

## VET Teacher or Trainer of the Year

### 2025 eligibility criteria

The VET Teacher or Trainer of the Year award recognises innovation and excellence by a teacher/trainer providing nationally recognised training to students at a registered training organisation (RTO) or in partnership with an RTO.

### Eligibility criteria

You can nominate yourself or someone else, provided you have their consent.

To be eligible, nominees must:

- be a permanent resident of Australia
- be a qualified teacher/trainer (as determined by the Standards for RTOs 2015), who is employed by an RTO or regularly contracted by an RTO
- have delivered training in Queensland during the period 1 January 2024 to 31 December 2025, which has led or will lead to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework
- provide letter of endorsement from your RTO and evidence of qualification
- meet the [conditions of entry](#).

Note: Vocational education and training (VET) teachers and trainers working in private organisations are eligible to nominate if delivering nationally recognised training, as defined by the AQF. Teachers and trainers who write or develop course plans or delivery methods but are not teaching students face-to-face or by another method, are not eligible to nominate.

### How to enter

The key to success is starting early. Everything you need to know to enter, including help to plan your nomination, is available from the [Queensland Training Awards \(QTA\) website](#).

Scan the code to go online and access:

- a [guide to preparing your nomination](#), including a handy checklist, writing tips, [drafting templates](#) and [examples of successful nominations](#)
- conditions of entry
- information on the judging process
- frequently asked questions
- [contact details for state and regional coordinators](#), who can assist you with your nomination.



Nominations are submitted online via a nomination portal. Access is available from the QTA website during the nomination period only.

You'll have to set-up an account, then complete nomination sections and hit submit. You can edit your nomination right up to closing time, even after you submit.

For help to plan outside the nomination period, you can also [express your interest](#) online.

## Section A: Overview

The information in Section A will **not** be considered or used for judging purposes, but it may be used as your summary throughout the awards process.

### Your summary

Provide a short overview, including your areas of expertise, qualifications, courses/classes taught, education and work background, and a brief description of your work environment/s and any specific challenges overcome during the course of your teaching/training.

(Limit: 300 words)

## Section B: Selection criteria

Nominees will be judged against the following selection criteria:

- Criterion 1: Excellence and initiatives
- Criterion 2: Learner needs and focus
- Criterion 3: Commitment to VET teaching and learning
- Criterion 4: Links with industry and community

### Addressing the selection criteria

This information will be considered and used for shortlisting and judging purposes. In your nomination, you must present your information in a way that clearly addresses the selection criteria.

The selection criteria should be the focus of the nomination. In developing your nomination, you may wish to take into account the considerations listed under each criterion.

*Note: Considerations are not additional selection criteria but are provided to clarify what may be relevant to include when writing a response for each criterion.*

## Criterion 1: Excellence and initiatives

Consider:

- What involvement have you had in the development of new learning methodologies and training delivery?
- Describe an initiative you have implemented which has led to innovation or improvement in your delivery and/or assessment practice.
- How have you shared the outcomes of your innovation/improvement with your colleagues?
- What has been the impact of these initiatives/improvements on your learners, your colleagues and your industry partners?

(Limit: 600 words)

## Criterion 2: Learner needs and focus

Consider:

- How do you support the diverse needs of your learners and ensure they continue to be engaged in their learning journey?
- What evidence is there of the effectiveness of the design and delivery methodologies of your training program?
- Provide examples where you have initiated a new idea/activity etc. in response to feedback.
- Provide examples of the learner/industry/community feedback mechanisms that you use?

(Limit: 600 words)

## Criterion 3: Commitment to VET teaching and learning

Consider:

- How do you maintain and grow your own skills and knowledge?
- How do you support others to develop their skills and knowledge?
- Provide examples of your engagement with other VET professionals?

(Limit: 600 words)

## Criterion 4: Links with industry and community

Consider:

- How are active links with industry and the community implemented in practice?
- What are the major issues confronting the industry(s) your program engages with?
- How can VET help address these issues?
- What level of engagement do you have with industry and professional bodies?
- How do you promote VET in industry and the community?

(Limit: 600 words)

## SECTION C: Attachments

Required:

- letter of endorsement from the CEO, principal or director of your RTO
- evidence of teaching qualification, as determined by the Standards for RTOs 2015
- professional headshot
- 3-5 workplace or publicity photos, ensuring you have consent from everyone pictured ([learn more about photo requirements and access photography tips online](#))

Optional supporting material, such as:

- newspaper, newsletter or other articles
- photocopies of awards or certificates
- letters of support (e.g. a reference from your colleagues or students).

Up to five (5) single A4 pages of optional supporting material of relevance may be provided. Excess optional items **will not** be passed onto judging panels for assessment.

Each attachment **must not exceed 10MB**. Accepted file types include JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX. Multimedia items (e.g. YouTube videos) or discs will not be accepted.



## What happens next?

- Nominations are shortlisted for phone or online interviews, with judging at regional and state levels.
- **July – Queensland Training Awards regional finals**, regional winners announced
- **September – Queensland Training Awards state final**, state winners announced
- **November – Australian Training Awards**, national winners announced.

## More information

For more information, [contact your state and regional coordinator](#) or [visit the QTA website](#).