

2025 Learn Local Awards

Nomination guide



Contents

A message from the Adult, Community and Further Education (ACFE) Board Chairperson	3
Why enter the Learn Local Awards?	4
Award categories	5
Success stories	6
Key dates 2025 Learn Local Awards	7
Nominating for an award	8
The Ro Allen Award – Learn Local Pre-accredited Learner (Skills for study and life)	11
Selection criteria	13
Learn Local Pre-accredited Learner (Skills for work) Award	14
Selection criteria	16
Learn Local Pre-accredited Trainer Award	19
Selection criteria	21
Learn Local Leadership Award	22
Selection criteria	24
Small Learn Local Provider of the Year	27
Large Learn Local Provider of the Year	27
Selection criteria	29
Learn Local Innovation Award	30
Selection criteria	32
Learn Local Partnership Award	33
Selection criteria	35
Supporting evidence	36
Nomination tips	37
Judging process	38
Conditions of entry	39
Nomination checklist	39

A message from the Adult, Community and Further Education (ACFE) Board Chairperson

On behalf of the Adult, Community and Further Education (ACFE) Board, I am thrilled to announce that nominations are now open for the 2025 Learn Local Awards.

These awards celebrate the Learn Local sector's dedication to providing exceptional local training opportunities and highlight how this training transforms lives and strengthens communities and local economies.

I encourage you to share the inspiring stories from the sector by nominating your student, colleague, partner, or program. These stories are not just indicative of the great contribution to the sector – they also encourage so many others. Let's face it – The Learn Local sector is inspiring. Let's tell the stories and celebrate all that makes this sector a significant part of Victoria's educational landscape.

The ACFE Board continues to work strategically with Learn Local providers to ensure that capacity building and resources meet the needs of learners, providers, and the community, wherever they are in Victoria. This agility and responsiveness ensure that learner outcomes remain at the heart of the sector's achievements.

In addition to recognition, finalists and winners receive generous prize money. Individual winners receive \$5,000 each, Learn Local program winners receive \$10,000, and remaining finalists in all categories are awarded \$1,000 each.

To make the nomination process easier, we are offering you the choice of either recording and uploading your nomination by short video or providing a written nomination.

We have also simplified the selection criteria. Once again you can access free nomination assistance from a professional writer to support you. To use this service, simply email a draft of your application in a Word document to learnlocal@djsir.vic.gov.au, and the team will reach out to you.

The Learn Local Awards recognise and celebrate the impact of pre-accredited adult community education. Don't miss this chance to shine and contribute to the ongoing success of the Learn Local sector.

Nominate now for the 2025 Learn Local Awards.



Dr Teresa De Fazio OAM
Chairperson

Adult, Community and Further Education Board

Why enter the Learn Local Awards?

The Learn Local Awards are held annually by the Adult, Community and Further Education (ACFE) Board to celebrate the exceptional efforts and achievements of individuals, programs and training providers within the Learn Local sector.

Celebrating their 19th year in 2025, the Learn Local Awards highlight the spirit of collaboration and innovation of the Learn Local sector.

The Learn Local Awards are the state's highest prize for the adult community education sector. While being nominated as a finalist and named a winner is a great honour, there are many other benefits for winners and finalists, including:

1. the chance to win generous prize money
2. enhanced professional visibility and networking opportunities
3. public acknowledgement and celebration of individual and organisational achievements in the community adult education sector.

Through ACFE Board-funded pre-accredited programs (Learn Local courses), the Learn Local sector provides opportunities for adults across Victoria to engage in adult community education and develop the core skills they need for study, work, and life. Core skills include literacy, numeracy, English language, employability and digital skills.

For learners, nominating for a Learn Local Award is a meaningful way to celebrate what you do and how hard you work. You will improve your confidence and further your education and employment pathways.

For Learn Local providers, trainers and leaders, nominating for a Learn Local Award is an opportunity to congratulate and promote yourself for the way your innovative training benefits your learners and your community. Nominating for a Learn Local Award can raise the profile of your organisation, which will give you the opportunity to attract more students and recognise the hard work of all your staff.

This year there are 8 general awards with a total prize pool of up to \$76,000. Individual winners receive \$5,000 each, Learn Local program winners receive \$10,000 each and remaining finalists in all categories are awarded \$1,000 each.

Winners will be announced at the 2025 Learn Local Awards gala ceremony on Wednesday 3 September in Melbourne.

Disclaimer

By entering the 2025 Learn Local Awards you authorise the use and/or reproduction of images for any editorial or advertising purposes initiated in conjunction with the Learn Local Awards. Your contact details may be provided to agencies engaged on behalf of the Learn Local Awards for promotional purposes.

Award categories



For Learners

The Ro Allen Award – Learn Local Pre-accredited Learner (Skills for study and life)
Learn Local Pre-accredited Learner (Skills for work) Award



For trainers and leaders

Learn Local Pre-accredited Trainer Award
Learn Local Leadership Award



For Learn Local providers

Small Learn Local Provider of the Year
Large Learn Local Provider of the Year
Learn Local Innovation Award
Learn Local Partnership Award

Success stories



Sonia Nayar has been an English teacher for over 20 years, working with a culturally and linguistically diverse group of learners, including individuals from both non-English and English-speaking backgrounds. At Cultura, she integrates interactive learning techniques and technology to create engaging and effective learning experiences.

Sonia's approach goes beyond language instruction, offering employability training, industry visits and digital literacy skills to prepare her learners for the workforce. She fosters a strong sense of community by encouraging students to participate in cultural events, such as Refugee Week and International Women's Day, helping them connect with the broader Australian society.

In 2023, Sonia's students made significant strides in their personal and professional development, including gaining employment, advancing in education and achieving major milestones like passing citizenship exams. Her dedication to creating inclusive and supportive learning environments continues to inspire her students to succeed.



Amanda was determined to change her life after experiencing a rare medical condition that affected her mobility and led to homelessness. With great determination and resilience, she participated in the pre-employment preparation program Stepping Forward for Work at WCIG, an organisation offering training and employment services for people facing disadvantage. Stepping Forward for Work provided Amanda with the confidence and ability to achieve her goals and gain employment.

Dedicated to personal and professional growth, Amanda applied herself to improving her foundation and interpersonal skills. In classes, she developed the confidence to take on a leadership role, fostering a collaborative spirit in group activities and supporting fellow learners.

Amanda's journey through the Stepping Forward for Work program was transformative. She graduated with strategically set goals in place and secured employment as an assistant administrator. Her experience of overcoming her struggles ignited a passion for supporting vulnerable people and she's now completing a Certificate III in Community Services.



In 2023, Coldon Homes and Capeview Building Products (CHCBP) recognised a valuable opportunity to work with a diverse group of team leaders to upskill employees. Bass Coast Adult Learning (BCAL) and CHCBP developed a transformative approach with staff, some of whom were either early school leavers, grew up in low socioeconomic circumstances or had unaddressed learning difficulties. Improving core skills in reading, writing, measurement and computer literacy was vital for enhancing productivity and efficiency.

BCAL worked closely with CHCBP to understand the unique needs of their cohort. They developed an intensive course called Communication Skills for Industry which integrates professional development in leadership with workplace foundation skills. In a supportive environment, workers developed skills in reading, writing, measurement, preparing emails, workplace policies and procedures, and how to conduct performance appraisals using clear and professional communications. A positive learning mindset was highlighted. Low self-esteem and frustration were transformed into pride in their new skills and knowledge.

Key dates 2025 Learn Local Awards

Nominations

Nomination assistance opens	Friday 7 March
Nominations close	Friday 18 May

Judging

Shortlisting	May – June
All nominees notified	Friday 4 July

Event

Winners announced at Gala ceremony	Wednesday 3 September
---------------------------------------	--------------------------

Nominating for an award

Who can enter?

Any individual or organisation that has contributed to the Learn Local sector can be nominated for an award. You can also nominate yourself or your own organisation.

Organisations and individuals can nominate up to two candidates for each award category. However, organisations nominating more than one candidate for the same award should understand that both their candidates will be competing against each other.

All nominees, including previous winners and finalists, must meet eligibility requirements for the relevant award category and agree to the conditions of entry.

To find out who is eligible, please check the eligibility information for the relevant award category.

What happens to nominations?

Once you have submitted your nomination, you will receive an email receipt.

You will receive further emails after the judging process has finished, which will let you know whether your nomination has been successful.

All nominations are judged according to how well they respond to the selection criteria.

What happens if you are a winner or finalist?

- Winners will be announced at the Learn Local Awards gala on Wednesday 3 September in Melbourne.
- Winners will receive a trophy presented by an ACFE Board representative.
- All winners and finalists will receive a framed certificate signed by the ACFE Board Chair and the Minister for Skills and TAFE to recognise their outstanding achievement.
- All winners and finalists will receive a monetary prize.
- Winners and finalists may be requested by the Department of Jobs, Skills, Industries and Regions (DJSIR) to participate in future media events as ambassadors of the Learn Local sector.

How to nominate

Nominating is easy – just follow the simple steps below:

1. Read this guide carefully and ask a friend, your teacher or the Learn Local Awards team for help at any stage in the nomination process.
2. Register and login to the nomination portal: lla.awardsplatform.com. Nominations can only be made through this portal.
3. Ask for help with writing your nomination from our nomination writer (see below Free Nomination Assistance for more information).
4. Make sure you read and agree to the Conditions of Entry (see [page 39](#)) prior to submitting your nomination. If you are nominating someone else, they must agree to participate by completing the Nominee Declaration Form on Award Force and submit the form as part of the nomination. This is important because there are commitments required from them, which are outlined in the Conditions of Entry.
5. Make sure you submit your nomination by the closing date, 11.59pm on 9 May. You can make any changes to your nomination up until the nominations closing date.

Nomination support

We understand it takes time and effort to write about your training achievements and gather the required supporting documents to complete your application for an awards program.

To help with your applications, we have:

- a checklist of documents you will need (see [page 36](#))
- a free nomination assistance program
- a list of a few general tips and tricks on nominating and writing your application (see [page 37](#))
- support from our team to answer any questions that you have throughout the application process
- we have also provided you with the option to record your responses to the award selection criteria and upload your response as a video, rather than as a written submission.

Free nomination assistance

Every year, our Learn Local Awards judges are impressed by the dedication and progress of our nominees. However, the judges have also given feedback that many nominations could have benefited from the assistance of the Learn Local Awards' free nomination assistance service.

Our team has engaged a professional writer who can help you write the best possible application.

To engage the help of our professional writer, write a draft of your application on a Word document template and email it to our team: learnlocal@djsir.vic.gov.au.

Our writer has extensive knowledge of the awards and the selection criteria and will be able to help you by:

- suggesting areas that you could discuss more
- suggesting areas where you could show more evidence
- providing editing expertise so that your application reads well.

Assistance from the LLA team

If you have enquiries about your application, our team is available to help you.

You can contact the team on 1800 413 622 or send us an email: learnlocal@djsir.vic.gov.au

Learner categories



The Ro Allen Award – Learn Local Pre-accredited Learner (Skills for study and life)

Overview

This award recognises the achievements of adult Victorians who have, in 2024, undertaken ACFE Board funded pre-accredited courses in literacy, numeracy, English language skills or digital skills to:

- participate more fully in the community and/or to enter further study

and/or

- successfully complete accredited training they were already undertaking.

The learner will have actively developed new skills and knowledge and successfully established pathways for themselves into further education and/or volunteer roles as a direct result of their pre-accredited training participation.

The learner will be a strong role model for other people to show what can be achieved by participating in a Learn Local course.

The winner of this award will receive \$5,000. Up to 2 remaining finalists for this award will each receive \$1,000.

This award category is named in honour of Ro Allen, who is Australia's first Gender and Sexuality Commissioner and was the former chairperson of the Adult, Community and Further Education Board from 2009 to 2015.

Other awards you may be eligible for

If the course(s) you are studying focuses on developing skills needed for work, check out the Pre-accredited Learner (Skills for work) Award' (see page 14).



2024 Winner
Paw Say Paw

Centre for Participation

Eligibility

To apply for this award category, the nominee must:

- be aged between 18 and 67 years
- have completed at least one ACFE Board-funded pre-accredited program (Learn Local course) between 1 January and 31 December 2024 that was focused primarily on developing core skills for study and/or life. Core skills are literacy, numeracy, English language, employability and digital skills
- have completed the above Learn Local course at a Learn Local provider that is currently registered with the ACFE Board.

Nominees will be asked to provide these details at the start of the nomination on Award Force, but this will not count toward the word count of their responses to the selection criteria.

Nominees and nominators must also agree to the Conditions of Entry.

What you'll need to apply

There are 3 parts to your application:

1. Overview – 100-word limit (includes a brief introduction – who you are, your course and where you studied). The Overview does not form part of the judging process or contribute to the word limit of your application.
2. Responses to the selection criteria – 300-word limit for each response or upload a short video with your verbal response to each of the selection criteria. Each video should be no longer than 5 minutes and can be shot on a mobile phone or a computer.
3. Supporting evidence - documents and/or letters of reference as evidence of the learner's achievements. Attachments may include training certificates, brochures, learner, trainer/teacher or volunteer testimonials or images. There is a limit of 10 pages of supporting evidence allowed per nomination.

What the judges are looking for

The judges are looking for clear and relevant examples of the learner's achievements in their learning. You are welcome to use dot points to offer precise and factual examples of challenges faced and overcome through learning. Testimonials from other learners, trainers/teachers, and the Learn Local provider can help support the nomination.

The nomination should tell a story about the nominee's learning journey, it will highlight where they have come from and what they are hoping to achieve in their future because of their learning.

Providing evidence of going 'above and beyond' can also improve the nomination, so include achievements that highlight qualities such as teamwork, communication, and showing initiative.

For nominators, it is important that the learner's personal reflections and experiences are highlighted throughout the nomination. Here are some of the judging comments from last year's Awards. These may help you prepare your nomination.

Judges' comments from previous years that may help you prepare your nomination:

"...A transformational story, which has empowered the learner to establish themselves and succeed, inspiring them to make future goals that will enrich the community."

"It would have been good to see some more reflections from the learner directly about their community connections, and the things that have helped inspire their journey."

"A really well-evidenced narrative about their learning journey, with strong illustrative examples of the ways that his opportunities to learn were enhanced by the provider."

Selection criteria

CRITERION 1

Learning achievements

Tell us about:

- the core skills you have gained as a result of participating in the pre-accredited program/s (e.g., literacy, numeracy, English language, and/or digital skills)
- how your new core skills have given you opportunities to achieve further education or other outcomes
- how you have demonstrated a high level of engagement with and passion for your learning.

(Limit: 300 words)

CRITERION 2

Enhanced personal skills, attributes and goals

Tell us about:

- the interpersonal skills and attributes you have gained as a result of participating in the pre-accredited program/s (e.g., communication skills, leadership, teamwork, goal-setting, resilience, problem-solving and other social skills)
- how the learnings gained as a result of participating in the pre-accredited training have influenced further development of your personal skills, attributes and goals for study and life
- what plans and goals you have over the next year in relation to further training, volunteering or other life goals.

(Limit: 300 words)

CRITERION 3

Other achievements

Tell us about:

- personal lessons that you have learned because of your studies in the pre-accredited program/s – think about how your studies have taught you lessons that you can apply in other parts of your life
- how you have engaged and become more involved with the community (either formally or informally) and some of the results of this involvement
- If you have taken up any leadership or mentoring roles since you started your pre-accredited program/s.

(Limit: 300 words)

Learn Local Pre-accredited Learner (Skills for work) Award

Overview

This award recognises the achievements of adult Victorians who have, in 2024, undertaken ACFE Board funded pre-accredited courses in employability skills, literacy, numeracy, English language skills or digital skills to:

- get a job

and/or

- learn new skills or improve existing ones to adapt to changing job requirements and stay current with industry changes.

The learner will have actively developed new skills and knowledge and gained employment, retained employment, or improved their employment as a direct result of their pre-accredited training participation.

The learner will be a strong role model for other people to show the job outcomes that can be achieved by participating in a Learn Local course.

The winner of this award will receive \$5,000. Up to 2 remaining finalists for this award will each receive \$1,000.

Other awards you may be eligible for

If the course(s) you are studying focus on developing skills needed for study and life, check out the Ro Allen Award – Learn Local Pre-accredited Learner (Skills for study and life) (see [page 11](#)).



2024 Winner
Amanda Gorman

WCIG

Eligibility

To apply for this award category, the nominee must:

- be aged between 18 and 67 years
- have completed at least one ACFE Board-funded pre-accredited program (Learn Local course) between 1 January and 31 December 2024 that was focused primarily on developing core skills for work. Core skills are literacy, numeracy, English language, employability and digital skills
- have completed the above Learn Local course at a Learn Local provider that is currently registered with the ACFE Board.

Nominees will be asked to provide these details in response to several eligibility questions at the start of the nomination on Award Force, but this will not count toward the word count of their responses to the selection criteria.

Nominees and nominators must also agree to the Conditions of Entry.

What you'll need to apply

There are three parts to your application:

1. Overview – 100-word limit (includes a brief introduction – who you are, your course and where you studied). The Overview does not form part of the judging process.
2. Responses to the selection criteria – 300-word limit for each response or upload a short video with your verbal response to each of the selection criteria. Each video should be no longer than 5 minutes and can be shot on a mobile phone or a computer.
3. Supporting evidence - documents and/or letters of reference as evidence of the learner's achievements. Attachments may include training certificates, brochures, learner, trainer/teacher or volunteer testimonials or images. There is a limit of 10 pages of supporting evidence allowed per nomination.

What the judges are looking for

The judges are looking for clear and relevant examples of the learner's achievements in their learning. You are welcome to use dot points to offer precise and factual examples of challenges faced and overcome through learning. Testimonials from other learners, trainers/teachers, and the Learn Local provider can help support the nomination.

The nomination should tell a story about the nominee's learning journey, it will highlight where they have come from and what they are hoping to achieve in their future because of their learning.

Providing evidence of going 'above and beyond' can also improve the nomination, so include achievements that highlight qualities such as teamwork, communication, and showing initiative.

For nominators, it is important that the learner's personal reflections and experiences are highlighted throughout the nomination. Here are some of the judging comments from last year's Awards. These may help you prepare your nomination.

Judges' comments from previous years that may help you prepare your nomination:

"...A transformational story, which has empowered the learner to establish themselves and succeed, inspiring them to make future goals that will enrich the community."

"It would have been good to see some more reflections from the learner directly about their community connections, and the things that have helped inspire their journey."

"A really well-evidenced narrative about their learning journey, with strong illustrative examples of the ways that his opportunities to learn were enhanced by the provider."

Selection criteria

CRITERION 1

Learning achievements

Tell us about:

- core skills you have gained as a result of participating in the pre-accredited program/s (e.g., literacy, numeracy, English language, employability and/or digital skills)
- the employment pathway you are aiming to follow OR the paid/unpaid employment outcome you have achieved as a direct result of the pre-accredited training you undertook
- how you have demonstrated a high level of engagement with and passion for your learning.

(Limit: 300 words)

CRITERION 2

Enhanced personal skills, attributes and goals

Tell us about:

- interpersonal skills and attributes you have gained as a result of participating in the pre-accredited program/s (e.g., communication skills, leadership, teamwork, goal setting, resilience, problem-solving and any relevant social skills)
- learnings you have developed based on your studies which you can apply to work life (understanding of workplace dynamics, ways of communicating in the workplace, networking etc.).

(Limit: 300 words)

CRITERION 3

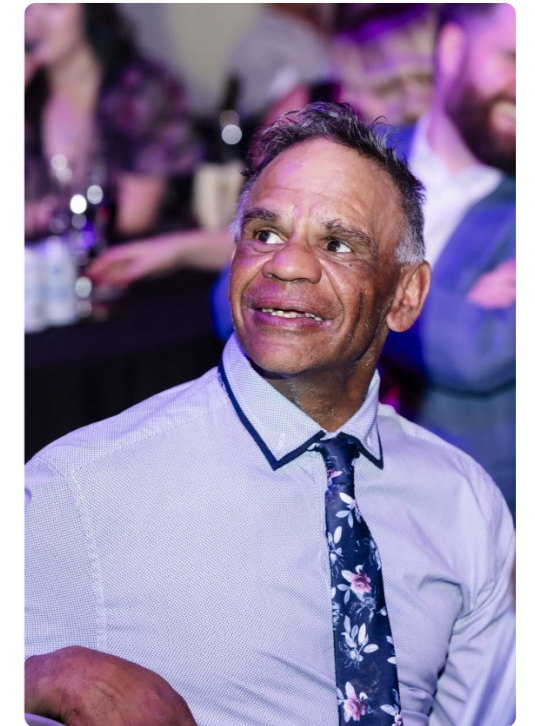
Other achievements

Tell us about:

- personal lessons that you have learned because of your studies in the pre-accredited program/s – think about how your studies have taught you lessons that you can apply in other parts of your life
- how you have engaged and become more involved with the community (either formally or informally) and some of the results of this involvement
- any leadership or mentoring roles you have taken up since you started your pre-accredited program/s.

(Limit: 300 words)

A snapshot of the 2024 Learn Local Awards



Trainers and leaders categories



Learn Local Pre-accredited Trainer Award

Overview

This award recognises the outstanding contribution that all Learn Local trainers* make to support learners in developing their skills for study, work and life.

The award will go to an individual who taught an ACFE Board-funded pre-accredited program (Learn Local course) at a registered Learn Local provider in 2024.

The winner will demonstrate a strong commitment to the Learn Local sector and an ability to engage people in learning (in the classroom, online or both). They will have strategies and techniques in place that enable them to provide or support quality training to meet different learner needs and establish pathways for them to further education and/or employment (paid or unpaid).

This individual will be a role model for colleagues and exemplify the dedication of Learn Local trainers.

The winner of this award will receive \$5,000. Up to 2 remaining finalists for this award will each receive \$1,000.

**For the purposes of these Awards, 'trainer' is the term used for any paid employee that teaches ACFE Board-funded pre-accredited programs at a registered Learn Local provider. The individual may also be known as a tutor, teacher, practitioner or educator.*



2024 Winner
Sonia Nayyar

Cultura - Multicultural Community Services Geelong

Eligibility

To apply for this award category, the nominee must:

- be employed (paid) at a Learn Local provider that is currently registered with the ACFE Board.
- have taught an ACFE Board-funded pre-accredited program (Learn Local course) between 1 January and 31 December 2024.

Nominees will be asked to provide these details in response to several eligibility questions at the start of the nomination on Award Force, but this will not be included in the word count of their responses to the selection criteria.

Nominees and nominators must also agree to the Conditions of Entry.

What you'll need to apply

There are three parts to your application:

1. Overview – 100-word limit (includes a brief introduction, your professional background, what brought you to the Learn Local sector and a description of the ACFE Board-funded pre-accredited program/s that you taught during 2024). The Overview does not form part of the judging process.
2. Responses to the selection criteria – 300-word limit for each response or upload a short video with your verbal response to each of the selection criteria. Each video should be no longer than 5 minutes and can be shot on a mobile phone or a computer.
3. Documents and/or letters of reference as evidence of the trainer's achievements. Attachments may include curriculum, A-Frames, course plans, learner or other trainer testimonials or images. There is a limit of 10 pages of supporting evidence allowed per nomination.

What the judges are looking for

The judges are looking for clear and relevant examples of the nominee's commitment to engaging people in learning. Identifying techniques, strategies and factual examples of their teaching practice in action will help the judges as they review the nomination. Testimonials from learners and colleagues may also help support your nomination.

Providing evidence of going 'above and beyond' can also improve the nomination, so include achievements that highlight qualities such as teamwork, collaboration, leadership, communication, and showing initiative.

For nominators, it is important that the trainer's personal reflections and experiences be highlighted throughout the nomination.

Here are some of the judging comments from previous years' Awards; these may help you prepare your nomination.

"...has succeeded in establishing many Learner Pathways to employment and further study by the way in which they have designed and delivered the program. Excerpts from student feedback reinforce the evidence of the program's success."

"...[the applicant's] teaching and learning is clearly relevant to building capability in students for work and further study."

"...is very learner centered, and their teaching techniques are designed to encourage to not only enhance the learners' digital skills but explore possibilities for their lives."

Selection criteria

CRITERION 1

Successful professional practice

Tell us about:

- what is innovative about your teaching practice
- how you have leveraged professional development to enhance your teaching practice over the last 12 months
- how you seek and incorporate feedback from learners and peers into your teaching practice.

(Limit: 300 words)

CRITERION 2

Positive outcomes achieved by learners that can be attributed to the nominee

Tell us about:

- how many (%) of the students participating in programs you have delivered have gone onto accredited training or work outcomes
- one case study from the last 12 months illustrating how you've inspired and supported learners, and what have they gone onto achieve next.

(Limit: 300 words)

CRITERION 3

Knowledge sharing, coaching and/or partnerships

Tell us about:

- how you have contributed to partnerships or networks that have enhanced your/others' delivery of pre-accredited training.

(Limit: 300 words)

Learn Local Leadership Award

Overview

This award recognises the outstanding leadership and contribution of Learn Local coordinators, program managers and other staff to the Learn Local sector.

This individual will be involved in the administration, planning and/or coordination of an ACFE Board funded training and/or program/s*, be a role model for colleagues, and exemplify the dedication of Learn Local employees within their own organisation and other Learn Locals, or within the community.

The winner will demonstrate strong leadership skills and their willingness to go above and beyond to ensure the success of pre-accredited training in their community, including innovative ACFE Board funded training and/or programs, a new approach to engaging learners or to improve professional practice.

This individual will be a role model for colleagues and exemplify the dedication of Learn Local coordinators, program managers and staff.

The winner of this award will receive \$5,000. Up to 2 remaining finalists for this award will each receive \$1,000.

**ACFE Board funded training and/or program/s include centrally developed or locally adapted/developed programs, Stronger by Design delivery, Family Learning Partnerships, and the Adult, Literacy and Numeracy Practitioners Program.*



Eligibility

To apply for this award category, the nominee must:

- be employed (paid) at a Learn Local provider that is currently registered with the ACFE Board
- have been involved in the administration, planning and/or coordination of an ACFE Board-funded training and/or program/s to read i.e., pre-accredited training, Family Learning Partnerships, Literacy and Numeracy Practitioners Program and so on) between 1 January and 31 December 2024.

Nominees will be asked to provide these details in response to several eligibility questions at the start of the nomination on Award Force, but this will not be included in the word count of their responses to the selection criteria.

Nominees and nominators must also agree to the Conditions of Entry.

What you'll need to apply

There are three parts to your application:

1. Overview – 100-word limit (includes a brief introduction – your professional background, what brought you to the Learn Local sector and a description of the ACFE Board-funded training and/or program/s that the nominee was involved in during 2024). The Overview does not form part of the judging process.
2. Responses to the selection criteria – 300-word limit for each response or upload a short video with your verbal response to each of the selection criteria. Each video should be no longer than 5 minutes and can be shot on a mobile phone or a computer.
3. Supporting evidence - documents and/or letters of reference as evidence of the nominee's achievements. Attachments may include learner, trainer or volunteer testimonials or images. There is a limit of 10 pages of supporting evidence allowed per nomination.

What the judges are looking for

The judges are looking for clear and relevant examples of the nominee's commitment to learners and achieving positive outcomes within the community. You will need to describe the ACFE-Board-funded program or project that you have supported through a planning, management, or coordination role. Testimonials from learners, trainers, colleagues, and Learn Local providers may also help support your nomination.

Providing evidence of going 'above and beyond' can also improve the nomination, with qualities such as collaboration, leadership, and showing initiative all highly regarded by the judges.

Selection criteria

CRITERION 1

Leadership

Tell us about:

- what approaches have you taken to better understand the changing needs of your learners and community
- what innovations have introduced into your organisation in 2024, tailored to your pre-accredited training delivery
- how you believe you make a difference through your leadership.

CRITERION 2

Significant contribution

Tell us about:

- what networks, partnerships and projects you have developed in 2024 that have led to improvements in your pre-accredited training offerings
- how you have shared your knowledge (e.g. through conference presentations, CoPs etc.) and what has been the direct outcome of this.

CRITERION 3

Positive outcomes achieved by learners that can be attributed to the nominee

Tell us about:

- how many (%) of the students participating in programs you have delivered have gone onto accredited training or work outcomes

Guiding question:

- Describe how this person exemplifies being a 'role-model' for the sector, how they embrace the value of Learn Local and support and implement the ACFE Board's initiatives.

A snapshot of the 2024 Learn Local Awards



Learn Local provider categories



Small Learn Local Provider of the Year Large Learn Local Provider of the Year

Overview

These two awards recognise excellence and high-level performance by community-based organisations involved in improving foundation skills for work, study and life.

The winner of this award in both the small and large provider categories will receive \$10,000. Up to 2 remaining finalists for this award in both the small and large provider categories will each receive \$1,000.

Eligibility – For large providers

To apply for this award category, the nominated provider must:

- be registered with the ACFE Board as a Learn Local organisation
- have a history of timely compliance with contractual obligations and program requirements
- have delivered pre-accredited training in 2024

For the purposes of this award, a 'large provider' is defined as a registered Learn Local provider that was allocated more than 10,000 pre-accredited training delivery hours in 2024 (as of 31 Dec 2024) AND also has an organisation total income/revenue of \$750,000 or more.

Note: If you are applying for one of these awards, please attach a copy of your most recent Annual Financial Report. An online link is also suitable.

The training/program can be run in partnership with other organisations but must be led by the nominated Learn Local provider.

Nominees will be asked to provide these details in response to several eligibility questions at the start of the nomination on Award Force, but this will not count toward the word count of their responses to the selection criteria.

Nominees and nominators must also agree to the Conditions of Entry.



Eligibility – For small providers

To apply for this award category, the nominated provider must:

- be registered with the ACFE Board as a Learn Local organisation
- have a history of timely compliance with contractual obligations and program requirements
- have delivered pre-accredited training in 2024.

For the purposes of this award, a 'small provider' is defined as a registered Learn Local provider that was allocated fewer than 10,000 pre-accredited training delivery hours in 2024 (as of 31 Dec 2024) AND also has an organisation total income/revenue of \$750,000 or less.

What you'll need to apply

There are 3 parts to your application:

1. Overview – 100-word limit, includes brief introduction, when the program was delivered in 2024, how long the program has been running, how ACFE Board funding contributed to this pre-accredited program, the program's main activities, the learner group(s) the program targets, how many learners in total participated in the program.
2. Responses to the selection criteria – 300-word limit for each response or upload a short video with your verbal response to each of the selection criteria. Each video should be no longer than 5 minutes and can be shot on a mobile phone or a computer.
3. Supporting evidence – up to 10 pages. Attachments may include, documents and/or letters of reference as evidence of the nominee's achievements, curriculum, A-Frames, course plans, learner or trainer testimonials or images.

What the judges are looking for

The judges are looking for clear and relevant examples of the high quality pre-accredited training delivery by the provider. A key emphasis of this award is pathways to further employment, study, or volunteer work, so these should be clearly referenced and quantified with precise data.

Nominators are encouraged to use precise language: short, succinct and factual statements with dot points to provide evidence. Testimonials from learners, trainers and other community partners or organisations can help support your nomination.

Make sure you tell a positive story about your organisation and training being delivered and how it supports learners to find pathways to further opportunities.

Here are some of the judging comments from previous years' Awards. These may help you in preparing your nomination.

"Highly individualised to respond to learners needs. Positive outcomes are evident and showing success of the bespoke design flexibility."

"...lacking important information about what the learners did to engage in a meaningful way in their community."

"Supports vulnerable cohorts to re-engage and succeed. Redesigning the training based on previous feedback on course length and content has helped identify new pathways for learners."

Selection criteria

CRITERION 1

High quality pre-accredited training

(Limit: 300 words)

Tell us about:

- how you demonstrate excellence and high-level performance in ACFE Board funded projects, initiatives and activities
- how you develop learner pathways through successful program activities and training approaches, ensuring success for learners
- examples of your innovative local solutions to emerging local pre-accredited training needs
- systems in place to manage, evaluate and enhance ACFE programs, projects and activities
- how you implement and keep up with best practice
- how success is measured (e.g. learner outcomes, learner satisfaction and learner progress).

CRITERION 2

Learner-centred practice

(Limit: 300 words)

Tell us about:

- strategies and supports in place to engage and support learners and which are inclusive of different learner needs
- how adult learning principles are incorporated into the design and delivery of pre-accredited programs.

CRITERION 3

Linkages with industry and community

(Limit: 300 words)

Tell us about:

- how you identify and build new, innovative and effective partnerships with industry and the community
- strategies and processes used to ensure that learners are better connected to their local community and local opportunities
- succinct examples of partnerships with industry and community that have been developed and maintained.

CRITERION 4

High quality business management

(Limit: 300 words)

Tell us about:

- how you ensure continuous improvement across the organisation
- how you develop the capability and capacity of your workforce
- strategies in place to build a positive workplace culture
- how inclusion and diversity is incorporated into the running of the business.

Learn Local Innovation Award

Overview

This award recognises innovative solutions that have been developed by a registered Learn Local provider in response to a local training challenge or community need. The innovative solution must be a new or revised ACFE Board-funded program, project or activity*.

The innovative solution will demonstrate how the Learn Local sector provides flexible, innovative, quality, and tailored training that meets the needs of learners in their community. It will highlight how Learn Local providers think laterally and innovatively to enable learners to develop their skills for study, work and life.

The innovative solution will be learner focused and may have required the Learn Local provider to change the way they usually work to ensure they could meet the local training challenge or community need.

Examples of this local training challenge or community need may include, but are not limited to, natural disasters like bushfires or floods, remote and rural learning, or other relevant challenges.

The winner of this award will receive \$10,000. Up to 2 remaining finalists for this award will each receive \$1,000.

The main difference between this award category and the Learn Local Provider of the Year Award category is that the innovative solution developed for this award category must have been in response to a local training challenge or community need. The emphasis of this award category is on how the organisation developed and implemented the innovative solution to benefit their community and the corresponding impact.

**Activity includes all other 'appropriate activities in support of pre-accredited training' as listed in the Learn Local Guidelines for Pre-accredited Training Funding and Delivery for Term 2, Term 3 and Term 4 2024.*



2024 Winner

Bass Coast Adult Learning, Coldon Homes and Capeview Building Products

Eligibility

To apply for this award category, the nominated innovative solution (i.e., new or revised ACFE Board-funded program, project or activity) must:

- be funded by the ACFE Board i.e. pre-accredited training, Learner Engagement A-Frame Program, Family Learning Partnership, Capacity and Innovation Fund project or other 'appropriate activities in support of pre-accredited training' as listed in the Learn Local Guidelines for Pre-accredited Training Funding and Delivery for Term 2, Term 3 and Term 4 2024
- have delivered a substantial amount of the innovative solution during 2024 and the Learn Local provider must have been registered with the ACFE Board at the time it was delivered
- have been developed or modified in response to a specific training challenge or community need that occurred during 2024.

Nominees will be asked to provide these details in response to several eligibility questions at the start of the nomination on Award Force, but this will not count toward the word count of their responses to the selection criteria.

Nominees and nominators must agree to the Conditions of Entry.

What you'll need to apply

There are 3 parts to your application:

1. Overview – 100-word limit includes, a brief introduction, the name of the innovative solution - this can be a name made up for the purposes of this award nomination, when it was delivered in 2024, how ACFE Board funding contributed to this innovative solution.
2. Responses to the selection criteria – 300-word limit for each response or upload a short video with your verbal response to each of the selection criteria. Each video should be no longer than 5 minutes and can be shot on a mobile phone or a computer.
3. Supporting evidence – up to 10 pages. Attachments may include documents and/or letters of reference as evidence of the nominee's achievements, curriculum, A-Frames, course plans, learner or trainer testimonials or images.

What the judges are looking for

The judges are looking for a clear description of the local training challenge or community need that led to the innovative solution's development. The judges will pay regard to evidence of how you came up with the innovative solution and its impact on learners.

Using precise language, short succinct factual statements, and dot points to provide your evidence is advised. Testimonials from learners, trainers and other community partners or organisations may also help support your nomination.

Here are some of the judging comments from last year's Awards. These may help you in preparing your nomination.

"This is an outstanding program meeting the complex and considerable learning needs of the women participants. It is innovative, practical, learner focused with significant outcomes for the women involved."

"Two very strong features of this program are the comprehensive structure of the program and the level of engagement of the partners. Each of the program components reflects the research done initially about the needs of the industry."

"...it is not clear why this training is best delivered through pre-accredited provision... the scale or scope of partnership other than through location is well explained."

Selection criteria

CRITERION 1

Responding to a local training challenge or community need

Tell us about:

- how the Learn Local program, project or activity was developed, for example how it went about determining the local training challenge or community need, and what steps the provider took to create and then implement the solution
- what aspects of your project, program or activity are innovative.

(Limit: 300 words)

CRITERION 2

Outcomes and achievements

Tell us about:

- what the innovative solution has achieved for learners and the community, including evidence of these outcomes
- did you evaluate this initiative, and how have you shared your outcomes and achievements with other providers and the community
- how many learners in total were positively impacted by the innovative solution
- what plans are in place for the innovative solution for the next 12 months.

(Limit: 300 words)

Learn Local Partnership Award

Overview

This award recognises a partnership between a Learn Local provider and at least one other organisation, which has resulted in improved learner pathways from ACFE Board-funded pre-accredited training to accredited training and/or work.

By working together to achieve a shared goal, it is anticipated that some of the collaborating parties will have changed the way they usually work to ensure the success of the partnership, leading to demonstrable achievements and training impacts.

The sustainability of the partnership will be evident from the plans that are in place for the future as well as an indication of how the partnership could be replicated or adopted in other settings.

The partnership will demonstrate how Learn Local providers and other organisations/sectors can work together to improve pathway opportunities for learners.

The main difference between this award category and the Learn Local Provider of the Year and the Learn Local Innovation Award categories is that the emphasis of this award category is on the partnership between the Learn Local provider and other organisation/s, not a particular project or program.

The winner of this award will receive \$10,000 (to be shared by all parties). Up to 2 remaining finalists for this award will each receive \$1,000 (to be shared by all parties).



2024 Winner

Debney Meadows Community Hub

Eligibility

To apply for this award category, the nominated partnership must:

- include one or more Learn Local provider/s currently registered with the ACFE Board and at least one other organisation (e.g., a TAFE institute, a business etc)
- have been developed to improve pathways from ACFE Board-funded pre-accredited training to accredited training and/or work. The nominated Learn Local provider does not have to have been the lead on the partnership (if there was a lead).

Nominees will be asked to provide these details in response to several eligibility questions at the start of the nomination on Award Force, but this will not count toward the word count of their responses to the selection criteria.

Nominees and nominators must also agree to the Conditions of Entry.

What you'll need to apply

There are 3 parts to your application:

1. Overview – 100-word limit includes a brief introduction – the name of the partnership (this can be a name made up for the purposes of this award nomination), how and why the partnership began and if it has ended, who is involved in the partnership, how ACFE Board funding contributed to this partnership, and evidence of a Memorandum of Understanding, or other documentation which highlights the partnership between the Learn Local provider and other organisation/s.
2. Responses to the selection criteria – 300-word limit for each response or upload a short video with your verbal response to each of the selection criteria. Each video should be no longer than 5 minutes and can be shot on a mobile phone or a computer.
3. Supporting evidence - documents and/or letters of reference as evidence of the nominee's achievements. Attachments may include curriculum, A-Frames, course plans, learner or trainer testimonials or images. There is a limit of 10 pages of supporting evidence allowed per nomination.

What the judges are looking for

The judges are looking for a clear and well-referenced description of the way two or more organisations are working together to deliver improved pathways through training.

Make sure you tell a positive story of the partnership, why it was developed, how it continues to function and what the future holds for the partnership. A good nomination will give equal weighting to the contributions of each partner.

Using precise language, short succinct factual statements, and dot points to provide your evidence is acceptable. Testimonials from learners, trainers and other community partners or organisations also help support your nomination.

Here are some of the judging comments from previous years' Awards. These may help you in preparing your nomination.

"What is impressive is the ways that the value proposition of working together seems to be demonstrated by different kinds of voluntary participation by different stakeholders."

"Very well structured with a formal MOU and responsive to local changing needs. Very good understanding of mutual benefits that all organisations seek."

"This is a really strong collaboration initiative that meets an obvious gap in pathway support for young adults with a disability, and the variety of initiatives under way to create new learning and work environments, and the offer to share with other Learn Locals, is impressive."

Selection criteria

CRITERION 1

Approach to the partnership

Tell us about:

- what was the call to action/objectives leading to the creation of the partnership
- how all parties collaborated to improve pathways from pre-accredited training to accredited training and/or work
- what changes have been implemented as a result of the partnership, and what has been the impact on each partner
- were any risks identified, and if so, how were they managed?

(Limit: 300 words)

CRITERION 2

Achievements and training impacts

Tell us about:

- the ways in which the partnership has accomplished its objectives, especially in relation to addressing key barriers/obstacles/challenges (e.g. for learners, for partners etc.) Please give examples
- any enhancements to engagement of learners or training approaches achieved through the partnership
- how learners and all other parties involved (e.g., the community and industry) have benefited from the training outcomes of the partnership.

(Limit: 300 words)

CRITERION 3

Sustainability of the collaboration

Tell us about:

- the plans that are in place for the partnership for the next 12 months
- how the partnership could be replicated or adopted in other settings
- any other ways that the partnership is sustainable (even if it has ended).

(Limit: 300 words)

Supporting evidence

Supporting evidence carries a judging weighting of 10%.

Below are the required and optional supporting materials to be provided with your nomination. There is a limit of 10 pages of supporting evidence allowed per nomination.

For learners

Required:

- Letter of support from employer/ host employer, teacher, trainer
- Signed copy of the Nominee Declaration Form by nominee
- Photo of nominee

Optional:

- Evidence of achievements
- Training and/or education certificates
- Learner, trainer/teacher or volunteer testimonials
- Other letters of support

For trainers and leaders

Required:

- Letter of support from employer/ host employer
- Signed copy of the Nominee Declaration Form by nominee
- Photo of nominee

Optional:

- Evidence of qualification
- Training and/or education certificates
- Curriculum, A-Frames, course plans
- Learner, trainer/teacher or volunteer testimonials
- Other letters of support

For Learn Local providers

Required:

- Letter of support from stakeholder(s)
- Full-colour logo
- **Partnership Award (in addition to above):**
- Signed copy of the Partner Declaration Form

Optional:

- Photo/s of the training programs
- Tables, graphs, or figures to support the nomination
- Recognition or achievement awards

Nomination tips

Here are our top tips to help you submit your nomination.

1 Read the Nomination Guide and make sure you are eligible

Make sure you read the nomination guide carefully to ensure you have met all the eligibility requirements for the category you would like to enter.

2 Start by nominating today or getting a friend or a teacher to help you nominate

Take two minutes to register on the nomination portal at lla.awardsplatform.com and start writing your nomination draft.

A great place to start is by reading the selection criteria and writing a few points next to each one that you want to talk about in your nomination. After you've written a few dot points, you can start explaining those full points by writing them more fully.

You can save your nomination as you go and work on it gradually.

3 Tell us your story

What have you achieved and how? Give examples that relate to your study, your life and any work you have done. Make sure you provide evidence.

4 Keep it simple

A well-written nomination doesn't need to have long sentences or big words. The best nominations tell the judges a story in simple words and show them your training journey. Alternatively, you can provide a video recording of your responses to the award selection criteria.

5 Show us your unique qualities

Make the nomination stand out by telling us exactly what you have learned in your training journey, what motivates you, what you like about your course(s) and how you have improved or changed through your learning.

6 Use evidence to support your story

If you have official documents like certificates, course results or written references, feel free to write about them and attach them as supporting documents in your nomination. Evidence can also be shown in how you describe something.

A good way to describe something with evidence is to tell us the actions you took to achieve something and to tell us the results of your actions.

Example:

Action – I enrolled in an English Conversation course at my Learn Local provider.

Result – My test results have improved from an average of 60% six months ago to 75% now, and I feel confident speaking to my friends in class and to people outside class.

7 Ask for help

If you need help writing the nomination, contact the Learn Local Awards team to be linked with our professional writer.

8 Final checks

Don't forget to proof-read the nomination yourself to make sure you're happy with it and then get the LLA's professional writer to review your nomination – for free!

9 Don't be late

Submit before nominations close at 11.59pm on Sunday 18 May.

Judging process

The ACFE Board will conduct an objective and multi-tiered judging process including the below key elements.

- There will be either two or three panels that will review between two and four award categories each.
- On each panel, there will be three judges, including a representative from the ACFE Board, ACFE Regional Council and Department of Jobs, Skills, Industry and Regions. Judges are rotated every one to two years.
- All judges must agree to a confidentiality agreement before the judging process begins. Judges must also declare any conflicts of interest as soon as they arise. Any potential or perceived conflicts of interest are managed according to the ACFE Board's Conflict of Interest Policy.

There are 3 judging stages.

Stage 1 - Online shortlisting.

Each judge undertakes an individual assessment of each nomination in their assigned award categories. Nominations are scored using the below scoring five-point matrices. No half-point scores are available.

The weighting for each criteria for each award will be equal, with supporting evidence carrying a judging weighting of 10%.

Score	Score weighting to be used for selection criteria responses
1 - Unsatisfactory	Did not meet any of the selection criteria
2 - Satisfactory	Met some of the selection criteria
3 - Good	Met most of the selection criteria to a good standard
4 - Very Good	Met the selection criteria to a very good standard
5 - Exceeds expectations	Went 'above and beyond' in responses to selection criteria

Stage 2 - Panel shortlisting.

Each panel then meets for a collaborative assessment to choose the finalists for each award category. In some cases, a clear winner may be identified at this stage and finalist interviews will not be held. This is at the discretion of the relevant judging panel.

Stage 3 – Winner selection.

The final step of the process is the panel collectively choosing the winner based on the results of the finalist scores.

For further information, please send an email to learnlocal@djsir.vic.gov.au

Conditions of entry

By entering the 2025 Learn Local Awards, you agree to abide by the following conditions of entry.

1. All nominations must be submitted online via the Award Force portal at: lla.awardsplatform.com
2. The closing time and date for all entries is 11:59pm on Sunday 18 May. Nominators will not be able to submit a nomination after this time.
3. Nominees for individual awards must be Australian citizens or permanent residents of Australia and reside in Victoria.
4. For a nomination to be considered valid:
 - a. The nominee must meet eligibility requirements.
 - b. All required entrant details must be completed.
 - c. The selection criteria must have been addressed, either in writing or via video recording.
 - d. The nominee must have signed the Nominee Declaration Form.
 - e. Partner(s) must have signed the Partner Declaration Form (only relevant for the Victorian Learn Local Partnership Award).
5. Finalists may be requested to attend an interview with the judging panel (either by phone or video conference) for their category in July or August.
6. The decisions of the judging panels are final.
7. All finalists are required to attend the 2025 Learn Local Awards gala on Wednesday 3 September in Melbourne.
8. By applying, all applicants of the 2025 Learn Local Awards agree that all nonconfidential details from their nominations, photographs and recordings may be used by the Victorian government online, in any broadcast and print media and in a range of publicity and promotional materials. The ACFE Board considers confidential information to be nominator and nominee addresses, email addresses and phone numbers, as well as anything marked 'confidential'. All other information provided may be used as indicated above.
9. The Victorian government reserves the right to use all, or part of any material generated (photographs, film footage, nomination submissions or any detail) for the purpose of the 2025 and 2026 Learn Local Awards or for publication online, in print or other broadcast media, for publicity, on promotional materials or in campaigns related to skills and training.
10. Finalists and winners of the 2025 Learn Local Awards may be required to participate in media interviews.
11. The ACFE Board reserves the right to extend the deadline for nominations at any time.
12. It is the responsibility of the nominator to ensure that they have submitted the nomination for the chosen award category by the deadline of 11:59pm on Sunday 18 May to ensure consideration.

Nomination checklist

Nominees and nominators, ensure you have:

- checked your eligibility for the relevant award category
- read and agreed to the Conditions of Entry
- signed the Nominee Declaration Form
- signed the Partner Declaration Form (if nominating for the Victorian Learn Local Partnership Award)
- addressed all the selection criteria
- attached relevant supporting material
- attached a photo of the nominee or your organisation's logo
- submitted your nomination via the online portal (lla.awardsplatform.com) by the closing date.

A snapshot of the 2024 Learn Local Awards



Proudly brought to you by the Adult,
Community and Further Education (ACFE) Board



Jobs, Skills,
Industry
and Regions

 vic.gov.au/learn-local-awards