School Curriculum and Standards Authority

2022
VET AWARDS NOMINATION KIT

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia.

The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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Title: VET Awards Nomination Kit 2022

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School Curriculum and Standards Authority

Street address:	303 Sevenoaks Street, CANNINGTON, Western Australia 6107
Postal address:	PO Box 816, CANNINGTON, Western Australia 6987
Phone:	(08) 9273 6377
General email:	info@scsa.wa.edu.au
Awards email:	awards@scsa.wa.edu.au
Web:	www.scsa.wa.edu.au
CM:	2020/12722 [v3]

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AWARDS FOR OUTSTANDING ACHIEVEMENT IN VET – GENERAL INFORMATION

Eligibility for exhibitions and awards

General criteria

To achieve a vocational education and training (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/exhibition.

Special VET awards and special certificates of excellence may be awarded to students who do not meet the general eligibility criterion of being an Australian citizen or a permanent resident of Australia.

VET award industry areas

Industry Area	Training package code prefix*
Automotive, Engineering and Logistics	AUM, AUR, AVI, MAR, MEA, MEM, PMA, TLI
Business and Financial Services; Information and Communications Technology	BSB, FNS, ICT, LGA, PSP
Community Services, Health and Education	CHC, HLT
Construction Industries	CPC, CPP, RII, UEE (and relevant WA accredited courses)
Creative Industries	CUA, ICP
Primary, Environmental and Animal Care Industries	ACM, AHC, AMP, FWP, LMT, MSA, MSF, MSL, SFI
Sport, Recreation and Public Safety	PUA, RGR, SIS
Tourism, Hospitality and Events	FBP, SIT
Retail and Personal Services	SFL, SHB, 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*Nominations will only be accepted for current training packages or superseded training packages that are undergoing an approved transition.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 for industry area allocation.

Image adapted from: kali9 via iStock

NOMINATIONS CLOSE

Monday, 29 August 2022 at 4.30 pm

No late or proforma nominations will be accepted.

Further information

School Curriculum and Standards Authority Exhibition and Awards

https://senior-secondary.scsa.wa.edu.au/certification/exhibitions-and-awards

Nomination process contact and support

awards@scsa.wa.edu.au

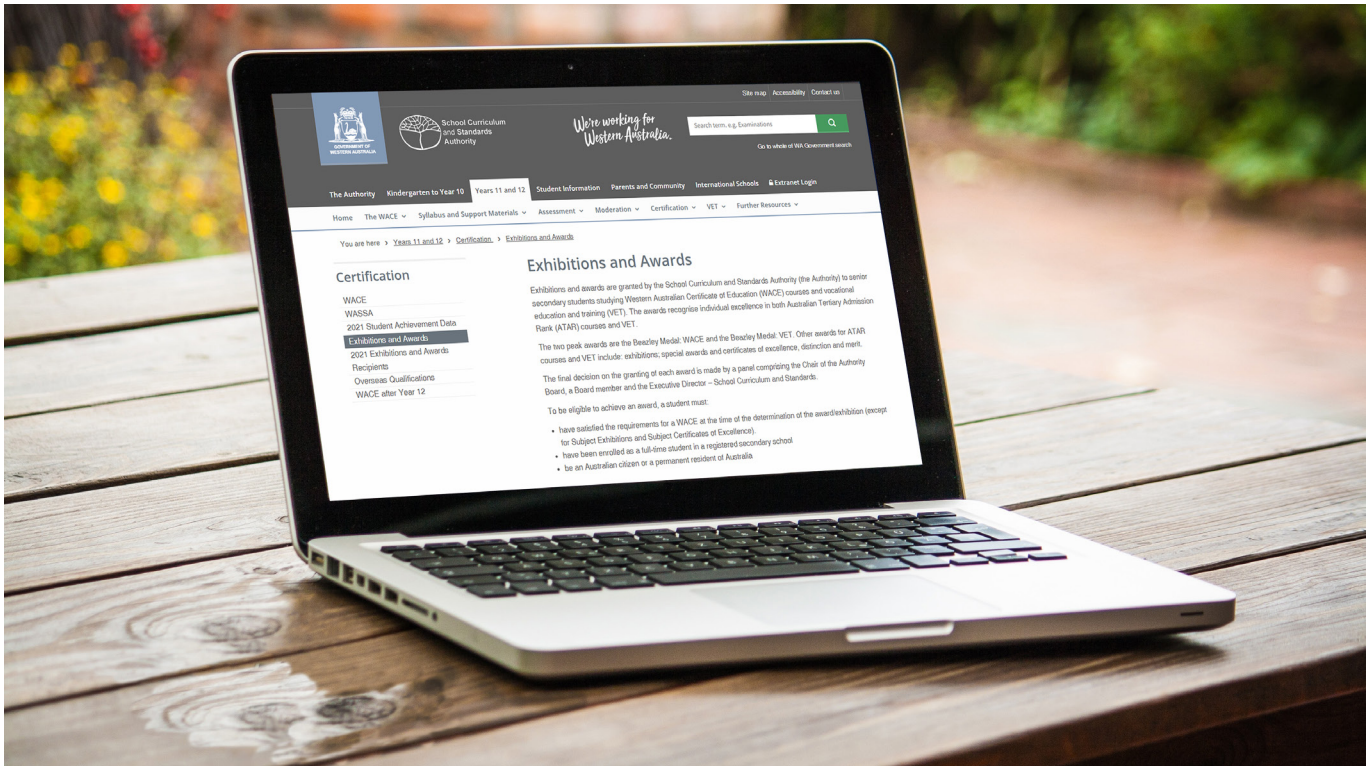

Image adapted from Pixabay.com

BEAZLEY MEDAL: VET

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

Note: only students who have achieved a VET exhibition are eligible for this award.

Eligibility criteria

Students eligible for this award will have:

- achieved a WACE, **and**
- achieved a VET Exhibition in one of the industry areas.

Selection process

Short-listing

Students will be short-listed from those nominated for a VET exhibition based on the recommendation provided by the VET awards selection panel and according to their achievement in School Curriculum and Standards Authority (Authority) courses. An analysis of the grades achieved in Authority courses (ATAR and General) will be undertaken to compare the achievement of eligible students.

Image adapted from: Buro Millennial via Pexels

Interviewing

Short-listed students will be interviewed during early December by a panel comprising of a nominee from the Authority Board and nominees from the Department of Education, Catholic Education 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 of VET and industry placement and how this supports their post-secondary aspirations.

The interview process

Students will be provided with the key questions to be asked by the selection panel prior to the interview. The interview will be approximately 20 minutes.

Selection will be based on the evidence submitted at the time of nomination and notes provided by the VET awards panel who nominated the student for the Exhibition.

Selection criteria include:

- performance in the relevant VET award
- understanding the benefits of undertaking VET as part of the WACE, in terms of future career choices and their own personal development
- understanding the value gained through VET and work placements
- other achievements, such as special recognition by a workplace employer, an industry award or a community award
- achievement in Authority courses (ATAR or General)
- communication skills.

Note:

- students' personal contact details will be collected at the time of the VET awards interviews
- students and/or parents/guardians/carers will be contacted directly by the Authority and provided notice of the Beazley Medal: VET interview date and time via email and phone.

IMPORTANT DATES

Week commencing	
29 November 2022	Beazley Medal: VET interview
January 2023	Award winners are announced in the media
February 2023	Exhibitions are presented at the School Curriculum and Standards Authority Awards Ceremony

Image adapted from: Naassom Azevedo via Unsplash

VET EXHIBITIONS AND CERTIFICATES OF EXCELLENCE

Awards for outstanding achievement in VET

VET Exhibitions

A VET Exhibition may be awarded to the eligible student who has demonstrated the most outstanding performance in an AQF VET Certificate II or higher. The student who is ranked first in the selection process for a VET Certificate of Excellence may be awarded the VET Exhibition in that industry area.

A maximum of one exhibition is awarded in each VET industry area.

Special VET Awards

A Special VET Award may be presented to a student not eligible for the VET Exhibition because they have not satisfied the general criteria for eligibility, but who have otherwise achieved the requirements for a VET Exhibition.

Only one award will be available in an industry area.

Certificates of Excellence (VET)

Certificates of Excellence may be awarded to eligible Year 12 students who complete an AQF VET Certificate II or higher in one of the nine industry areas. The units of competency achieved for the certificate may have been undertaken in VET industry specific courses or VET credit transfer programs.

Special VET Certificates of Excellence

A Special VET Certificate of Excellence may be presented to a student not eligible for the VET Certificate of Excellence because they have not satisfied the general criterion of being an Australian citizen or a permanent resident of Australia but who have achieved the requirements for a VET Certificate of Excellence.

Eligibility criteria

Students eligible for this award will have completed, by the end of Year 12, a nationally recognised VET qualification to a minimum of AQF level II. Students are only eligible for this award in Year 12, although they may have completed the qualification in Year 10 or Year 11. Students are also required to have completed at least two unit equivalents of workplace learning in Years 10, 11 or 12. The workplace learning needs to be undertaken in an industry area that is related to the VET qualification.

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.

Note: students who are working towards completion of a Certificate III or higher (e.g. a school-based apprenticeship) in their final year will be eligible for the award. These students will need to have completed a substantial number of units of competency (220 nominal hours in Year 12) within the industry area.

Image adapted from: CarlosAndreSantos via iStock

IMPORTANT DATES

Monday, 29 August 2022 (4.30 pm)	Nominations close (no late nominations will be accepted)
October 2022	Shortlisted students are invited for interview
Wednesday, 12 – Friday, 14 October 2022	Interviews are conducted
January 2023	Award winners are announced in the media
February 2023	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.
- Schools must ensure that they nominate students who are enrolled in a WACE-eligible program of study.
- Nominations can only be made online by the school at https://sirs.scsa.wa.edu.au/scsaform/vetnominationform. The 2022 VET nomination form will be available on Friday, 1 July 2022.
- No late nominations will be accepted. Nominations close Monday, 29 August 2022 at 4.30 pm.
- 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 July and August by emailing awards@scsa.wa.edu.au.
- Ensure that students will be available for interview during the week commencing Wednesday, 12 October 2022. Please be aware that there is no opportunity to make any changes to the interview time offered to the student.
- Please note that schools can nominate students for undertaking Certificate II or higher accredited courses that have an industry classification (industry based/direct vocational outcome). The only exception to this rule is the Certificate II in Leadership qualification undertaken as an Aboriginal school-based traineeship.

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 résumé (maximum 2 pages).
4. Providing an online declaration of support on behalf of school principal and student.

Note: only two nominations may be made by a school in the same industry area.

Preparing the attachments for online nomination

VET coordinator declaration

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

- School statement_student name_industry area*

Workplace representative declaration

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

- Work statement_student name_industry area*

Student statement and résumé

Provide a combined student statement (maximum 2 pages) and résumé (maximum 2 pages) in PDF format. Use the following document naming convention to identify the attachment:

- Student statement_student name_industry area*

*Only use the first word of the nominated industry when naming documents.

Note:
- underscores (_) and dashes (–) can be used in file names
- the file naming convention does not allow for slashes (/), semicolons (;) or colons (:) and files that include these will not be uploaded
- it is recommended that the header or footer of each document submitted contain the student's name
- when scanning documents, ensure that the file sizes are no more than 2 MB before uploading to SIRS.

Preparing a student statement

The student statement requires a student to provide a two-page document about their interest and experience in the industry area they are being nominated for, focusing on the following key areas:

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

Preparing a student résumé

Students are required to provide a current résumé (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 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 the 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	Each student's nomination 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 • ensure naming conventions meet the specifications outlined in the *Preparing the online nomination* section on page 6 of this document.
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.
4	Log in 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 the VET coordinator • statement of support and declaration by the Workplace representative • combined student statement and résumé.
7	Declaration • enter principal and student names • check the principal and student declaration boxes.
8	Click submit.

Note: 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.

REMEMBER

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 to submit online nominations.

Direct all queries to the Authority to ensure that your issues can be addressed promptly.

Before commencing the nomination, ensure your computer has an up-to-date internet browser.

Suggested browsers include:

- Internet Explorer 9 or above
- Chrome latest version
- Firefox latest version.

Image adapted from: monkeybusinessimages via iStock

SELECTION PROCESS

The awards policy and details of the selection process are available on the Authority website at http://senior-secondary.scsa.wa.edu.au/certification/exhibitions-and-awards.

Selection panels identify award winners in each industry area and make a recommendation to the Authority's Exhibitions and Awards Committee. 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 consist of representatives from school sector/systems and industry and are approved by the Authority. Students will be short-listed for an interview based on the evidence submitted at the time of nomination.

Interview

Short-listed students will be interviewed by the selection panel that conducted the short-listing. The panel will develop interview questions that will enable students to elaborate on their knowledge and experience in the specific industry area, and demonstrate the extent to which they have made the connection between their VET program, workplace learning and future aspirations.

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.

Note:

- 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 a portfolio containing any documents that support their nomination, or that are mentioned in the student statement or résumé to the interview. Students should prepare their own portfolio.

Image adapted from: Mark Bowden via iStock

CHECKLIST

Ensure you have completed the checklist below before commencing an online nomination.

☐	No more than two students per industry area have been selected by the school for a VET award nomination, and that the student has been ranked first or second.
☐	The student's workplace learning (ADWPL) and VET enrolments have been confirmed and successfully uploaded and processed in SIRS.
☐	The signed workplace declaration is scanned and ready to upload.
☐	The signed school declaration is scanned and ready to upload.
☐	The combined student statement and résumé are ready to upload.
☐	You have the school's primary SIRS login details.
☐	The internet browser you are using is up-to-date.
☐	Each scanned document is within the 2 MB upload limit.
☐	Nominees have been notified that, if short-listed, they will need to be available in the week of interview.