

1. The official Awards announcement will take place at the CCA Conference “Gala Awards Dinner”, held on the evening of Wednesday 14 November 2018 in Sydney.
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 Australian community education organisation during the period 1 July 2017 through 31 August 2018. CCA welcomes all applications, not only from CCA members.
3. The winner will receive a cash award to assist in their study, to be announced.
4. There is no fee for nominations.
5. Nominated students must be at least 18 years old by 31 August 2018. There is no age limit.
6. Organisations may submit a maximum of two student nominations. (Please a separate form for each nomination.)
7. Please submit your nomination form/s by close of business (COB) on **Friday 31 August 2018** in Microsoft Word format as an email attachment, to admin@cca.edu.au, including the subject line “2018 Student of the Year Award Nomination”. We encourage early submission of nominations.
8. Please attach a Nomination Form and a supporting Statement, plus any additional information.
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 14 November 2018.
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, although scholarships may be available depending on funding. Dinner registration for shortlisted students, their family members and their nominating organisations must be done in advance, and can be done at “CCA member” rates.
11. Students do not have to be present at the Dinner to receive an award.
12. Students who are included in the final short-list of nominations agree to have their photos published, and biographical information provided to news media. Nominating organisations 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 only through their nominating organisation.
13. Decisions on nomination shortlisting and final prize-giving are final. No correspondence will be entered into.
14. Nominating organisations are encouraged to supply supporting documentation, in addition to the information in the application form. 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 makes 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 31 August 2018, 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 application consists of the Nomination Form (see separate form), which includes a short biography of the student, including a Statement that addresses the criteria below.** We also welcome a statement from the student and other supporting documentation that will assist consideration of the nomination.
20. Award judging criteria (adapted from the Australian Training Awards) are listed below.

COMMUNITY EDUCATION 2018 STUDENT OF THE YEAR JUDGING CRITERIA

In the nomination’s supporting Statement, please explain what the student’s training or study has meant to the student, their work and their life. (The Statement does not have to respond to each dot point listed.)

Criterion 1: Career and study achievements

Achievements such as:

- personal or career gains from participating in the studies or training;
- the student’s understanding of the value of learning and training; and
- how the student has integrated training with any work, and what benefits this has brought.

Criterion 2: Communication, team and leadership skills

Skills developed through study or training, such as:

- effective oral and written communication;
- self-reliance and resilience in times of challenge;
- effective participation in teams;
- ability to take a leadership role in training, study, community, workplace, industry or other areas;
- capacity to be an effective ambassador for their organisation or community; and
- ability to encourage others who are interested in entering training pathways or studies.

Criterion 3: Other activities, including community

These could include:

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

Further information: Please contact us by telephone on (02) 9233-3634, by email at admin@cca.edu.au.

