2016
Sydney TAFE Excellence Awards

Information pack for:

Alumni Achievement Awards:
- Alumni Award for Innovation and Entrepreneurship
- Alumni Award for International Achievement
- Alumni Award for Contribution to Community
- Alumni Award for Emerging Talent

Industry Achievement Awards
- Business and Foundation Programs Bassam Barake Industry Award
- Construction, Engineering and Transport Susan Jarrett Industry Award
- CreatIT Chris Ebeling Industry Award
- Tourism, Hospitality and Service Industries Carol Bagaric Industry Award
- Community Services and Health Luke Madden Industry Award

Institute Achievement Awards
- Aboriginal and Torres Strait Islander Student of the Year
- Apprentice of the Year George Giavis Award
- Trainee of the Year
- International Student of the Year
- Vocational School Student of the Year Award
- Higher Education Student of the Year Amy Stiles Award
- Institute Director’s Award

Nominations close 10 March 2016
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Overview of Sydney TAFE Excellence Awards

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

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

Sydney TAFE Excellence Awards are an excellent opportunity to reward an individual’s achievements for reaching their goals. The new Alumni Awards will recognise Sydney TAFE’s most outstanding graduates whose qualities of innovation, leadership and compassion have made a difference to our world. The new VET Teacher/Trainer of the Year Award acknowledges the dedicated teachers/trainers who provide individuals with skills through vocational education and training.

The 2016 Excellence Awards will be presented on **Wednesday 22 June 2016**.

Who can submit a nomination?

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

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

Likewise, if a student or alumni wants to be nominated, they are encouraged to discuss it with their teacher and/or head teacher.

All nominations must be submitted to the relevant Faculty Director by **10 March 2016**.

How to complete and submit a nomination

**Check nomination eligibility**

Review the eligibility section (page 3 and 4) 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 relevant 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 relevant Faculty Director (see below).

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Faculty Director</th>
<th>Phone number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Foundation Studies</td>
<td>Jill Rohrer</td>
<td>9217 3115</td>
<td><a href="mailto:jill.rohrer@tafensw.edu.au">jill.rohrer@tafensw.edu.au</a></td>
</tr>
<tr>
<td>Construction, Engineering and Transport</td>
<td>Di Craven</td>
<td>9710 5802</td>
<td><a href="mailto:diane.craven@tafensw.edu.au">diane.craven@tafensw.edu.au</a></td>
</tr>
<tr>
<td>Community Services and Health</td>
<td>Carmel Ellis-Gulli</td>
<td>9469 8505</td>
<td><a href="mailto:carmel.ellis-gulli@tafensw.edu.au">carmel.ellis-gulli@tafensw.edu.au</a></td>
</tr>
<tr>
<td>CreatiT</td>
<td>Christine Leetham</td>
<td>9394 5777</td>
<td><a href="mailto:christine.leetham@tafensw.edu.au">christine.leetham@tafensw.edu.au</a></td>
</tr>
<tr>
<td>Tourism, Hospitality and Service Industries</td>
<td>Deb Hyam</td>
<td>9217 5415</td>
<td><a href="mailto:deborah.hyam@tafensw.edu.au">deborah.hyam@tafensw.edu.au</a></td>
</tr>
</tbody>
</table>

**Confirmation**

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

**Alumni Achievement Awards**

**Alumni Award for Innovation and Entrepreneurship**
Awarded to a Sydney TAFE graduate of five years minimum who has shown outstanding leadership, innovation and entrepreneurship in their chosen industry.

**Alumni Award for International Achievement**
Awarded to a Sydney TAFE graduate of five years minimum who has successfully worked internationally in their chosen industry.

**Alumni Award for Contribution to Community**
Awarded to a Sydney TAFE graduate of five years minimum who has contributed to the community through their chosen career or as a volunteer.

**Alumni Award for Emerging Talent**
A graduate of two years, who has demonstrated exceptional professional growth and success in their chosen career.

**Industry Achievement Awards**

Nominees who have demonstrated outstanding achievement and commitment and successfully completed or are due to complete Certificate IV, Diploma, Advanced Diploma or Degree between 1 October 2015 and 30 September 2016 at Sydney TAFE.

- **Business and Foundation Programs Bassam Barake Industry Award**
- **Construction, Engineering and Transport Susan Jarrett Industry Award**
- **CreatiT Chris Ebeling Industry Award**
- **Tourism, Hospitality and Service Industries Carol Bagaric Industry Award**
- **Community Services and Health Luke Madden Industry Award**

*Presented by Ambassadors of TAFE NSW who have excelled in their field of study.*
Institute Achievement Awards

Nominees who have demonstrated outstanding achievement and commitment and successful completed or are due to complete between 1 October 2015 and 30 September 2016 at Sydney TAFE. See additional criteria for each award.

**Aboriginal and Torres Strait Islander Student of the Year**
Nominees should identify as being of Aboriginal and Torres Strait Islander descent.

**Apprentice of the Year George Giavis Award**
Nominees must have training agreements registered with the NSW Department of Industry and must supply their Training Contract ID (TCID) number. Note that completion refers to the completion date on the training agreement. If the nominee has completed early through competency based completion, evidence of this early completion must be attached to the online application.

**Trainee of the Year**
Nominees must have training agreements registered with the NSW Department of Industry and must supply their Training Contract ID (TCID) number. Note that completion refers to the completion date on the training agreement. If the nominee has completed early through competency based completion, evidence of this early completion must be attached to the online application.

**International Student of the Year**
Nominees should have enrolled as an international student.

**Vocational School Student of the Year Award**
Nominees should be full-time Year 11 or 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 2016.

**Higher Education Student of the Year Amy Stiles Award**
Nominees should have enrolled in degree.

**Institute Director’s Award**
Nominees should demonstrate their outstanding personal achievement while undertaking studies at Sydney TAFE.

**VET Trainer/Teacher of the Year**
To nominate for the award the nominee must:
> have been a qualified teacher/trainer employed (or regularly contracted)
> have been delivering training between 1 January and 31 December 2015, which led to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system
> have been a permanent resident or Australian citizen living and training in NSW during the 2015 calendar year
> not have been selected as a regional winner for the previous year as they cannot be nominated for subsequent years, a one year gap must be present. This means that if a person was awarded a regional Trainer/Teacher of the Year Award (and therefore interviewed for the State level) in 2015, he or she cannot be nominated for this Award in 2016.
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 nominator.
- Nominations close 5pm 10 March 2016.
- Nominees are required to submit their completed nomination forms to their Faculty Director by 5pm 10 March 2016.
- Faculty Director to forward supported nominations to SI.Awards@tafensw.edu.au by 12pm Monday 14 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 criteria. A total of 20 points will be allocated across all criteria by the judging panel.

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

Nominations for Industry Achievement Awards are to be assessed by the Faculty Director. Nominations for Alumni, Institute Achievement and VET Trainer/Teacher Awards to be assessed by the award judging panel.

Industry and Institute award winners will be contacted by Sydney TAFE Promotions and Communications and invited to attend an interview for the Sydney TAFE Medal. The panel will comprise of three nominated industry/community representatives and the Director of Promotions and Communications.

All nominees will be required to attend an interview and photo session. The interview session will be held at Ultimo College on either Monday 21 March or Tuesday 22 March. 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.

Selected nominations for Institute, Industry and VET Teacher/Trainer awards will be forwarded to the NSW Training Awards.

All successful nominees will be required to attend a photo and interview session at Ultimo College for approximately one hour on either Monday 21 March or Tuesday 22 March. We ask selected nominees 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 (applicable to Industry and Institute Achievement Awards only)
> 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 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 2016 Excellence Awards presentation, to be held on Wednesday 22 June 2016.

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 2016 Sydney TAFE 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 2016 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.Awards@tafensw.edu.au
Conditions of entry

> All nominations must be submitted to the Faculty Director by 10 March 2016. Faculty Directors submit nominations to SI.Awards@tafensw.edu.au by 12pm Monday 14 March 2016. 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 Excellence Awards. This includes attending an interview/photo session on either Monday 21 March or Tuesday 22 March at Ultimo College.

> Award winners must be able to attend the 2016 Excellence Awards presentation on Wednesday 22 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 2017 Excellence Awards and the promotion of Sydney TAFE.

Further information

For more information about the 2016 Sydney TAFE Excellence Awards please visit sydneytafe.edu.au or contact the Sydney TAFE Promotions and Communications team via:

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