

## INDEPENDENT TERTIARY EDUCATION NEW ZEALAND EXCELLENCE AWARDS

### Portfolio guidance

- For each nomination, a portfolio must be submitted
- The portfolio for the *Tutor of the Year, Outstanding Performance and Provider of the Year* **must not exceed 3000 words, including appendices**<sup>1</sup>
- The portfolio for the *Literacy and Numeracy Educator* **must not exceed 500 words, including appendices**<sup>1</sup>
- The information in the portfolio should address the criteria.
- As much as possible you should use a range of evidence to support criteria
- The evidence should show a record of excellence over time
- Do not leave it to the reader to make sense of the evidence or information in the portfolio but guide them through it, making it clear how each bit of information contributes to the award criteria. Use clear structure and headings.

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<sup>1</sup> Documents, such as feedback forms can be attached as evidence, but their meaning/contribution/purpose must be explained within the word limit – the reviewers will not seek to extract any additional information from the appendices.

## Award Criteria

### 1. Tutor of the Year Award

This award honours individual tutors who have demonstrated outstanding contemporary teaching practices which engage learners and recognise their efforts, nurture confidence, and promote effective learning that achieves and enhances outcomes.

Your portfolio should cover all of the following areas:

- Facilitating learning
- Assessment of learning
- Reflection on teaching
- Contribution to the wider environment

#### Facilitating learning criteria

The nominee demonstrates/provides evidence for excellence in all or most of the following:

- A record of successful teaching/training suitable to the context (e.g. small group/large group/face to face/on-line/ distance/ work based)
- Planned lessons and series of lessons that achieve learning outcomes
- Teaching and learning strategies and activities that respond to learner needs and which actively engage learners
- Support for learners to build self-assurance, competence and autonomous learning strategies
- Innovative course/learning materials/activities
- Passion for the subject and for teaching/training

#### Assessment of learner learning

The nominee demonstrates/provides evidence for excellence in all or most of the following:

- assessing learner development, progress & achievement against expected learning outcomes
- formative assessment strategies used to build learner capability and confidence
- summative assessment strategies appropriate for the learning outcomes and the teaching and learning context
- contemporary approaches to assessment

#### Reflection on teaching/training

The nominee demonstrates/provides evidence for the use of sound practices to evaluate their own effectiveness as a teacher/trainer through excellence in all or most of the following:

- reflecting on their own teaching, including by:
  - reviewing achievement of lesson outcomes
  - collecting and reflecting on learner feedback
  - collecting and reflection on peer/colleague feedback
  - collecting and reflecting on stakeholder/employer/manager feedback
- and making improvements based on feedback and reflection

### **Contribution to the wider environment**

The nominee contributes to the organisation or wider teaching community in one or more of the following ways:

- modelling best practice
- sharing ideas
- mentoring or supporting others
- contributing teaching/learning resources
- other unique contributions

## 2. Outstanding Performance Award

This award honours and recognises the efforts of individual staff members who have demonstrated exceptional contribution to the development and improvement of the quality and culture of their organisation, its learners, staff and wider communities. This award is open to staff members except tutors, there being a specific award of Tutor of the Year Award.

### General Criteria

The nominee demonstrates/provides evidence for excellence in one or both of learner or staff support

#### 1. Learners are supported

The nominee demonstrates/provides evidence for excellence in all or most of the following:

- pastoral care and support for the development of learners to achieve their personal goals
- pastoral care and support for the development of learners to achieve their personal goals
- respect, care and commitment to learner relationships and well-being
- culturally appropriate approaches to care and support
- other unique contributions

And/or

#### 2. Staff members are supported

The nominee demonstrates/provides evidence for excellence in all or most of the following:

- support for staff that helps them reach their goals
- support for staff that enhances their teaching roles and their relationships with learners (and their learners' whanau where appropriate)
- serving as a resource and mentor to others
- sharing their time and knowledge
- other unique contributions

And the nominee demonstrates/provides evidence for excellence in the following:

#### The organisation is supported

The nominee demonstrates/provides evidence for excellence in all or most of the following:

- commitment to the organisation's values and culture
- commitment to enhance the quality of education and/or performance of the organisation
- inspiration and/or innovation that enhances the organisation and its community
- passion for the organisation and the important services provided to its learners and community
- Support for colleagues

- understanding and application of the compliance and regulatory requirements appropriate to their role
- other unique contributions

### **3. Literacy & Numeracy Educator Award**

This prestigious award honours the category award winner that has demonstrated exceptional contribution to the outcomes of learners, and recognises their efforts.

#### **General Criteria**

The nominee demonstrates/provides evidence for excellence in both of the below:

- Dedication and contribution to improved learner outcomes in literacy and/or numeracy.
- Impact on learners, whānau, communities, colleagues or their organisation as a whole in the context of literacy and numeracy education

## **4. Provider of the Year Award**

This award honours organisations that have demonstrated excellence in organisational capability and significant strategic leadership that impact positively on the business, its learners, staff, wider community and the industry, and recognises its efforts.

### **General Criteria**

#### **Organisational Quality**

The nominee demonstrates/provides evidence for excellence in all or most of the following:

- a record of excellence in the organisation, which facilitates ongoing improvement in learners' academic and vocational/personal achievements
- a record of excellence in the organisation demonstrated by the support and pastoral care given to learners
- a focus on excellence in teaching and learning that motivates learners and encourages them to engage actively in their learning
- a record of innovative practices that impact positively on the organisation
- a focus on organisational self-reflection and evaluation that brings about improvement

#### **Strategic Leadership**

The nominee demonstrates/provides evidence for excellence in all or most of the following:

- a focus on effective strategic leadership, which is demonstrated in the organisation's policies and practices
- staff engagement in developing/implementing strategies
- encouraging and advancing the use of reflective practice to improve teaching and learning
- leading the development of innovative practices to enhance organisational and sector performance

#### **Contribution to Industry/Communities**

The nominee demonstrates/provides evidence for excellence in all or most of the following:

- a record of collaboration and engagement with other organisations to improve outcomes for learners
- a focus on promoting effective links with the relevant industry, employers and relevant communities
- ongoing commitment to providing qualifications that meet the needs of industry/or relevant stakeholders
- keeping informed of developments in work practices, graduate destinations etc. and changing practices and programmes as a result.
- innovative practices that improve communication and relationships with the industry/or relevant stakeholders and/or communities
- any other unique contributions towards outcomes/ excellent practice for a designated cohort and/or context



## Supreme Award

This prestigious award, sponsored by Instructure, honours the category award winner that has demonstrated exceptional contribution to the outcomes of learners, and recognises their efforts.

### **General Criteria**

- The category winner has made an outstanding contribution to advancing the best possible outcomes for learners.

**There is no portfolio or application required for this award. It is given to one of the winners of the above awards**