University and Chancellor's Medals - VET Student Award Procedure

Section 1 - Introduction

(1) Each year the University recognises the achievements of Vocational Education and Training (VET) students with two (2) prestigious medals that are awarded to only to the most outstanding VET students at the University. The University Medal for Apprentice or Trainee of the Year and the Chancellor's Medal for Vocational Student of the Year.

Section 2 - Compliance

(2) This is a compliance requirement under the Charles Darwin University Act 2003 part 3, section 15.

Section 3 - Intent

(3) To provide a transparent, fair and equitable process for awarding the University Medal and the Chancellor's Medal in VET and to clearly define the selection criteria and application procedures used to determine the successful recipient.

Section 4 - Relevant Definitions

(4) In the context of this document:

a. Apprentice or trainee means a person who enters into a training contract with an employer and a Registered Training Organisation (RTO) and the employer provides competency based vocational education and training in conjunction with the RTO and the apprentice or trainee learns the occupation or trade;
b. Apprenticeship or Traineeship means an Australian Apprenticeship that combines practical, paid employment with formal, structured training to achieve a Nationally Recognised Qualification underpinned by a training plan and contract that is linked to an industrial award or agreement and registered with Australian Apprenticeships NT;
c. Candidate means a person applying to the University for the University Medal or Chancellor's Medal awards;
d. Chancellor's Medal means the prestigious medal awarded to the VET student who is the vocational student of the year and who has demonstrated the strongest achievement in his or her study, career, communication, team and/or leadership skills;
e. Course means a program of study formally approved/accredited and which leads to a an academic award of the University;
f. Sponsor means an employer or a third person, other than the student, who is responsible for paying the student’s fees to the University;
g. VET student means a student of the University who undertakes a Vocational Education and Training course and may or may not be an apprentice or trainee;
h. Trainer means VET lecturer;

i. University Medal means the prestigious medal awarded to the VET student who is the apprentice or trainee of the year and who has demonstrated the strongest achievement in his or her study, career, communication, team and/or leadership skills; and
j. VET means Vocational Education and Training.

Section 5 - Procedures

Eligibility Criteria

(5) To be eligible for the University Medal – Apprentice or Trainee of the Year, the apprentice or trainee must have:

a. completed or be due to complete a contract of training (apprenticeship or traineeship) between 1 April (of the previous year) and 31 March of the current year; and
b. a contract of training registered with the relevant training authority; and
c. undertaken a minimum of 80% of the training with the University.

(6) To be eligible, for the Chancellor's Medal – Vocational Student of the Year, the vocational student must:

a. be a full or part-time VET student but not an apprentice or trainee; and
b. have completed or be due to complete an accredited vocational training course with the University between 1 April (of the previous year) and 31 March of the current year; and
c. undertaken a minimum of 80 per cent of the vocational training with the University.

Selection Criteria

(7) Candidates will be selected against the following award criteria:

a. Criterion 1 Career and study achievements;
b. Criterion 2 Communication, team and leadership skills;
c. Criterion 3 Other pursuits; and
d. Criterion 4 Ability to represent the training system at a broader level.

(8) The Awards Selection Panel will be looking for evidence of how the candidate’s training has contributed to career and study plans, to the development of skills and achievements to date, and any way in which the VET student’s training with the University may have helped to achieve other pursuits.

Awards Selection Panel

(9) The Awards Selection Panel shall comprise of:

a. Pro Vice-Chancellor, Vocational Education and Training (Chair);
b. General Manager VET Business Improvement;
c. Deputy Vice-Chancellor First Nations Leadership (or nominee);
d. Pro Vice-Chancellor, Law, Education, Business and Arts (or nominee);
e. An industry representative chosen by the Pro Vice-Chancellor, Vocational Education and Training; and
f. Other members co-opted by the Chair, as necessary.

Nominations

(10) VET trainers, employers, sponsors and/or students themselves are encouraged to nominate VET students who

have displayed outstanding performance during his or her studies.

(11) Where a nomination is not made by the individual student, the nominee must complete a - form indicating that the student accepts the nomination and include a short overview in writing (minimum 2 pages), addressing:

a. career and study achievements, such as:
    i. any personal or career gains achieved as a result of participating in studies at the University and the candidate's work; and
    ii. how the candidate has integrated on-the-job and off-the-job training and what benefits this has had;
b. communication, Team and Leadership Skills developed through on-the-job and off-the-job training, such as:
    i. effective oral and written communication;
    ii. levels of self-reliance and resilience in challenging times;
    iii. levels of self-reliance and resilience in challenging times;
    iv. effective team participation;
    v. leadership and promotion of training, industry or other relevant pursuits;
c. other Relevant Pursuits, such as:
    i. achievements in areas other than study and work;
    ii. community involvement;
    iii. awareness of current social, economic and political issues affecting their industry.

Application Submission

(12) Applications must be presented in 12 point typeface and include a minimum of two (2) x A4 pages plus up to five (5) pages in attachments.

(13) Completed applications addressing award criteria should be forwarded to the General Manger, VET Business Improvement along with the names and contact details of two (2) referees who may be contacted by the Awards Selection Panel.

Short-list

(14) Suitable candidates will be short-listed by the Awards Selection Panel. The Chair of the Awards Selection Panel will inform those candidates short-listed, in writing.

(15) Where multiple candidates are found to be equally suitable recipients, the Awards Selection Panel may conduct interviews with the candidates and/or contact the candidates' referees to determine the final recipient/s.

(16) If the Awards Selection Panel cannot distinguish between two (2) or more candidates then two (2) or more medals shall be awarded, however, it will be noted that the award was shared.

(17) Short-listed candidates who are not chosen to receive an award will be notified in writing by the Chair, Awards Selection Panel.

Medal Recipients

(18) Once the successful candidates have been chosen by the Awards Selection Panel, the Chair will write to advise the successful recipients' of his or her successful application for receipt of a University Medal or Chancellor's Medal. The Chair will also inform the Academic Administrations, Graduations branch of the names of the successful recipients.

(19) Recipients will be invited to attend the University Graduation Ceremony in May of the same year, to be presented with his or her medal.

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Enquiries Contact	Maria Kammas Manager Graduations