



# ACT Careers Association Career Development Practitioner of the Year Award

The *ACT Careers Association - Career Development Practitioner of the Year Award* honours the outstanding career service provided by an ACTCA professional or associate career development practitioner in the ACT and Capital region.



**ACT Careers Association**  
**Career Development Practitioner of the Year Award**  
**INFORMATION and INSTRUCTIONS**

**The Award**

The *ACT Careers Association Career Development Practitioner of the Year Award* honours the outstanding career service provided by an ACTCA professional or associate career development practitioner to their workplace and the careers industry in Canberra and the Capital region.

**Nominations for the Award**

- Nominations for the ACT Careers Association Career Development Practitioner of the Year Award must be completed on the nomination form.
- Nomination forms must be submitted to the ACT Careers Association via email before close of business on the last Friday in September.
- Nomination forms must be emailed to the ACTCA Secretary [actcareersassoc@gmail.com](mailto:actcareersassoc@gmail.com). The ACTCA will acknowledge receipt of a completed nomination form by emailing both the nominee and candidate.
- The nomination form is on the ACTCA website and available on request. [www.actcareersassoc.org.au](http://www.actcareersassoc.org.au)
- It is recommended that the nomination form be completed in collaboration by the nominator, in collaboration with the nominee.

**Eligibility**

- Nominees must be current ACTCA professional or associate members.
- Nominees must be financial members of the ACT Careers Association.
- Nominees must not be current ACT Careers Association committee members.
- Nominees may be nominated by an ACTCA member or work colleague, leader, manager or supervisor.
- Nominees must be practicing in the ACT or Capital region.

**Nomination Form**

All 5 sections of the nomination form must be completed.

Section 1. Nominee's **contact details**.

Section 2. **Statement addressing the award criteria**

Section 3. Nominee's / career practitioner's **professional profile or latest resume/ CV** attached.

Section 4. **Statement of Support** from a work colleague/supervisor.

Section 5. Nomination form is **signed and dated**.

**Completing and submitting the nomination**

Step 1. Download the form

Step 2. Complete all sections of the form either electronically or manually.

Step 3. Save the form using the nominee's name and CDP Award

Step 4. Sign the form either electronically or manually.

Step 5. Submit the completed form to the ACTCA Committee [actcareersassoc@gmail.com](mailto:actcareersassoc@gmail.com)

Step 6. Attach the nominee's resume/CV if required.

**Award Panel**

The winner of the award will be decided by a panel of at least three and no more than five people appointed by the ACTCA Committee. The ACTCA President will convene the panel.

**Presentation**

The winner of the Award will be presented with a framed certificate of their award, \$500 to be used for career development professional learning or relevant career resources and provided a complementary ACTCA membership for the following membership year. The award will be presented at the ACTCA End-of-Year Dinner and Awards Presentation.

**Award recipient**

The recipient of the Award recipient will be asked to provide a short biography and an article for an edition of the ACTCA newsletter.



**ACT Careers Association  
Career Development Practitioner of the Year Award  
NOMINATION FORM**

**Section 1. Career Development Practitioner details - To be completed by the career development practitioner (nominee).**

**1.1 Nominee's name**

**1.2 Contact details – email and phone number**

**1.3 Workplace and work role.**

**1.4 Career qualification**

**Section 2. Statement addressing the award criteria – To be completed by the career development practitioner in collaboration with the nominator using evidence of excellence from the last 24 months.** 5

The STAR (Situation, Task, Action, Result) format may be applied when addressing the award criteria.

Please utilise the [Australian Blueprint for Career Development](#) and [Professional Standards for Australian Career Development Practitioners](#) when addressing the award criteria.

- 2.1** As a career development practitioner, how have you initiated / established / embedded career services to meet the needs of your students/clients in your workplace, especially those clients requiring additional career learning, support and service provision. (Limit of 700 words)

- 2.2** As a career development practitioner, how have you built local industry partnerships into your career service to support student/client career development. (Limit of 700 words)

**2.3** How has research/evidence (e.g., The Blueprint, Career Theory, Career Frameworks, Research) informed your career practice. (Limit of 700 words)

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**2.4** How do you promote yourself as a professional to your students/clients, colleagues, school/ work community and local community, and promote the profession in the ACT and Capital region. (Limit 700 words)

**Section 3.** Provide a summary of the nominee's experience in the **career industry**  
**OR** attach the nominee's most recent resume / curriculum vitae.

**Professional profile / career industry experience**

**Section 4. Statement of Support – To be completed by the nominator.**

**4.1 Nominator's name**

**4.2 Nominator's contact details – email and phone number**

**4.3 Nominator's professional relationship to the nominee**

**4.4 Statement of Support**

The nominator’s Statement of Support provides confirmation of the candidate's demonstration of:

- specialist career development skills, knowledge and understanding
  - personal attributes
  - workplace professionalism and ethical practice,
- over the past 24 months, and how these are applied to lead a quality careers service.

(Limit 1000 words)

**Section 5. Signatures**

**5.1 Nomnee’s / Career Development Practitioner’s signature**

**Date**

**5.2 Nominator’s signature**

**Date**