WODONGA TAFE APPLICATION PROCESS
TEACHER OR TRAINER OF THE YEAR AWARD
**WODONGA TAFE TEACHER OR TRAINER OF THE YEAR AWARD**

<table>
<thead>
<tr>
<th>WHO CAN ENTER?</th>
<th>Nominations for the Wodonga TAFE Teacher/Trainer of the Year Award are welcome from teacher/trainers.</th>
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<td>ELIGIBILITY CRITERIA</td>
<td>Nominations can be made for individuals by Wodonga TAFE (or in a partnership with Wodonga TAFE), colleagues, professional bodies, students or through self nomination. Nominees for the Wodonga TAFE Trainee of the Year Award must: &lt;br&gt;• be a qualified [as determined by the Australian Qualifications Framework] teacher/trainer employed [or regularly contracted] by Wodonga TAFE &lt;br&gt;• have delivered training [for some period] from 1 January 2015 to 31 December 2015 which will lead/has led to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system &lt;br&gt;• Applications addressing the award criteria must be written by the teacher/trainer applying for the award. &lt;br&gt;• This award is only open to individuals.</td>
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| PREPARING YOUR APPLICATION | The submission must be a Word document and address each of the award criterion outlined below.  
**Section A**  
Provide an overview of the teacher/trainer areas of expertise, qualifications, courses/classes taught, education and work background, a description of the environment in which the teacher/trainer operates and specific challenges which may have had to be overcome during the course of teaching/training.  
**Section B**  
You will be judged against the following award criteria:  
• Excellence and innovation  
• Student focus/outcomes  
• Professionalism and commitment to VET teaching and learning  
• Links with industry and/or community |
| ADDRESSING THE AWARD CRITERIA | When developing your application against the award criteria, you may wish to take into account some of the considerations outlined below, if they are relevant to your experience.  
These suggestions are not additional criteria, but are provided to give clarification of what may be relevant to include when writing against the award criteria. Please use specific examples demonstrating excellence and innovation in developing the application.  
**Criterion 1: Excellence and innovation**  
Consider things such as:  
• contribution to the improvement of the training system, through sharing teaching practices and displaying leadership outside your own teaching department or vocational area  
• contribution to a body of knowledge, through articles, speaking engagements or visits to other organisations  
• results for students/clients, including unexpected results, or results having industry-wide or community-wide significance  
• ability to work outside area of experience and move into different roles  
• innovative methods of instruction and communication  
• implementation of Information Communication Technology, for example e-learning.  
**Criterion 2: Student focus/outcomes**  
Consider:  
• learning methodologies used to engage students, including those with special needs [if relevant] and evidence of these for a variety of student cohorts  
• student engagement including innovative methods of communication and validation  
• successful student learning outcomes including data relating to results, completion and participation in a range of course and certificates  
• systems and processes for collecting information on student needs and satisfaction  
• actions in response to information on student needs and satisfaction to improve teacher/training practices. |
| ADDRESSING THE AWARD CRITERIA | **Criterion 3: Professionalism and commitment to VET teaching and learning**  
Consider:  
- convening groups to support professional development  
- association memberships  
- referee reports  
- maintaining ethical standards  
- contribution to the maintenance of particular initiatives that support teaching and learning  
- acting as mentor/guide for others - leadership  
- professional development undertaken in relation to current vocational, teaching and learning practices  
- maintaining knowledge of current issues and trends  
- detail voluntary activities undertaken relevant to professional activities. |
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| | **Criterion 4: Links with industry or community**  
Consider:  
- engaging with other VET teaching and learning professionals within and external to your organisation  
- personal/professional industry engagement/testimonials for nominee relating to student achievements/outcomes  
- personal/professional community engagement/testimonials for nominee relating to students achievements/outcomes. |
| ATTACHMENTS | You may want to attach copies of other training and education certificates and awards that support your application and/or letters of reference. Do not attach any videos or images unless specifically requested. |
| FURTHER INFORMATION | Contact David Pendleton  
Marketing Director  
Wodonga TAFE  
87 McKoy Street, West Wodonga  
Phone: 02 6055 6658  
Email: dpendleton@wodongatafe.edu.au |
| CHECKLISTS | When completing your application, check that you:  
- meet all of the eligibility requirements for the award category  
- directly address each of the award criterion in your submission  
- provide a response to each main heading – ensuring you answer every question  
- meet the closing date and time for nomination of 2 October 2015 at 4.30pm; late submissions will not be accepted  
- the submission addressing each of the award criterion is formatted to the requirements listed below |
| FORMAT REQUIREMENTS | **Page size:** A4 (297 x 210 mm)  
**Margins:** Top, bottom, left and right margins must be a minimum of 2cm.  
**Font:** All fonts (questions, answers) must be 12 point.  
**Pages:** Your submission addressing the award criteria must not exceed 15 A4 pages including attachments. Materials in excess of 15 pages will not be passed onto the judging panel.  
**File size:** The Microsoft Word file submission must be kept below 15MB including embedded images; acceptable per image size embedded into submission must be low resolution, 500KB each. |
| SUBMITTING NOMINATIONS | Please submit your completed application via e-mail to awards@wodongatafe.edu.au making sure to state in the subject line of the email which award you are nominating for. |