

IVETA Awards policy and procedures

The objective of the Awards is to recognize individuals and organizations for significant contributions to the development, promotion and practice of international vocational education and training, for sustained dedication to the achievement of IVETA's mission and values and/or for continuing service and support to IVETA to strengthen its membership and achievements. Recipients may include individuals, companies, government agencies, and organizations that promote the role and contribution of high quality technical and vocational education and training (TVET) and support the international efforts of the association and its members.

There is no requirement that nominees for awards need be a member of IVETA.

Procedures for Awards

The Executive Committee may establish an Awards Subcommittee which will generally be chaired by the immediate Past President. In the event that the immediate Past President is unable to undertake this responsibility the President may appoint another member of the Executive. The Chair will form a subcommittee with a minimum of three IVETA members. The Awards Subcommittee will seek nominations for the IVETA Awards, select awardees, and arrange the presentation processes. In the event that there are insufficient members to form a subcommittee, the immediate Past President (or alternative Executive member) will oversee the awards process assisted by the Executive Secretariat.

There is no requirement for awards to be made every year but they will be made at minimum every two years. Where awards are to be made they will be presented when possible at an IVETA International Conference.

Selection of Awardees

The immediate Past President (or other Awards Chair as appointed by the President) shall invite all IVETA members, to submit nominees for awards to the subcommittee by a given date sufficiently in advance of the expected date of the presentations to allow for suitable processing and preparation. Announcements will be made in the IVETA Hotline and on the web site.

Information should be included that describes activities to support the nomination. Nominators should provide examples of the nominee's recent activities that demonstrate significant sustainable contributions and achievements in relation to TVET development, promotion and practice and provide contact details of at least one referee who can be contacted to confirm the contributions.

On receipt of nominations, the Chair shall work with other members of the subcommittee (or the Executive Secretariat) and seek further information about the nominees as necessary.

The subcommittee shall decide and agree upon the names of award winners to be provided to the Executive for approval. Wherever possible, the names of award winners will be kept confidential to the Executive until the awards ceremony takes place, with the exception of advice to the awardees so they can make arrangements to attend the awards presentation if possible to be presented with the award in person.

Presentation of the Awards

The Chair of the Awards Subcommittee will liaise with the organizer of the conference or the event at which the awards are to be presented, regarding arrangements for presentation and will arrange with the Executive Secretariat for the preparation of the required plaques/certificates with the necessary inscriptions. The Chair, or a designated member of the subcommittee, will prepare an Order of Presentation stating the name and purpose of each award, the names of recipients with a summary of their achievement, and the name of the IVETA officer or member making the presentation.

The Awards are as follows:

- *The President's Award for Outstanding Leadership in TVET* is awarded to an individual who has made significant contributions to the advancement of TVET at the local, national and international levels.
- *The Joel Magisos Exceptional Service Award* is awarded to recognize long-term individual achievement in support of IVETA and its mission and objectives. Particular attention is placed on activities which include the continuing development and growth of IVETA, (such as membership recruitment, fundraising, organisation of conference programs), work on TVET publications and development of high quality TVET practice. The award honors the contributions to IVETA of Joel Magisos, a sustaining Charter Member.
- *The Robert D. Cain Business Organization Awards* are awarded to companies, government agencies, or educational institutions in recognition of support of IVETA, such as sponsorship of general association programs, conference activities, work release for association participation, publicity and publication assistance. Robert D Cain was a long-term business member who made significant contributions to IVETA.
- **Promoting Donations to Support IVETA:** The goal of the promotion is to encourage and recognize new donations by individuals or organizations to promote and support specific IVETA's activities and the advancement and improvement of TVET. Normally donations would provide support for one year, but could be for multiple years. Donations levels recognized, and promoted would be Bronze US\$500 - \$1,500; Silver \$1,501-2,500. Gold \$2,501 and upwards. In-kind donations as well as cash donations would be recognized in the same manner. Administration of this donation/award program would basically follow existing Award program procedures, with the addition that donors would receive a one-year membership in IVETA if they were not already members.

All Award recipients receive a plaque/certificate and a complimentary year of IVETA membership and details of the Awards and recipient's achievements will be posted on the IVETA website and published in the Hotline with the recipient's agreement.