

**EVENT EDUCATOR OF THE YEAR  
 AWARD**

Submission Form

**AWARD DESCRIPTION**

The Event Educator of the Year Award recognises the hard work and efforts of an individual person involved in the formal teaching of tertiary-level event management education.

**ARE YOU ELIGIBLE TO APPLY?**

This Award is open to those whose role and daily responsibilities are grassroots teaching and assessment of accredited event management education. This includes but is not limited to; lecturing/training, assessment marking and course design.

This must have occurred whilst employed on a permanent or contracted casual basis by an ASQA (Australian Skills Quality Authority) accredited Registered Training Organisation or TEQSA (Tertiary Education Quality and Standards Agency) accredited Higher Education Provider.

The nominee must have demonstrated exceptional skills within the qualifying period, delivering outstanding teaching, service to students and value to their employer.

The National Winner of this Award will be eligible for the MEA Platinum Individual of the Year Award.

**GENERAL GUIDELINES**

Ensure that your submission is restricted to the qualifying period 1 January 2024 – 31 December 2024.

* Answer all the questions. There is a maximum word count for all answers that cannot be exceeded. After completing each question, indicate your word count.
* The examples provided are suggestions only that provide some guidance as to what the judges will be seeking. Do not simply answer each of these evidence types in order.
* If your evidence takes form in charts, video links or graphs, there is a separate area within the submission portal to add these. Videos must not be longer than 1-minute (60 seconds). Please indicate in your submission if you have included additional attachments outside of the form below.
* All applications must be made using the below submission form in either Microsoft Word or PDF format. No external or specialised branding may be used in lieu of this submission form.
* Judges’ feedback will be provided to applicants as soon as possible after the conclusion of the National Awards Ceremony.
* Judges will look for evidence that you are well organised, how you ensure no compromise of learning potential for your students, and that you have systems and procedures that are appropriate and well-maintained.
* Judges do not want details of your financial accounts, but rather are seeking to understand how your business has operated during the qualifying period.
* All applications must be submitted prior to **Friday 14 February 2025 at 11:59pm AEDT.**

**SCORING**

How your submission is weighted:

* How the Nominee Delivers Excellence – 25%
* Learner Needs & Focus – 25%
* Contribution to the Organisation – 20%
* Connection to the Industry – 20%
* Sustainability – 5%
* Accreditation – 5%

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| **FULL NAME OF NOMINEE** | |
| *Please insert the name of the nominee in the black space provided. Please note, this will be the name displayed on all relevant marketing and trophies, should your application be successful.* | Insert name here |
| **NAME OF ORGANISATION** | |
| *Please insert the name of the organisation in the black space provided. Please note, this will be the name displayed on all relevant marketing and trophies, should your application be successful.* | Insert name here |

**PERSONAL PROFILE**

This section is not scored during judging but acts as an overview to provide context of your submission in the judging process.

Maximum word count for this section: 300

1. **PROVIDE AN OVERVIEW OF THE NOMINEE'S BACKGROUND**

*Examples could include but are not restricted to:*

* *Industry background and experience*
* *Reasons for becoming an educator*
* *Personal motivators and drivers*

Type response here. Space will expand.

1. **HOW THE NOMINEE DELIVERS EXCELLENCE**

Maximum word count for this section: 900

**Provide evidence demonstrating exceptional skills in the delivery of education resulting in outstanding teaching, service to students and value to the nominee’s employer.**

*Examples of evidence could include but are not restricted to:*

* *Teaching strategy*
* *Student evaluations*
* *Education and experience*
* *Student completion rates*
* *In what ways the nominee delivers excellence*
* *An initiative the nominee has created and implemented which has led to innovation/improvement in their delivery and/or assessment practice*
* *Testimonials from students or employers*

Type response here. Space will expand.

1. **LEARNER NEEDS & FOCUS**

Maximum word count for this section: 900

**Describe how the nominee has enhanced the learning and development of students enrolled in event management qualifications that they are responsible for designing and/or delivering.**

*Examples could include but are not restricted to:*

* *How the nominee supports the diverse needs of the learners and ensure they continue to be engaged in their learning journey*
* *What evidence is there of the effectiveness of the design and delivery methodologies of the nominee’s training program*
* *Where the nominee has initiated a new idea/activity etc. in response to direct feedback*
* *Learner/industry/community feedback mechanisms that the nominee uses*
* *Student support mechanisms the nominee personally employs over and above employer mandates*

Type response here. Space will expand.

1. **CONTRIBUTION TO THE ORGANISATION**

Maximum word count for this section: 900

**Outline the results the nominee has achieved. Demonstrate how they have worked in the best interests of students and the employing organisation.**

*Examples could include but are not restricted to:*

* *Challenges faced*
* *Contribution to the organisation/department strategic plan*
* *Sharing of knowledge and improvements with colleagues*
* *Financial results*
* *Innovation/creativity*
* *KPIs achieved/exceeded*
* *Managing staff/teams*
* *New and creative ideas generated*
* *Objectives achieved*
* *Problem-solving*
* *Streamlining and implementing policies and procedures*

Type response here. Space will expand.

1. **CONTRIBUTION TO THE INDUSTRY**

Maximum word count for this section: 900

**Describe how the nominee has contributed to the growth and professionalism of the events industry overall and has maintained connection to the industry in an events professional context.**

*Examples could include but are not restricted to:*

* *How active links with industry and the community are implemented in practice*
* *Grassroots event management work that has been performed in addition to teaching duties*
* *Actively sharing their expertise within the industry*
* *Involvement in industry panels or committees*
* *Membership of professional associations, accreditation, recognition programs*
* *Mentoring*
* *Participation in industry forums or focus groups*
* *Presentations at professional development workshops/seminars*
* *Published articles in trade/industry magazines/online forums*
* *Understanding of current issues impacting the events industry*
* *Endeavours undertaken to promote formal Event Management qualification study*

Type response here. Space will expand.

1. **SUSTAINABILITY**

Maximum word count for this section: 250

**Outline any sustainability policy and processes that the nominee advocates to their students.**

Type response here. Space will expand.

1. **ACCREDITATION**
2. **Does the nominee hold MEA Accreditation or recognition?**

**AEP** – Accredited Event Professional

**AFMEA** – Accredited Fellow of MEA

1. **Does the nominee hold another Accreditation or Certification? Have any been acquired during the qualifying period? If so, please indicate this below.**

*Examples could include but are not restricted to:*

* *Certified Event Manager*
* *VET qualification*
* *Degree*
* *Postgraduate qualification*

Type response here. Space will expand.