

## Community Colleges Australia

### 2023 Community Education Trainer of the Year Award Terms & Conditions

1. Nominations are open to trainers who have taught or trained students, in a paid capacity, in at least one course of study at an Australian not-for-profit adult and community education (ACE) organisation during the 13-month period, 16 July 2022 through 15 August 2023. Courses of study can be VET-accredited or non-accredited (including pre-accredited or pre-vocational).
2. Nominees must be citizens or permanent residents of Australia.
3. Winners and shortlisted nominees (“finalists”) may receive cash awards to assist their professional development – although this is not confirmed and is dependent on funding.
4. There is no fee for nominations.
5. There is no age limit.
6. Organisations may submit a maximum of two trainer nominations. (Please use a separate form for each nomination.)
7. Please submit your nomination form/s by close of business (COB) **Tuesday 15 August 2023**, preferably in Microsoft Word format as an **email attachment**, to [admin@cca.edu.au](mailto:admin@cca.edu.au), with the subject line “2023 Trainer of the Year Award Nomination”. We encourage early submission of nominations. Please attach a Nomination Form and a supporting statement, plus any additional information and website links. **If nominating two trainers, please send in separate emails.**
8. Nominating organisations are encouraged to supply supporting documentation, in addition to the information in the application form. *We strongly encourage inclusion of a detailed statement by the nominee.* CCA may request additional information regarding the nomination.
9. Shortlisted nominations (“finalists”) will be notified as soon as possible through their nominating organisation and invited to attend the Awards in Sydney on 10 October 2023.
10. Nominated trainers do not have to be present at the Award ceremony to receive an award.
11. Trainers included in the final short-list of nominations agree to have their photos and biographical information published and provided to news media (including social media). Nominating organisations will supply to CCA a high-quality photo in JPEG format as soon as possible after receipt of notification of the short-list, for use in publicity. CCA will communicate with the nominated trainers only through their nominating organisation.
12. Decisions on nomination shortlisting and final prize-giving are final. No correspondence will be entered into.
13. The nominating organisation agrees to assist CCA with publicity and promotion of any trainer who makes the final shortlist.
14. The nominating organisation confirms that it has the authority to nominate the trainer for this Award, and the person has agreed to be nominated.
15. You confirm that the information provided in the nomination (and in any subsequent presentation or documentation) is correct and does not infringe on the rights of any person or organisation.
16. Activities and events at Awards may be photographed or recorded (audio and video) and made available via CCA’s website and via other media.
17. ***The nomination application consists of the Nomination Form (see separate form), which includes a biography of the trainer, including a statement that addresses the judging criteria, and other supporting documentation that will assist consideration of the nomination.***
18. Award judging criteria are detailed on the CCA website.
19. These terms and conditions are current as of 19 June 2023; CCA retains the right to alter them.