



School Curriculum  
and Standards  
Authority



2016

**VET AWARDS**  
NOMINATION KIT

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# 2016 Awards for outstanding achievement in VET: General information

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## Eligibility for exhibitions and awards

### General criteria

To achieve a VET exhibition or certificate of excellence, a student must:

- be an Australian citizen or a permanent resident of Australia
- be enrolled as a full-time student in a registered secondary school
- have satisfied the requirements for a WACE at the time of the determination of the award.

Special VET awards and special certificates of excellence may be awarded to students who do not meet the general eligibility criteria.

## Beazley Medal: VET

The Beazley Medal: VET is awarded for excellence in studies that include training qualifications and School Curriculum and Standards Authority courses. It is awarded to the eligible student who has demonstrated the most outstanding performance in a VET Certificate II or higher and in their other WACE achievements.

### Eligibility criteria

Students eligible for this award will have:

- completed a nationally recognised VET qualification to a minimum of AQF level 2, and
- achieved a VET exhibition in one of the industry areas.

## Awards for outstanding achievement in VET

### VET exhibitions

A VET exhibition may be awarded to the eligible student who is the top student in each industry area for the award of certificate of excellence (VET).

### Certificates of excellence (VET)

Certificates of excellence may be awarded to eligible Year 12 students who complete an Australian Qualification Framework VET Certificate II or higher<sup>1\*</sup> in one of the nine industry areas, in their final WACE year. The units of competency achieved for the certificate may have been undertaken in a VET industry specific course or VET credit transfer program.

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<sup>1</sup> Students who have made reasonable progress towards the completion of a Certificate III or higher are also eligible for nomination

## VET Awards: General information

### VET award industry areas

INDUSTRY AREA	TRAINING PACKAGE CODE PREFIX**
<b>Automotive, Engineering and Logistics</b>	AVI, AUR, MEA, MEM, PMA, TLI, TDM
<b>Business and Financial Services; Information and Communications Technology</b>	BSB, FNS, ICT, LGA, PSP
<b>Community Services, Health and Education</b>	CHC, HLT
<b>Construction Industries</b>	CPC, CPP, UEE (and relevant WA accredited courses)
<b>Creative Industries</b>	CUA, CUF, CUS, CUV, ICP
<b>Primary, Environmental and Animal Care Industries</b>	ACM, AHC, FPI, LMF, LMT, MAR, MSA, MSF, MSL, MTM, RGR, RII, SFI
<b>Sport, Recreation and Public Safety</b>	SIS, PUA
<b>Tourism, Hospitality and Events</b>	SIT, FDF
<b>Retail and Personal Services</b>	SFL, SIB, SIH, SIR

\*\*Nominations will only be accepted for current training packages or superseded training packages that are undergoing an approved transition. If a current training package code is not listed contact [awards@scsa.wa.edu.au](mailto:awards@scsa.wa.edu.au) for industry area allocation.





**Nominations close  
Monday, 5 September 2016 (4.30pm)**  
No late or proforma nominations will be accepted.

### For further information



### School Curriculum and Standards Authority Exhibition and Awards webpage



[http://www.scsa.wa.edu.au/internet/Senior\\_Secondary/Exhibitions and Awards](http://www.scsa.wa.edu.au/internet/Senior_Secondary/Exhibitions_and_Awards)

### Nomination process issues and support

(Available during August and September only)



[awards@scsa.wa.edu.au](mailto:awards@scsa.wa.edu.au)

# Beazley Medal: VET



**Important note:**

Only students who have achieved a VET Exhibition are eligible for this award

The Beazley Medal: VET is awarded for excellence in studies that include training qualifications and School Curriculum and Standards Authority courses. It is awarded to the eligible student who has demonstrated the most outstanding performance in a VET Certificate II or higher and in their other WACE achievements.

## Eligibility criteria

Students eligible for this award will have:

- completed a nationally recognised VET qualification to a minimum of AQF level 2<sup>2</sup>, **and**
- achieved a VET exhibition (see sub-section 8.5.1) in one of the industry areas.

## Selection process

### Short-listing

Students will be short-listed from those achieving a VET exhibition according to their:

- performance in the relevant VET award, and
- achievement in School Curriculum and Standard Authority courses. An analysis of the grades achieved in Authority courses will be undertaken to compare the achievement of eligible students.

### Interviewing

Short-listed students will be interviewed during mid-December by a selection panel comprising a nominee of the School Curriculum and Standards Authority Board and nominees from the Department of Education, Catholic Education of Western Australia, Association of Independent Schools of Western Australia and Department of Training and Workforce Development.

The panel will develop interview questions that will enable students to elaborate on their knowledge and experience in the training arena.

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<sup>2</sup> Students who have made reasonable progress towards the completion of a Certificate III or higher are also eligible for nomination



### The interview process


Students will be provided with the key questions to be asked by the selection panel ten minutes before the interview. The interview will be of approximately 20 minutes duration.


Selection will be based on the evidence submitted at the time of nomination for the VET exhibition and during the interview and will focus on the student's:

- performance in the relevant VET award
- skills and knowledge gained through VET and work placements
- other achievements such as special recognition by the workplace employer, an industry award or a community award
- knowledge and experience in the specific industry area, including understandings of new developments and trends in the workplace or industry
- achievement in School Curriculum and Standard Authority courses (ATAR or General), and
- communication and leadership skills.



### Important Dates

	<p><b>Week commencing 12 December 2016</b></p>	<p>Beazley Medal: VET interviews</p>
	<p><b>January 2017</b></p>	<p>Award winners are announced in the media</p>
	<p><b>February 2017</b></p>	<p>Exhibitions are presented at the School Curriculum and Standards Authority Awards Ceremony</p>

 **Note:** Students are provided with 48 hours' notice of a Beazley Medal: VET interview.

## VET Exhibitions and Certificates of excellence (VET)

### Important dates

	<b>Monday, 5 September 2016 (4.30pm)</b>	Nominations close (no late nominations will be accepted)
	<b>October school holidays 2016 (2nd week)</b>	Shortlisted students are invited by mail for interview
	<b>17–20 October 2016</b>	Interviews are conducted
	<b>January 2017</b>	Award winners are announced in the media
	<b>February 2017</b>	Exhibitions are presented at the School Curriculum and Standards Authority Awards Ceremony

### General tips for the VET awards process

- Start early. The process requires statements from the student, their workplace representative and the VET coordinator, so there is a lot to get organised prior to the actual online nomination.
- Nominations can only be made online by the school at <https://sirs.scsa.wa.edu.au/scsaform/vetnominationform>
- No late nominations will be accepted. Nominations close Monday, 5 September 2016 (4.30pm)
- Ensure that Workplace learning (ADWPL) and VET enrolments have been uploaded prior to the online nomination. Only eligible students will be displayed on the online VET nomination form.
- When scanning documents ensure that the file sizes are no more than 2 MB. Your nomination may not process if the file sizes are any bigger.
- If you have any problems with the online nomination process you can get help during August and September by emailing [awards@scsa.wa.edu.au](mailto:awards@scsa.wa.edu.au)
- Ensure that students will be available for interview during the week commencing 17 October. Please be aware that there is no opportunity to make any changes to the interview time offered to the student.

## Eligibility criteria

Students eligible for this award will have completed in Year 12:

- a nationally recognised VET qualification to a minimum of AQF level 2<sup>3</sup>, and
- at least two unit equivalents of the Authority- Developed Workplace Learning (ADWPL) Endorsed Program equivalent to 110 hours or more.

The workplace learning needs to be undertaken in an industry area that is related to the VET qualification for which the student is nominated.



Students who are working towards the completion of a Certificate III or higher (e.g. school-based apprenticeships) in their final year (Year 12) will be eligible for the award.

These students will need to have completed a substantial number of units of competency within the industry area.



**The online SIRS VET Awards nomination form will only display students who meet this eligibility criteria, so make sure that the ADWPL enrolment for the student being nominated has been successfully uploaded in SIRS prior to commencing the online nomination process.**

<sup>3</sup> Students who have made reasonable progress towards the completion of a Certificate III or higher are also eligible for nomination

## Preparing the online nomination

### The online nomination process involves four key tasks:

1. Uploading a signed PDF statement of support (maximum 1 page) by the VET coordinator.
2. Uploading a signed PDF statement and declaration of support (maximum 1 page) by the workplace representative.
3. Uploading a combined PDF consisting of a student statement (maximum 2 pages) and resume (maximum 2 pages).
4. Providing an online declaration of support on behalf of school principal and student.



#### **Important note:**

A limit of two nominations may be made by a school in the same industry area.

### Preparing the attachments for online nomination

#### VET coordinator declaration

Provide a PDF of a signed statement of support (maximum 1 page) by the VET coordinator. Use the following file and document header naming convention to identify the attachment:



*School statement/student name/industry area*

#### Workplace representative declaration

Provide a PDF of a signed statement and declaration of support (maximum 1 page) by the workplace representative. Use the following file and document header naming convention to identify the attachment:



*Work statement/student name/industry area*

#### Student Statement and Resume

Provide a PDF consisting of a combined student statement (maximum 2 pages) and resume (maximum 2 pages). Use the following file and document header naming convention to identify the attachment:



*Student statement/student name/industry area*

**When scanning documents, ensure that the file sizes are no more than 2 MB before uploading to SIRS.**



### Preparing a student statement

Students are required to provide a two page description of their interest and experience over the last two years in the industry area relevant to their award nomination, specifically addressing the following areas:

1. on-the-job and off-the-job training experiences
2. any new developments and/or trends in the relevant workplace or industry
3. the skills and knowledge they have gained through the industry-related work placements
4. how the training experiences have shaped their future career pathways

### Preparing a student resume

Students are required to provide a current resume (maximum two pages) following the student statement as part of the same attachment.

### Preparing VET and WPL enrolments

Only eligible students will be available for the SIRS online nomination. To ensure you are able to proceed with the nomination, ensure all workplace learning (ENEND file) and VET units of competency (ENVET file) enrolments have been successfully uploaded and processed in SIRS prior to starting your online nomination.

A SIRS enrolment report (CSE012) will be automatically generated once the student nomination has been successfully processed. It is important that all enrolment details are correct as this may affect the student's award outcome at interview.

## How to Nominate

### Steps for lodging the online VET Awards nomination

- 1** Nomination for each student must be completed in one sitting as there is no facility to save a partially completed nomination form. This means that you will need to:

  - have all documentation ready to be uploaded to the online SIRS VET nomination form
  - ensure files are no bigger than 2 MB.
- 2** Ensure you have uploaded the student's Workplace Learning (ADWPL) and VET enrolments prior to nomination. It is also important that you check the enrolments have been successfully processed. Only eligible students will be displayed on the online VET nomination form.
- 3** Make sure that you have your SIRS login details and the relevant password.
- 4** Login using the following  
URL: <https://sirs.scsa.wa.edu.au/scsaform/vetnominationform>
- 5** Nomination Details

  - Select the eligible student from the drop down list
  - Enter required information in each field – there can be no fields left blank
- 6** Uploads

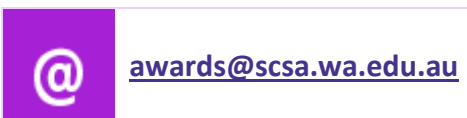
  - Statement of support and declaration by VET coordinator
  - Statement of support and declaration by Workplace representative
  - Combined student statement and resume.
- 7** Declaration

  - Enter the names for Principal and Student
  - Check the principal and student declaration boxes
- 8** Click submit
- 9** A successful nomination will be acknowledged by an automatically generated email. The nomination summary which appears at the bottom of the nomination form upon successful nomination can be viewed or printed.



### Nomination process issues and support

(Support is available during August and September only)



There is a lot of work to be done prior to the online nomination process so make sure that you start early and are well prepared.

Mobile devices cannot be used for the nomination process.

Before commencing the nomination ensure your computer has a recent internet browser.

Direct all queries to the awards email above to ensure that your issues can be addressed promptly.

- Suggested browsers include:
- Internet Explorer 9 or above
  - Chrome latest version
  - Firefox latest version.

## Selection process

Awards policy and details of the selection process are available on the School Curriculum and Standards Authority website at [www.scsa.wa.edu.au/Senior\\_Secondary/Exhibitions\\_and\\_Awards](http://www.scsa.wa.edu.au/Senior_Secondary/Exhibitions_and_Awards).

Selection panels identify award winners in each industry area and make a recommendation to the awards and exhibitions committee of the School Curriculum and Standards Authority. Selection panels are made up of representatives from each school system/sector together with a member from the relevant industry. Nomination forms and other documentation submitted by students are used to short list and invite selected students to an interview.

### Short listing

A selection panel will be convened for each industry area. Panel members will represent school sector/systems and industry. Students will be shortlisted and chosen for interview based upon (in priority order):

1. the evidence submitted with the nomination
2. consistency of the student's WACE program with the industry area
3. competitiveness of the nomination.

### Interview

Short listed students will be interviewed by the selection panel. Interview questions will be developed by the panel to allow students to elaborate on their knowledge and experience in the specific industry area.

Students will be expected to answer questions about their training experience and the industry. Questions may relate to career pathways, industry trends, workplace learning experiences and the link between the qualification and the workplace.

On the day of interview students will be provided with questions immediately prior to interview and given approximately ten minutes to prepare their responses. The interview will be approximately 20 minutes duration.

Students may bring a portfolio containing certificates or copies of other achievements relevant to the industry area.

**Students will need to ensure availability during the week of interviews as they will not be able to choose or change the allocated interview time.**

**Students may wish to bring to the interview a portfolio containing any documents that support their nomination, or that are mentioned in the student statement or resume. They should prepare their own portfolio.**



## Checklist

**Before commencing an online nomination, please ensure that for each student you have:**

- selected no more than two students per industry area for a VET award nomination, and determined if this student is ranked 1 or 2
- confirmed the student's Workplace learning (ADWPL) and VET enrolments have been successfully uploaded and processed in SIRS
- the signed workplace declaration scanned and ready to upload
- the signed school declaration scanned and ready to upload
- the combined student statement and resume ready to upload
- the school's primary SIRS login details and current password
- a recent internet browser
- kept each scanned document within the 2MB upload limit
- notified nominees that if shortlisted they will need to be available in the week of interview