



COMMUNITY COLLEGES AUSTRALIA Conference

COMMUNITY EDUCATION STUDENT OF THE YEAR TERMS AND CONDITIONS

Prize-giving ceremony to take place on Wednesday 26 July 2017 at the Gala Dinner

CCA Community Education Student of the Year Terms and Conditions

1. The official Awards announcement will take place at the CCA Conference “Gala Awards Dinner”, held on the evening of Wednesday 26 July 2017 at the Windsor Hotel, Melbourne.
2. Nominations are open to students who are Australian citizens or permanent residents who have undertaken or are currently undertaking formal study with an incorporated not-for-profit community education organisation in Australia at some time during the period 1 January 2016 through 30 June 2017. CCA welcomes all applications, not only from CCA members.
3. The winner will receive a \$1,000 cash award. (Other prizes may be announced later.)
4. There is no fee for nominations.
5. Nominated students must be at least 18 years old by 1 July 2017. There is no age limit.
6. Organisations may submit a maximum of two student nominations. (Please complete a separate form for each nomination.)
7. Please submit your nomination form/s by close of business (COB) on **Monday 3 July 2017** in Microsoft Word format as an email attachment, to Dr Don Perlgut, CEO, Community Colleges Australia at don.perlgut@cca.edu.au, copying the email to admin@cca.edu.au, with the subject line “Student of the Year Award Nomination”. We encourage early submission of nominations.
8. Please attach additional information as requested below.
9. Shortlisted entrants will be notified as soon as possible after the closing date through their nominating organisation, and invited to attend the Gala Dinner on Wednesday 26 July 2017.
10. All costs associated with travel to (including accommodation) and attendance at the Dinner are to be borne by the nominating organisation and/or the student. Dinner registration for shortlisted students, their family members and their nominating organisations must be done in advance (by Monday 17 July 2017), and can be done at “CCA member” rates; see <http://cca.edu.au/what-we-do/2017-annual-conference/#registration>.
11. Students do not have to be present at the Dinner to win an award.
12. Students who are included in the final short-list of nominations agree to have their photos published, and information about them given to news media. Students will supply a high-quality photo in JPEG format as soon as possible to CCA after receipt of notification on the short-list, for use in publicity about the event. CCA will communicate with the students via their nominating organisation.
13. Decisions on nomination shortlisting and final prize-giving are final. No correspondence will be entered into.
14. CCA may request additional information regarding the nomination/s.
15. The nominating organisation agrees to assist CCA with publicity and promotion of any student who has made the final shortlist.
16. You confirm that you have the authority to nominate the student for this Award, that the student will be over age 18 by 1 July 2017, and has agreed to be nominated by your organisation.
17. You confirm that the information provided in this nomination (and in any subsequent presentation or documentation as part of these Awards) is correct, and does not infringe on the rights of any person or organisation.
18. Activities and events at the Gala Dinner may be photographed or recorded (audio and video) and made available via CCA’s website and via other media.
19. The nomination process consists of the cover Nomination Form (which will include a short biography of the student), and a written statement by the nominated student – **MAXIMUM OF 2 PAGES** – that deals with the following three criteria (note that these have been adapted from the Australian Training Awards). *It is not essential for the student to respond to every dot point.*



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JUDGING CRITERIA

Note to the nominated student:

We look forward to receiving your statement that responds to the three criteria below, and accompanies the Nomination Form. You DO NOT have to respond to each dot point, but please comment on each criterion. We are interested in what your training or study with your provider has meant to you, your work and your life.

Criterion 1: Career and study achievements

Please consider things such as:

- personal or career gains you have achieved from participating in your studies or training;
- your understanding of the value of learning and training in your field; and
- how you have integrated training with any work that you do, and what benefits this brought.

Criterion 2: Communication, team and leadership skills

Please consider any skills you have developed through your study or training, such as:

- effective oral and written communication;
- your level of self-reliance and resilience in times of challenge;
- effective participation in teams;
- your ability to take a leadership role in your training, your study, your industry or other things you are involved in;
- your capacity to be an effective ambassador for your organisation or your community; and
- any messages you might have that could encourage others who are interested in entering your training pathway or studies.

Criterion 3: Other activities, including community

You may wish to include information in the statement about:

- achievements in areas other than study and work;
- involvement in the community, including community service activities and any clubs or organisations that you are a member of; and
- awareness of current social, economic and political issues.

Further information:

If you require any further information, please contact us by telephone on (02) 9233-3634, by email at admin@cca.edu.au or go to our Conference website at <http://cca.edu.au/what-we-do/2017-annual-conference/>.