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Dear CEA member CEO,

Community Education Australia (CEA) has launched its fourth annual [“Community Education Trainer of the Year” Awards,](https://cca.edu.au/what-we-do/community-education-trainer-of-the-year-awards-2023/) which celebrates the work and the importance of Australian adult and community education (ACE) trainers and teachers. CEA is proud of the many thousands of Australian ACE trainers and teachers, who motivate, inspire, mentor and guide their students to learn new skills and grow professionally and personally, reaching economic, social and community life objectives.

**CEA has opened nominations for the 2025 Awards** with a closing date of:

Friday October 3rd at 3pm. CEA welcomes nominations from all Australian ACE providers, not only from member organisations.

**The 2025 Trainer of the Year Awards ceremony** will take place on Tuesday 25 November, at the  Sydney Harbour Marriot, during the Gala dinner of CEA’s 2025 [National Conference](https://cca.edu.au/what-we-do/2024-cca-annual-conference/). Prizes will be awarded to winners and finalists.

**Nominations for the 2025 Trainer of the Year Award**are open to those have taught or trained students, in a paid capacity, in at least one course of study at an Australian not-for-profit ACE organisation during the 13 month period through 22 July 2024 through 18 August 2025. Courses of study can be VET accredited or non-accredited (including pre-accredited or pre-vocational). Nominees must be citizens or permanent residents of Australia.

**Judging criteria** include (1) excellence and initiatives; (2) learner needs and focus; (3) commitment to teaching and learning; and (4) links with community and industry.

**CEA 2025 Trainer of the Year Judging Criteria:**

**Trainer of the Year and two highly commended awards for 3 total awards.**

The nominee or supervisor is asked to address the following four criteria .

**Criterion 1: Excellence and Initiatives with examples please, such as;**

Describe your approach to working with ACE students. What involvement have you had in developing new learning methodologies and training delivery? Have you implemented innovations or improvements in delivery and/or assessment practice that have led to better student outcomes? How have you shared the outcomes of innovations/improvements with colleagues?

What has been the impact of these initiatives/improvements on your organisation's learners, other staff and industry partners?

**Criterion 2: Learner Needs and Focus with examples please, such as;**

Please describe how you account for ACE student learner needs? How do you support the diverse needs of learners and ensure they continue to be engaged in their learning journey? How do you ascertain the effectiveness of the design and delivery program methodologies you use? (Examples/evidence may be helpful to illustrate this.)  What learner/industry/community feedback mechanisms do you use?

**Criterion 3: Commitment to Teaching and Learning with examples please, such as;**

Describe your commitment to teaching and learning, including how you maintain and grow your skills and knowledge, support others to develop their skills and knowledge, and engage with other trainers/teachers.

**Criterion 4: Links with Community and Industry with examples please, such as;**

Describe how you promote ACE training in the community, and engage with industry and professional bodies? How do you implement active links with the community and industry in practice? What are the major issues confronting the industry(ies) your program engages with?

How can skills training help address these issues? What level of engagement do you have with industry and professional bodies? How do you promote VET in the community and industry?

**2025 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, 22 July 2024 through 18 August 2025. 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 awards.
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 Friday October 3rd at 3pm preferably in Microsoft Word format as an ***email attachment***, to [russ.hawkins@cea.org.au](mailto:russ.hawkins@cea.org.au) with a cc: to [cfox@sgscc.edu.au](mailto:cfox@sgscc.edu.au) with the subject line “2025 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.* CEA 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 25 November 2025.
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 CEA a high-quality photo in JPEG format as soon as possible after receipt of notification of the short-list, for use in publicity. CEA 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 CEA 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 CEA’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 CEA website.
19. These terms and conditions are current as of August 2025; CEA retains the right to alter them.

*Please see nomination form below which is a basic template that most providers and nominees will look at expanding upon. Please feel free to copy and paste this section below and expand across a few pages as you see fit.*

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| --- |
| 1. **Name of the nominated trainer:** |
| **Nominating organisation:** |
| **Nominating organisation’s address & website:** |
| **Primary contact person,** including name, title, telephone number and email address (NOT the trainer): |
| **Alternative person** **contact details** (in case the primary contact not available): |
| **Details about the trainer/teacher, including areas of expertise, qualifications, courses/classes taught, education and work background, description of the environment in which the trainer/teacher operates, including location (expand as needed):** |
| **Specific challenges encountered and overcome by the nominee during course of teaching/training:** |
| **Why have you nominated the trainer for this award? (Please refer to the award judging criteria.)**  **Additional comments** - feel free to attach additional pages or documents: CEA encourages a statement by the trainer please. |

**Instructions for your nomination:** Please fill out a separate nomination form for each nominated trainer Please submit your nomination form/s by Friday October 3rd at 3pm preferably in Microsoft Word format as an ***email attachment***, to [russ.hawkins@cea.org.au](mailto:russ.hawkins@cea.org.au) with a cc: to [cfox@sgscc.edu.au](mailto:cfox@sgscc.edu.au) with the subject line “2025 Trainer of the Year Award Nomination”. We encourage early submission of nominations. *Feel free to expand this nomination form to additional pages and attach supporting documentation and/or website links.*

*In submitting this application you confirm the nominated trainer has agreed to be nominated by your organisation, and that you and the trainer agree to the terms and conditions of the Awards, which can be found on the CEA website.*

***For support and assistance call Russ Hawkins CEO at CEA on 0425 97 0425***