the nominee.
- Section 2 and 3 - must be completed by the teaching section and nominee.
- Nominations close Wednesday 18 March 2015.
- Nominees are required to submit their completed nomination form to their Faculty Director by 5pm 18 March 2015.
- Faculty Director to forward supported nominations to Promotions and Communications by 4pm Friday 20 March.

Addressing the selection criteria

In the nomination, information must be presented in a way that clearly addresses the award criteria. The award judging panel will be looking for evidence of how training has contributed to the nominees’ career and study plans, to the development of their skills and their achievements to date, as well as any way in which training may have helped them to achieve other pursuits.

Keep your writing clear and simple; dot points are acceptable. Give practical examples and avoid vague generalisations: if you make a general statement such as, “I have an understanding of industry trends”, you need to give some evidence.

It is a good idea to use the assessment criteria for your category as headings in your submission. It is your choice whether you also have sub-headings for the items listed under each criterion on the entry form, they are there to give you an idea of what you could include.

It is important to address all four criteria. A total of 20 points will be allocated across these four criteria by the judging panel. The maximum amount of points available for each criteria are:

- Nominator Comments (Section 3) 2 points
- Academic Achievement (Section 4) 4 points
- Community/ Industry Involvement (Section 4) 4 points
- Career Aspirations (Section 4) 5 points
- Personal Achievements (Section 4) 5 points

Note: The nomination form together with relevant supporting documentation should be no longer than 10 pages.

Attachments

It is not essential to send any attachments with a nomination submission. However, nominees may want to attach copies of training and education certificates, copies of certificates and awards, images of works or copies of portfolio pieces and/or letters of reference that support your application.

Original documents should not be sent with any submission as we are unable to return these.

We ask that successful nominees bring any relevant portfolio work, design samples or relevant documents to the award judging panel interview.

Selection process

All nominations for Institute, College and Industry Achievement Awards are to be assessed by the Faculty Director.

The category winners will be contacted via phone and email by Sydney TAFE Promotions and Communications and invited to attend an interview for the Sydney TAFE Medal. Selected candidates are interviewed and then assessed by the award judging panel to select the Sydney TAFE Medal winner. The panel will comprise of two nominated industry/community representatives, a nominated Institute Advisory Council member and the Director of Promotions and Communications.

Winners will be required to attend an interview and photo session. The interview session will be held at Ultimo College on either Tuesday 12 May or Thursday 14 May. All nominees should be prepared to attend an interview on one of these two days if selected as a winner. All unsuccessful nominees will be notified via mail and may be asked to attend an interview at a later date to be profiled as a Sydney TAFE graduate.
Successful nominees – what’s next?

Once the winners are determined, all successful applicants will be notified via phone and email by Promotions and Communications.

**All successful nominees** will be required to attend a photo and interview session at Ultimo College for approximately one hour on **either Tuesday 12 May or Thursday 14 May**. We ask students to arrive 15 minutes prior to their interview time.

This session will consist of:
- 15 minute panel interview with the award judging panel to help determine the Sydney TAFE Medal Winner (overall student of the year)
- 15 minute interview with the Promotions and Communications Media Officer
- 15 minute video interview
- short photo shoot.

The interviews and photos taken on the day will be used for Sydney TAFE marketing collateral, media and publicity as part of the Student Excellence Award presentation as well as additional publicity around promoting Sydney TAFE including the uploading of student videos on YouTube, profiles on Sydney TAFE website/Facebook and photos within Sydney TAFE publications.

In submitting a nomination form, nominees provide consent to TAFE NSW – Sydney TAFE for use of their photograph and interview material for further publicity.

All winners along with family and employers will be invited to attend the 2015 Student Excellence Awards presentation dinner, to be held on **Friday 19 June 2015**.

Privacy notice

The information provided by you on these entry documents and attachments will be used by Sydney TAFE for the purpose of administration, judging and general communication in regards to the 2015 Sydney TAFE Student Excellence Awards. Provision of this information is essential to determine your eligibility for consideration of an award.

Information will be stored securely. If you do not provide all or any of this information then you may not be eligible for entry in the 2015 Student Excellence Awards. You may access, correct or amend your personal details by contacting:

Ishret Thomas
Special Events Coordinator
Promotions and Communications
Phone: 9217 3101
Email: SI.studentawards@tafensw.edu.au
Conditions of entry

> All nominations for all Individual, College Achievement and Industry Awards must be submitted to the Faculty Director before **Wednesday 18 March 2015**. Faculty Directors submit supported nominations to Promotions and Communications by **4pm Friday 20 March 2015**. **No extensions will be provided.**

> Nominees must be eligible for entry according to the specific award category criteria. Non-compliance with entry criteria will be sufficient reason for the award judging panel to reject the nomination.

> All nominees must agree to abide by the decision of the judging panel and no appeals will be entered into.

> Nominees must be prepared to attend in person all interviews as required and to undergo all preparations that Sydney TAFE and staff deem necessary for the Student Excellence Awards. This includes attending an interview/photo session on either Tuesday 12 May or Thursday 14 May at Ultimo College.

> Award winners must be able to attend the 2015 Student Excellence Awards presentation dinner on Friday 19 June.

> Sydney TAFE reserves the right to use non-confidential details, profiles, training details, photographs and video footage for any publicity purposes pertaining to Sydney TAFE – including but not limited to the 2015 Student Excellence Awards and the promotion of Sydney TAFE.

Further information

For more information about the 2015 Sydney TAFE Student Excellence Awards please visit sydneytafe.edu.au or contact the Sydney TAFE Promotions and Communications team via:

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