

# VCAL

## VICTORIAN CERTIFICATE OF APPLIED LEARNING ACHIEVEMENT AWARDS – 2009

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY



# VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL) ACHIEVEMENT AWARDS – 2009

The Victorian Certificate of Applied Learning (VCAL) Achievement Awards recognise the outstanding achievements of young people who participated in the VCAL in 2009.

The awards also recognise the contribution and achievement of VCAL teachers and partner organisations that have contributed to the development and delivery of innovative VCAL programs.

VCAL providers are encouraged to consider nominating VCAL students, partners and teachers for the VCAL Achievement Awards in one or more of the award categories.

The VCAL Achievement Awards for 2009 will be presented in three categories:

- Student Achievement Awards
- Teacher Achievement Awards
- Partner Achievement Awards.

## AWARD CATEGORIES

### Student Achievement Awards

There are three VCAL Student Achievement Awards sub-categories.

These sub-categories relate to the level at which students graduated in 2009, as follows:

- VCAL Student Achievement Award – Foundation
- VCAL Student Achievement Award – Intermediate
- VCAL Student Achievement Award – Senior.

Four awards will be made in each sub-category and relate to student achievement in one of the following areas:

1. Work Related Skills
2. Personal Development Skills
3. Outstanding Achievement
4. Team Achievement.

There are three additional student awards:

- **VCAL Koorie Student Achievement Award** (1 Award)  
This will be awarded to a Koorie student from any of the three levels, i.e. Foundation, Intermediate or Senior VCAL.
- **Group Training Association of Victoria – VCAL School Based Apprentice/Trainee Award** (2 Awards)  
These will be awarded to a School Based Apprentice/Trainee for outstanding achievement in his/her apprenticeship/traineeship. **Students nominated for this award do not have to be a Group Training Apprentice/Trainee.** These awards will be made to a student from any of the three levels, e.g. Foundation, Intermediate or Senior VCAL.

A total of 15 awards are available in the student category.

## Teacher Achievement Awards

There are four VCAL Teacher Achievement Awards sub-categories. The awards will be presented for each sub-category as follows:

- VCAL Teacher Achievement Award – Integrated Program
- VCAL Teacher Achievement Award – Team Teaching
- VCAL Teacher Achievement Award – Program Development
- VCAL Teacher of the Year Award (**New for 2009**).

## Partner Achievement Awards

There are three VCAL Partner Achievement Awards sub-categories. The awards will be presented for each sub-category as follows:

- VCAL Partner Achievement Award – Workplace Learning
- VCAL Partner Achievement Award – VCAL Promotion
- VCAL Partner Achievement Award – VCAL Partnerships.

## SELECTION/ASSESSMENT CRITERIA

A *VCAL Achievement Awards Nomination Form (Parts A, B and C)* must be completed for each nominee, indicating the VCAL Achievement Award they are nominated for. All questions/fields must be completed and supporting evidence that endorses the nomination must be submitted against the appropriate selection criteria for the nominated award.

**Note: It is important that the nominee/nominees sign the nomination form(s) (Part C). Failure to do so may render the nomination(s) ineligible for consideration by the judging panel. For team nominations, each nominee (that is, each member of the team) must complete and sign a separate nomination form (Part C).**

## Student Achievement Awards

The VCAL student awards recognise students who have been outstanding in their VCAL program. The evidence submitted should demonstrate why the student should receive the award.

Students being nominated for a VCAL Student Achievement Award will be assessed on:

- Successful completion of the VCAL in 2009 at the level of the award being nominated.
- The following award-specific criteria:
  - ***VCAL Work Related Skills (WRS)*** – evidence of how the nominated student has performed in the VCAL Work Related Skills strand (e.g. progress with a School Based Apprenticeship (SBA); quality work placement).
  - ***VCAL Personal Development Skills (PDS)*** – evidence of how the nominated student has performed in the VCAL Personal Development Skills strand (e.g. completion of a project of value to the local community; demonstrated personal growth in leadership and communication through VCAL Personal Development Skills units).

- ***Outstanding Achievement*** – evidence of outstanding achievement in the VCAL in the **four VCAL curriculum strands**. Evidence must highlight why the student is outstanding and why he/she should receive an Award. (Note: If a VCAL Senior Extension student is being nominated in this category, evidence of outstanding achievement in the Folio Enhancement and Presentation Unit included in the VCAL Senior Extension Program must be demonstrated.)
- ***Team Achievement*** – evidence of outstanding achievement by a team of VCAL students from one level or from combined levels in a VCAL learning program or VCAL unit. Evidence also needs to be submitted that demonstrates the development of teamwork as well as the completion of the task. Where a team comprises students from two or more VCAL certificate levels the team will be considered for an award under the highest certificate level.
- ***Koorie Student Achievement*** – evidence of outstanding achievement in any aspect of the student’s VCAL program. The student must also be enrolled on the VASS system as a Koorie student. This award will be made to one student from any of the three VCAL levels.
- ***Group Training Association of Victoria – VCAL School Based Apprentice/Trainee*** – evidence of how the nominated student(s) has performed in a school based apprenticeship/traineeship. This could include, for example reports from an employer, Registered Training Organisation or Group Training company. A copy of a signed training plan must be included in the nomination form.

### **Teacher Achievement Awards**

The VCAL teacher awards recognise teachers who have been outstanding in their delivery of a VCAL program(s). The evidence submitted should demonstrate why the teacher(s) should receive the award.

A new award – **VCAL Teacher of the Year Award** – has been introduced for 2009.

Teachers being nominated for a VCAL Teacher Achievement Award will be assessed on:

- Commitment to the goals of the VCAL (evidence could include an endorsement by an independent person such as a School Principal, VCAL Coordinator, Local Learning and Employment Network Executive Officer etc.).
- The following award-specific criteria:
  - ***Integrated Program*** – evidence of a high quality integrated and well managed VCAL program across two or more VCAL curriculum strands.
  - ***Team Teaching*** – evidence of high quality practice and innovation in the delivery of a program by a team of teachers (the team of teachers may be from one provider or a number of different providers) to VCAL students.
  - ***Program Development*** – evidence of high quality practice and innovation in the development of a VCAL program.
  - ***VCAL Teacher of the Year*** – evidence of VCAL activities that engage with the community. In addition, nominations must provide evidence

that the teacher has delivered professional development to other staff/teachers on applied learning or is participating/has participated in further study in the area of applied learning. The nomination must also provide evidence that the teacher nominated is teaching at least one VCAL unit.

All secondary school teachers must have Victorian Institute of Teaching (VIT) registration to be eligible for a VCAL Achievement Award.

Teachers at a Registered Training Organisation (RTO) who are involved in training and intend to apply for a teacher award must meet Standard 1 in the 2007 Australian Quality Training Framework Essential Standards for Registration.

### **Partner Achievement Awards**

The VCAL partner awards recognise partners who have been outstanding in their support of a VCAL program(s). The evidence submitted should demonstrate why the partner should receive the award.

VCAL partner organisations nominated for a VCAL Partner Achievement Award will be assessed on:

- Commitment to the principles of the VCAL.
- The following award-specific criteria:
  - **Workplace Learning** – evidence of successful collaboration with a 2009 VCAL provider (e.g. completion of a successful workplace learning program deemed of value to the VCAL student).
  - **VCAL Promotion** – evidence of successful promotion of the VCAL within individual sectors and/or the general community (e.g. promotion of the VCAL through targeted resource materials, publications or presentations).
  - **VCAL Partnerships** – evidence of successful collaboration with at least one external partner in the delivery of high quality project(s) or program(s) to VCAL students.

### **EVIDENCE**

Evidence must be submitted to support nominations and may include, but is not limited to:

- recognition of achievement by the VCAL provider or partner organisation such as a local award, letter of commendation, offer of continuing employment etc.
- media clippings
- photographs.

## APPLICATION GUIDELINES & TIMEFRAME

1. Applications must be made on the attached nomination form and submitted no later than **close of business Friday, 4 December 2009** to:  
*VCAL Achievement Awards*  
Victorian Curriculum and Assessment Authority  
41 St Andrews Place  
EAST MELBOURNE 3002
2. Nominations can be made by individuals or organisations on behalf of other individuals or organisations. Individuals or organisations can also nominate themselves for an award.
3. Please include contact details for **all** nominees in the application. Nominators are also requested to provide an after hours contact number as the VCAA may need to contact you during the school break.
4. Please ensure that **all** nominees have signed the nomination form(s) (**PART C**). Failure to do so may render the nomination(s) ineligible for consideration by the judging panel. For team nominations, each nominee (that is, each member of the team) must complete and sign a separate nomination form (**PART C**).
5. Please submit **one original and six copies** of your application. Applications must not be stapled or bound.
6. Please do not provide **original documents** of any supporting evidence to be included as part of the nomination. If providing videos, CDs etc., **seven** copies must also be provided.
7. Please provide a brief description (approximately 50 words) of the project/nomination.
8. Please provide a written statement of evidence against **all** the selection criteria for the award you are nominating for, as outlined in the VCAL Achievement Awards guidelines. A minimum of **one** A4 page, but no more than **two** A4 pages, is required.
9. Supporting evidence must not exceed **five** pages. A CD/video etc. will be considered as one page of evidence. The judging panel reserves the right not to consider additional pages beyond the stipulated page limit.

## JUDGING

The VCAA will appoint three panels to assess the applications received for each award category – Student Achievement, Partner Achievement and Teacher Achievement.

The panels will comprise representatives of the Victorian Curriculum and Assessment Authority, Department of Education and Early Childhood Development and stakeholder organisations. A list of judges will be finalised by November, 2009 and communicated to all VCAL providers.

Shortlisted applicants may need to be contacted by the judging panel in January 2010. It is therefore important that an after hours contact number for both nominees and nominators is provided.

## CEREMONY AND PRIZES

All award winners will be recognised at a VCAL Achievement Awards ceremony to be held in Melbourne in 2010.

Award winners will be invited to attend along with guests and a representative from their nominating organisation.

## CONTACTS

VCAL providers, nominating organisations and nominees can contact the VCAA as follows:

### **Cornelia DeBrincat**

Project Manager, VCAL Achievement Awards  
Victorian Curriculum and Assessment Authority  
41 St Andrews Place  
EAST MELBOURNE 3002  
Tel: (03) 9651 4383  
Fax: (03) 9651 4324  
email: [debrincat.cornelia.c@edumail.vic.gov.au](mailto:debrincat.cornelia.c@edumail.vic.gov.au)

## CONDITIONS OF ENTRY FOR AWARDS

All nominations for the VCAL Achievement Awards must comply with the following terms and conditions:

- The closing date for nominations is **Friday, 4 December 2009**. **No nominations will be accepted after 5:00 pm on this date.**
- All nominations must be on the nomination form and all questions/fields must be answered/completed. Nomination forms are also available from the VCAA website at <http://www.vcaa.vic.edu.au/excellenceawards/vcalachievement/index.html>
- Nominees **must sign** the nomination form(s) (**PART C**). Failure to do so may render the nomination(s) ineligible for consideration by the judging panel. For team nominations, each nominee (that is, each member of the team) must complete and sign a separate nomination form (**PART C**).
- Students can only be nominated for a VCAL Achievement Award at the level in which they are enrolled. They must successfully complete the level by the end of the year (2009) to be considered eligible.
- Individuals/teams can be nominated only once in a category, but can be nominated for more than one category if eligible.
- All finalists must be prepared to attend the ceremony and presentation by the minister or their representative to be held in Melbourne in 2010.
- Nominees must agree to abide by the decision of the judging panel. No appeals will be entered into.

- Nominees must agree to have their name, provider/organisation name and details of their nomination for the VCAL Achievement Awards published for the purposes of promoting the Awards in publications of the VCAA and the Department of Education and Early Childhood Development.
- Award winners must agree to have their name, provider/organisation name and details of their nomination for the VCAL Achievement Awards published for the purposes of promoting the Awards in publications of the VCAA and the Department of Education and Early Childhood Development.
- Award winners may be required to take part in promotional events and activities.
- All nominees must comply with these conditions of entry.

## **HOW TO APPLY**

The VCAL Achievement Awards recognise the outstanding achievements of those who participated in the VCAL during 2009. There are three award categories:

- Student Achievement
- Teacher Achievement
- Partner Achievement.

Nominations for an achievement award will be assessed against the selection criteria for evidence of achievement as detailed in the VCAL Achievement Awards guidelines and as follows:

### **Students in**

- Work Related Skills
- Personal Development Skills
- Outstanding Achievement
- Team Achievement
- Koorie Student Achievement
- Group Training Association of Victoria – VCAL School Based Apprentice/Trainee

### **Teachers in**

- Integrated Program
- Team Teaching
- Program Development
- VCAL Teacher of the Year

### **Partners in**

- Workplace Learning
- VCAL Promotion
- VCAL Partnerships

If you wish to nominate an individual for the awards it is your responsibility to ask for their permission to send their details to the VCAA.

All winners will be contacted. The VCAA may wish to use photographs of award winners to promote the VCAL to the wider community. The VCAA has implemented measures to protect personal representation including photographs from unauthorised access, usage or alteration. Therefore, award recipients will be asked to complete an Agreement for Personal Representation authorisation form.

If you have any concerns on how your nominees' personal information will be used please contact Cornelia DeBrincat on (03) 9651 4383.

## APPLICATION PROCESS

- The VCAA is collecting the information on this form to assist with the organisation of the awards.
- A panel of judges will assess each nomination and determine a shortlist in rank order.
- Judges may interview shortlisted nominees in person or via teleconference.
- The VCAA reserves the right not to present an award in a particular category if, in the opinion of the judges, there is no application that meets the selection criteria.
- The VCAA will acknowledge each nomination received, where an email address is provided, and all award nominees will be advised in writing of the outcome.
- Nominations will be kept for two years. Those wishing to obtain their original nomination must contact the VCAL Unit at the VCAA on (03) 9651 4435.
- Only authorised staff will have access to your information. The VCAA may give some or all of this information to sponsors and media, with your consent. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.
- The VCAA will publicise names of nominees and nominee provider/organisations to recognise their contribution to the VCAL Achievement Awards. Information will be published in hard copy and online.
- Award winners will be sent a consent release form to have their photographs taken and their personal details used by the Victorian Curriculum and Assessment Authority and the Victorian Department of Education and Early Childhood Development. This information will be used to encourage students, providers and organisations to use and recognise the VCAL.