



VICTORIAN TRAINING AWARDS 09

## Application Writing Seminar

## 2009 Key Dates

- nominations close 15 May 2009
- judging commences 18 May 2009
- finalists notified 24 June 2009
- judging completed 13 July 2009
- Presentation Ceremony 20 August 2009

# Application delivery

- send ten copies to the following mail address:  
Victorian Training Awards Coordinator  
Skills Victoria  
PO Box 266D  
Melbourne VIC 3001
- alternatively, nominations can be hand delivered to the following address:  
Victorian Training Awards Coordinator  
The Basement  
2 Treasury Place  
East Melbourne VIC

**All applications must be received by 5.00 pm, 15 May 2009.  
No late applications will be accepted.**

# Rules and Regulations

- official nomination form
- previous winners may nominate again
- only training activities in Victoria
- training initiatives, courses and organisations - registered with the Victorian Registration and Qualifications Authority (VRQA)
- apprentices or trainees must have an Skills Victoria contract of training
- for all other specific student /organisation award category check the eligibility and award criteria [www.skills.vic.gov.au/award](http://www.skills.vic.gov.au/award)

# Judging process

- all applications are scored on the judging criteria
- short-listed by Industry Training Advisory Bodies
- finalists decided by Judging Panel
- Judging Panel interviews finalists
- Judging Panel decides the winner

# Judging panels

- who they represent
- rules for the judges
- how they conduct the process
- ensuring fairness of the process
- student awards – four short-listed for interview
- organisation awards – three short-listed for interview
- 23 June - 10 July 2009 interviews conducted
- finalists have one week to prepare for interview

# Judging student categories

- 30 minute informal interview
- questions aim to evaluate criteria
- prepare answers to the “things to consider”
- be prepared and confident
- tell a good story
- an ambassador for Victorian training

# Judging organisation categories

- 20 minute presentation and 20 minute interview
- work as a team (up to three)
- substantiate claims with evidence
- tell a compelling story
- use technology wisely
- don't swamp the judges
- make it engaging and lively

# Judging contact details

## Judging Coordinators

- Sherinda Shea  
Shea Business Consulting  
Ph: 0407 828684  
email: [Isshea@gmail.com](mailto:Isshea@gmail.com)
- Lyndon Shea  
Shea Business Consulting  
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# Australian Training Awards

- showcase best practice across urban, regional and rural Australia
- foster competition and innovation in VET across Australia
- promote continuous improvement in training design and delivery
- profile VET and skills pathways nationally

# Why participate?

- access to ideas, networks, practices, personal and professional development opportunities from all over Australia
- recognition and publicity in national and international arenas
- competing in a field of excellence against winners from each state/territory
- contribution to Australia's national skills agenda. (Good for the country!)

# You and the judging criteria

- know your criteria
- know yourself/your organisation
- ask your boss, mentor, peers and other organisations what they would say about you
- match your strengths with the judging criteria
- differentiate yourself from others – what's special about you?

# Writing your application

- allow plenty of time
- observe word limits
- make it easy for the judges to see what you're offering
- get someone else to read it to:
- check for conviction - have you undersold your achievements?
- correct spelling, grammar, logical flow of information
- a 'bells and whistles' application is not as useful as an accurate, easy-to-read, well-organised one.

## Judges at the national level have to...

- read lots of applications!
- pick the best from the best
- identify the application with an edge over the others across the range of judging criteria
- judges want you to win but can only know you by your application!
- you are your application.

# Leading practice

- drawing on the latest thinking – local and global
- responding in new and innovative ways
- respecting the knowledge and practice of other leaders
- developing processes to share new understandings and developments with others
- applies to the entire organisational process, e.g: teaching/learning, operational management, evaluation, data management, systems development, partnerships, leadership.

# Strategic planning

- taking the long view on what you do, how you'll do it and why
- understanding the environment your organisation operates in, both local and national
- sorting out purposes/mission, objectives, setting policies, selecting strategies, performance monitoring, continuous improvement
- sharing plans, vision and directions with others
  - i How did you come to your strategic plan?
  - i Who had input?
  - i How do you communicate it?
  - i What impact has it had?

# Client focus

- knowing who your clients are and what they want
- sharing and using this information to improve productivity or service delivery
- creating positive relationships with others
- making your organisation accessible to all, even difficult-to-reach clients
  - i How did you come to that understanding?
  - i How do you communicate it?
  - i What are you doing about it?
  - i What impact has it had?

# Impact and sustainability

**“Meeting the needs of today, without adversely impacting on the needs of tomorrow”**

- sustainable business practices restore environmental quality, promote stable and healthy communities, and increase long-term profitability
- sustainability considerations can apply across every aspect of the business e.g.: products and services, communications, supply, resources efficiency, environmental management, human resource management, partnerships etc.
  - i What impact are your business practices having?
  - i How do you know?
  - i What are you doing about it?
  - i What effect are your actions having?

# Partnerships and links

- how do you decide who to partner with - locally and nationally?
- who do you partner with?
- why these partners?
- how do the partnerships operate?
- what impact have they had?

# Partnerships and links

- what are they achieving for your organisation?
- avoiding duplication of effort?
- providing better/wider range of services for your clients/staff?
- making the dollars go further?
- getting new ideas happening?
- keeping you in touch with local issues or leading practice?
- contributing to/sustaining the community?

# Excellence in ...

- outstanding practice – what is the current practice?
- above the benchmark – what are these?
- beyond expectations – what were the expectations?
- outside the square – what parameters were constraining you?
- above and beyond the call of duty
- how does it contribute to better training outcomes?

# Career and study achievements

- what have you gained from your studies so far?
- what have been your key achievements in your training pathway?
- how have your studies affected your view of yourself? Your career goals? Your personal goals? Your expectations of yourself? The way you relate to others? Your view of the world?
- have there been any surprises for you in your career or studies so far?

# Communication, team and leadership skills

- what kind of person are you?
- in what areas of your life do you demonstrate leadership qualities?
- how are you “setting an example” at work, in your studies or in your community?
- how do you get people to do things that you think are worthwhile?
- what kind of a team member are you?
- what networks are you part of?
- how do you let others know about your work and studies?
- who do you provide support or assistance to?
- what do other people respect in you?

# Other pursuits

- what things are you involved in outside of work and study?
- how has your training helped you in other areas of your life?
- how do you 'give back' to your community, family, school or workplace?
- what networks are you part of?
- who do you give support or assistance to?
- what achievements are you proud of outside of work and study?
- how has your involvement in other pursuits helped you along your training pathway?

# Ability to represent at a broader level

- what opportunities have you had to tell others about your training?
- what's been good about your training?
- why would you recommend VET to others?
- why is skills training so important to Australia?
- what opportunities do you think winning this award will bring you?

# Australian Training Awards contacts

- Georgina Griffiths  
Ph: (02) 6240 5408
- Wendy Walker  
Ph: (02) 6240 5930
- Website  
[www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au)

# Victorian Training Awards contact

- Victoria Goodyear  
Ph: (03) 9651 4677  
Email: [victoriantrainingawards@diird.vic.gov.au](mailto:victoriantrainingawards@diird.vic.gov.au)
- Website  
[www.skills.vic.gov.au/awards](http://www.skills.vic.gov.au/awards)

# Application checklist

- font size is 12 point
- page limit for your category is adhered to
- criteria for your category is directly addressed in your applications
- deadline of **5.00pm 15 May 2009** is met
- correct mail address is used
- 10 copies are submitted.