# VET Teacher or Trainer of the Year

## **2024 drafting template**

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.

Visit [desbt.qld.gov.au/qta-prepare](https://desbt.qld.gov.au/training/qta/enter/prepare-nomination) for help to prepare your nomination, including writing tips, [examples of successful nominations](https://desbt.qld.gov.au/training/qta/enter/prepare-nomination/example-nominations) and a handy checklist, so you can check that you have everything before you submit via the online nomination portal.



This drafting template is handy for composing responses to award criteria, before cutting and pasting them into your online nomination. Use it to jot down ideas and map out how you would like to respond. It’s also a great way to check spelling, grammar and word counts, and share with someone to review.

## 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.

## Section B: Selection criteria

### 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.*

## Section A: Overview

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)

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### Section B: 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)

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### 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)

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### 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)

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### 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)

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