

HOW TO WIN AN AWARD

aka blow your own trumpet

Read this in conjunction with the [official Victorian Training Award resources](#).

Award success requires time and effort. There are a few stages to go through along the way.

It's likely you'll have to involve other people, so consider their availability too. This material will help you to pull it all together and make the most of opportunities.

STAGE 1: SUBMITTING		FEB-MAY
<p>IDENTIFY</p> <ul style="list-style-type: none"> • Reflect on what you, your team or student has achieved • Self-nominate or tap into your TAFE's internal award system • Have a chat with your teacher, manager or marketing team • Select the relevant category in which to submit • Throw your hat in the ring and go for it! 	<p>GATHER</p> <ul style="list-style-type: none"> • Summon the courage to talk about yourself; it can be hard • Gather ideas and insight • Pull together excellence evidence e.g. data, feedback, evaluations, project outcomes • Ask for references from partners, participants or peers • Put dates and follow-up reminders in your calendar. 	<p>PLAN</p> <ul style="list-style-type: none"> • Read the criteria carefully • Reflect on your activities and achievements • Scribble down rough notes to answer each section • Brainstorm ideas with colleagues or peers • Map out a story about your journey and the steps you took along the way.
<p>WRITE*</p> <ul style="list-style-type: none"> • Make sure it's written in your own style or voice; first person • Be clear, concise and to the point as you explain things • Pay attention to word limits • Answer questions directly and cover all that is asked • Back up your statements or claims with real evidence - in your answers <i>and</i> attached. 	<p>REVIEW</p> <ul style="list-style-type: none"> • Get fresh eyed feedback on the draft from other people • Check that it all makes sense, if there are any gaps or errors • Adhere to any approval or permission requirements • Paste your answers in the online application and add attachments • Check it's all good; hit submit. 	
STAGE 2: SHORTLISTED		JUN-JUL
<p>INTERVIEW*</p> <ul style="list-style-type: none"> • If you are short-listed, read over what you wrote • Role-play practice questions with someone pre-interview • On the day, spruce up but be comfortable as yourself • Take deep breaths and time to consider answers; don't rush • Speak about your own contributions; don't undersell. 		

STAGE 3: FINALIST		AUG TO DEC
<p>CEREMONY</p> <ul style="list-style-type: none"> • Put yourself in a formal outfit • Represent your TAFE and local community • Share the news; speak to the media, smile for the camera • Meet people, network and exchange stories and contacts • Have your excellent work publicly recognised. 	<p>CELEBRATE</p> <ul style="list-style-type: none"> • Share the news via socials and traditional media • Celebrate success with peers and colleagues • Spend your prize winnings • Boost the profile of TAFE training • Go national and represent Victoria in the big awards. 	<p>LEVERAGE</p> <ul style="list-style-type: none"> • Make the most of marketing and professional development • List award success on promo materials, your CV or profile • Offer learnings to support other projects • Share your expertise or experiences with others • Smile. Winner are grinners.

If you need more information to write an application, respond to criteria or prepare for interview, have a chat to colleagues or peers who've done this before.

We've also developed materials for the writing and interview stages; a general 'How to Write an Award**' guide, plus detailed resources for the **Teacher/Trainer** and **Industry Collaboration** categories.*

HOW TO WIN AN AWARD: CHECKLIST

Have you given yourself plenty of time and ticked all the boxes to win that award?

You can use this table to keep track and follow up all the bits and pieces you need to get it done.

		TO DO	DONE 
STAGE 1	IDENTIFY		
	GATHER		
	PLAN		
	WRITE		
	REVIEW		
STAGE 2	INTERVIEW		
STAGE 3	CEREMONY		
	CELEBRATE		
	LEVERAGE		

Congratulations on recognising your own excellence and throwing your hat into the ring. Good luck!