

**The Jenny Marks Memorial Award for Coordination and Support
Nomination Form**

The Applied Learning Awards celebrate achievement in learning pathways such as Vocational Education and Training in Schools (VETiS), School Based Apprenticeships and Traineeships (SBATs) and the Victorian Certificate of Applied Learning (VCAL). The Awards are coordinated by the Bayside Glen Eira Kingston Local Learning and Employment Network (BGK LLEN) and Youth Connect. Refer to the *2015 Applied Learning Awards Guidelines* for information about the nomination criteria, conditions of entry, judging process, ceremony and contacts.

This award (for VET, VCAL, Careers Coordinators/Managers or Support personnel) recognises the critical role that such staff play in ensuring programs offered to students are of a high quality and standard. This award recognises the significant management and innovation that coordination and support persons play in ensuring students receive access to programs that meet student pathway and industry needs.

Applicants can self-nominate or can be nominated by School Principals or colleagues, however the nominee is best placed to answer questions about their role and coordination. We understand that, for some, self-nominating for an award can be an unfamiliar approach. However, this process is quite common when it comes to education and training awards. Indeed, we hope that applicants will be able to use their responses when applying for other relevant applications and awards in the future.

As this form has a number of drop-down boxes, to make completion easier, it is best to complete this form electronically. Please save this form to your computer before completing it. You may need the latest version of Adobe Reader to do so.

Nominations close on the 4th of September 2015

PART A - School / Organisation Information

School / Organisation Name (BGK Region) Other School / Organisation

Name

Position Education Sector

Phone number Email address

PART B - Applied Learning Offerings

Does your school / organisation offer (tick all that apply):

- VETiS (delivered internally) VETiS (delivered externally) SBATs VCAL Community VCAL

Approx. what proportion of students in Years 11 and 12 undertake the following?

VETiS (internal provision) VETiS (external provision)

SBATs VCAL

Does your school actively encourage students to undertake work placements? Yes No

Approx. what % of your VETiS students undertake a work placement?

- What other industry exposure activities do you offer to your students (tick all that apply)?
- Industry tours Work readiness skills workshops Simulated industry projects
- Guest speakers Careers forums

Other comments?

PART C - Applied Learning Coordination and Support Person Role

Do you personally coordinate: (tick all that apply) VETIS VCAL SBATs Careers Other

Comments:

Do you also have a teaching / training load?

Yes

No

If yes, approximately what proportion is your load?

Please outline what is involved in your role?

PART D - Nomination Criteria

The Judging Panel will evaluate your nomination against the following criteria:

1. Excellence and Innovation
2. Leadership and Peer Support
3. Applied Learning Professionalism

The judges will look for evidence that you are incorporating innovation into your management, coordination and / or support; how you are positively leading and supporting your colleagues and team; and, how you are and have extended your career and professional development. Please answer each question in **150 words or less**.

Criteria 1: Excellence and Innovation

How have you enhanced and innovated Applied Learning offerings in your school / organisation?

Have you introduced new Applied Learning programs or models in your school / organisation?

How have you ensured that your Applied Learning offerings are evaluated for quality?

Criteria 2: Leadership and Peer Support

How have you promoted a positive Applied Learning ethos in your school community / organisation?

How have you helped to ensure staff remain informed of internal and external Applied Learning changes?

How have you ensured the Applied Learning offerings are meeting student needs?

Criteria 3: Applied Learning Professionalism

Do you participate in any networks and / or professional development designed to enhance your Applied Learning coordination, management and / or support skills?

What has been a highlight of your Applied Learning career to date?

Part E - Nominator / Referee

Please list one referee who would be willing to support your nomination (eg. a colleague, employer, parent, training provider, colleague). Your referee may be contacted by the Judging Panel as part of the award selection process.

Name

Position

Organisation

Relationship

Phone number

Principal / Organisation Manager Declaration

As Principal / Manager, I am pleased to endorse my colleague's application for a 2015 Applied Learning Award.

Principal / Manager's Name

Date

Nominations close on the 4th of September 2015

Please return completed forms via post or email:

Organisation: BGK LLEN

Post: PO Box 2956, Cheltenham VIC 3192

Attention: Kathy Woods

Email: awards@bgkllen.org.au

For more information please contact Kathy Woods on 9584 8845

For additional information about the awards (Nomination Forms, Guidelines & sponsorship details) go to www.bgkllen.org.au or www.youthconnect.com.au