VCAL Achievement Awards 2022

Guidelines

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The Victorian Certificate of Applied Learning (VCAL) Achievement Awards recognise the outstanding achievements of young people who participated in the VCAL in 2022.

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 2022 will be presented in three categories:

* Student Achievement
* Teacher Achievement
* Partner Achievement.

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 2022, as follows:

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

Four awards will be presented 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)** There is one award in this category. This will be awarded to a Kooriestudent from any of the three levels, i.e. Foundation, Intermediate or Senior VCAL.
* **VCAL School-based Apprentice/Trainee Award (2 Awards)** These will be awarded to a School-based Apprentice/Trainee for outstanding achievement in an apprenticeship/traineeship. There are two awards in this category. These awards will be made to two students 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.

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.

Nomination process

A VCAL Achievement Awards online nomination form must be completed for each nominee, indicating the VCAL Achievement Award they are nominated for. All mandatory fields must be completed and evidence that supports the nomination must be submitted against the appropriate selection criteria for the nominated award.

**Note: For team nominations, a separate online nomination form must be submitted for each team member.**

**Failure to do so will render the nomination/s ineligible for consideration by the judging panel.**

Selection criteria

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 2022 at the level in which they are enrolled.
* the following award-specific criteria:
* **VCAL Work Related Skills (WRS)** –evidence of how the nominated student has performed in a VCAL Work Related Skills unit (e.g. progress within a School-based Apprenticeship or Traineeship (SBAT); structured workplace learning arrangement).
* **VCAL Personal Development Skills (PDS)** – evidence of how the nominated student has performed in a VCAL Personal Development Skills unit (e.g. completion of a project of value to the local community or demonstrated personal growth in leadership and communication through VCAL Personal Development Skills units).
* **Outstanding Achievement** – evidence of outstanding achievement in each of the **four VCAL curriculum strands**. Evidence must highlight why the student is outstanding and why he/she should receive an award.
* **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 Victorian Assessment Software System (VASS) as a Koorie student. There is one award in this category. This award will be presented to one student from any of the three VCAL levels.
* **VCAL School-based Apprentice/Trainee –** evidence of how the nominated student has performed in a School-based Apprenticeship/Traineeship. This could include, for example, reports from an employer, registered training organisation (RTO) or Group Training company. A copy of a signed training plan must be included in the nomination form.There are two awards in this category. These awards will be presented to two students from any of the three VCAL levels.
* **Note: Individual student awards are restricted to individual student nominees; if there is more than one student nominee for the same project, they must be nominated under the ‘team’ category.**

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.

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

* commitment to the principles of the VCAL (evidence could include an endorsement by an independent person such as a School Principal, VCAL Coordinator, Learn Local or Employment Network Executive Officer etc.)
* the following award-specific criteria:
* **Integrated Program**– evidence of a high-quality, integrated, 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 to VCAL students (the teachers may be from one provider or a number of different providers)
* **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. Nominations must include evidence that the teacher has delivered professional development to other staff/teachers on applied learning or is participating in or 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 an RTO who are involved in training and intend to apply for a teacher award must meet the Standards as specified in the Standards for RTOs 2015.

Partner Achievement Awards

The VCAL partner awards recognise partner organisations that have been outstanding in their support of a VCAL program/s. The evidence submitted should demonstrate why the partner organisation 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 2022 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.
* links to media reports (or scanned clippings if news item no longer online).

**Evidence not exceeding 5MB must be attached to the online nomination form. No hard-copy evidence will be accepted.**

Nomination guidelines and timeframe

1. Nominations must be submitted online via the [VCAA VCAL page](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/vcalachievementawards/Pages/Index.aspx#nomination) by no later than **5.00pm Friday 19 November** 2022**.**
2. Nominations can be submitted by individuals or organisations on behalf of other individuals or organisations. Individuals or organisations can also nominate themselves for an award.
3. For team nominations, a separate online nomination form for each individual team member must be submitted.
4. Nominators are also requested to provide an after-hours contact number as the VCAA may need to contact them during the school break.
5. Shortlisted nominees may need to be contacted by the judging panel in January 2022. It is important that an after-hours contact number for nominees be provided.
6. All nominators and nominees must read the **Conditions of Entry** on the [VCAA VCAL page](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/vcalachievementawards/Pages/Index.aspx#nomination).
7. Nominees must complete and sign the Acceptance of Nomination/Consent form. Nominators must attach this to the online nomination form. Failure to do so may render the nomination/s ineligible for consideration by the judging panel. The attachment must not exceed 1MB. The Nomination/Consent form has been made interactive to facilitate completion from an offsite location. Nominees can type details onto the form and add an electronic signature using Acrobat fill and sign function or PDF viewers. Should a nominee not be onsite to sign this form or have the technology to add an electronic signature or scan and attach the form to an email, please contact Megan Clark to discuss an alternative arrangement on a case by case basis.
8. Nominators must provide a statement of evidence addressing **all** selection criteria associated with the award for which they are nominating, as outlined in these guidelines. A minimum of **500 words**, but no more than **1000 words**, is required.
9. Nominators will receive an electronic acknowledgement of receipt of the nomination. All award nominees will be advised in writing of the outcome.
10. The VCAA will publish the names of nominee providers/organisations and their award categories to recognise their contribution to the VCAL Achievement Awards. Information will be published in hard copy and online.
11. Award recipients will be sent a Permission for Personal Representation form to have their photographs taken and their personal details used by the VCAA, DET and other educational bodies. This information will be used to encourage students, providers and organisations to use and recognise the VCAL.
12. By submitting nominations and supporting evidence to the VCAA as part of the nomination process, nominators and nominees accept that, for submitted materials in which they own the copyright, they will grant the VCAA a non-exclusive perpetual licence, free of charge, for the VCAA’s non-commercial use of those submitted materials (including publication online in whole or in part).

Submission process

* The online nomination form does not allow you to save the nomination form as a draft. Once you start the nomination, you will need to complete it and click ‘**submit’**, otherwise all your data will be lost.
* We recommend that you compose your response to the selection criteria in word processing software, e.g. Microsoft Word. You can then paste your completed response into the nomination form.
* Evidence can only be submitted electronically. Evidence can only be uploaded as a single attachment (max file size 5MB). Please be aware that photos/graphics take up a lot of storage capacity and should be used judiciously.

1. It is the nominator’s responsibility to obtain each nominee’s permission to submit their details to the VCAA and attach a signed Acceptance of Nomination/Consent form to the online nomination form (attachment size must not exceed 1MB). The Nomination/Consent form has been made interactive to facilitate completion from an offsite location. Nominees can type details onto the form and add an electronic signature using Acrobat fill and sign function or PDF viewers. Should a nominee not be onsite to sign this form or have the technology to add an electronic signature or scan and attach the form to an email, please contact Megan Clark to discuss an alternative arrangement on a case by case basis.

We recommend using Google Chrome, Firefox or Safari to complete this nomination form. Adding attachments is not supported by older versions of Internet Explorer.

All award recipients will be contacted. The VCAA may wish to use photographs of award recipients 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. Award recipients will be asked to complete a Permission for Personal Representation form.

If you have any concerns regarding how your nominee’s personal information will be used, please contact the VCAL Unit on (03) 9059 5160.

Judging

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

The panel will comprise representatives of the VCAA, DET and educational bodies/stakeholder organisations.

Judges may interview shortlisted nominees in person or via teleconference.

Ceremony and prizes

All Award recipients will be recognised at a VCAL Achievement Awards ceremony to be held in Melbourne at Deakin Edge in late **April, 2023**. Award recipients will be invited to attend along with guests and a representative from their nominating organisation.

Checklist

Please review the following checklist before submitting your nomination, as the online nomination form cannot save incomplete or draft submissions.

Have you:

* Read and understood the **Guidelines**?
* Reviewed the **Conditions of Entry**?
* Scanned the **Acceptance of Nomination/Consent** form completed and signed by your nominee?
* Prepared a Statement of Evidence (500–1000 words) addressing the applicable Selection Criteria found in the Guidelines?
* Gathered Supporting Evidence demonstrating why the nominee should receive the award (see Selection Criteria for award-specific details), e.g. media clippings, a letter of commendation, local awards? **(Evidence must not exceed 5MB)**

If you are submitting a nomination for a Team/Partner Award, a separate nomination form must be completed for each team member/partner organisation. Please follow the instructions on screen after completing and submitting the online nomination form.

Further information and advice

For further information and advice about the 2022 VCAL Achievement Awards Guidelines, VCAL providers, nominating organisations and nominees can contact:

**Dr Cornelia DeBrincat**  
Program Manager, VCAL

Tel: (03) 9059 5161

or

**Megan Clark**

Program Officer, VCAL

Tel: (03) 9059 5160

email: [vcaa.vcal@education.vic.gov.au](mailto:vcaa.vcal@education.vic.gov.au)