

DJSIR Guidelines

2024 Victorian Manufacturing Hall of Fame Awards

Eligibility, Nomination and Assessment Guidelines

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Authorisation

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1. Introduction

The purpose of this document is to outline the eligibility, conditions of entry, nomination, due diligence and assessment processes and procedures of the 2024 Victorian Manufacturing Hall of Fame Awards to:

1. assist and guide the assessment panels and executive reviewers
2. provide the approved Conditions of Entry that are published on the eAwards nominations website.

Established in 2001, the Victorian Manufacturing Hall of Fame Awards celebrate manufacturing excellence in Victoria by recognising exemplary businesses and individuals in the manufacturing industry.

The awards also aim to raise the profile of the local manufacturing industry and to promote the Made in Victoria brand. Award winners are announced at a gala dinner held at a premium event venue.

1.1 Award categories

The 2024 Victorian Manufacturing Hall of Fame Awards will give one award in each of the categories listed below, except in the Manufacturing Apprentice of the Year award for which an award will be given to a woman apprentice and an award given to a male apprentice. All winners are inducted into the Victorian Manufacturing Hall of Fame.

Individual awards

- Manufacturing Apprentice of the Year (enrolled in a Victorian apprenticeship on 31 October 2024)
- Young Manufacturer of the Year (35 years or younger on 31 October 2024)
- Woman Manufacturer of the Year
- Honour Roll for Service to Industry

Company awards

- Leader in Construction Technologies
- Leader in Gender Equality and Inclusion
- Leader in Health Technologies
- Leader in Textile, Clothing and Footwear
- Leader in Transport and Rail
- Leader in Manufacturing
- Manufacturer of the Year - Regional Business (regional head office and plant)
- Manufacturer of the Year - Small Business (< 20 employees)
- Manufacturer of the Year - Medium Business (20-200 employees)
- Manufacturer of the Year - Large Business (> 200 employees)

2. Eligibility for the 2024 Victorian Manufacturing Hall of Fame Awards

2.1 Company awards

To be eligible, all businesses nominated for Victorian Manufacturing Hall of Fame awards must have a manufacturing plant located in Victoria or demonstrate specialist services directly connected to Victoria's manufacturing industry.

Winners of Victorian Manufacturing Hall of Fame individual or company awards in 2023 are ineligible to be nominated for the same category.

See Conditions of Entry (**Attachment 1**) for further details.

2.2 Individual awards

Nominees to the awards for individuals must demonstrate experience, achievement, and commitment in a Victorian manufacturing plant or as a specialist manufacturing service provider based in Victoria.

Nominees to the Young Manufacturer of the Year award must be 35 years or younger on the 31 October 2024.

Nominees to the Manufacturing Apprentice of the Year award must be an individual who is undertaking an apprenticeship at a Victorian manufacturing business on the 31 October 2024.

See Conditions of Entry (**Attachment 1**) for further details.

3. Nomination process

Nominees are required to register to nominate at the 2024 Victorian Manufacturing Hall of Fame eAwards page via the link on the [Business Victoria](#) website.

Prospective nominees will be able to view the nomination questions and criteria before proceeding to register as a nominee.

A business will first nominate in the small, medium, or large sized business category, then choose one manufacturing sector for which they wish to be considered.

All regional business applicants will be considered for the regional business category.

Nominees will provide information in response to criteria specifically pertaining to the nominated category to demonstrate significant manufacturing experience, achievements, and leadership.

Receipt of nomination will be acknowledged via automated email.

Note that the small, medium, large, and regional manufacturer of the year categories are not sector dependent.

4. Due diligence and probity assessments

Nominations for the 2024 awards will be assessed by Victorian Government departmental staff to verify:

- the nominee meets the conditions of entry for the relevant category
- for company awards, that the business has a strong financial record, has not been convicted of a breach of Victorian WorkCover scheme legislation, *Australian Consumer Law and Fair Trading Act 2012*, *Environmental Protection Act 2017*, *Equal Opportunity Act 2004*, *Local Jobs First Act 2003* or other State or Commonwealth laws within the previous 12 months or, if convicted, have not had imposed on them a penalty of more than \$10,000 for any such breach
- for individual awards, that the individual has not been convicted of breach of Victorian WorkCover scheme legislation, *Australian Consumer Law and Fair Trading Act 2012*, *Environmental Protection Act 2017*, *Equal Opportunity Act 2004*, *Local Jobs First Act 2003* or other State or Commonwealth laws within the previous 12 months or, if convicted, have not had imposed on them a penalty of more than \$10,000 for any such breach. This may include conducting a police check of the individual.

Due diligence checks will occur concurrently with the evaluation process by the Hall of Fame awards team in conjunction with Department of Jobs, Skills, Industry and Regions (DJSIR) specialist staff.

The table below is an overview of all checks to be undertaken as part of the Hall of Fame due diligence and probity assessment:

Type of check	Purpose of check	Check performed by
Eligibility	To ensure the nominee meets the entry criteria.	Industry Development and Manufacturing Sovereignty branch (IDMS)
Library service media check	To ensure nominee has not received adverse media attention.	IDMS

Due diligence check	To ensure financial viability of nominee and to confirm the investment manager's support for the nomination.	DJSIR
WorkSafe Victoria	To ensure nominee has not been convicted of a breach of workplace safety regulations or involved in serious issues (e.g. deaths onsite).	IDMS
Fair Work Commission	To ensure nominee has not been convicted of a breach of workplace fairness regulations	IDMS
Industrial Relations Victoria	To ensure the nominee has not been involved in adverse industrial relations issues.	IDMS
Environmental Protection Authority Victoria	To ensure nominee has not been convicted of a breach of environmental regulations.	IDMS
ASIC check	To confirm nominee has a current business registration and is trading.	IDMS
Australian Business Number	To confirm nominee has a current business registration and is trading.	IDMS
Google search	Second confirmation for nominee details and no adverse media attention.	IDMS
Board check	To verify diversity/inclusivity of nominee's Board, look for probity issues.	IDMS

5. Judging

Assessment of nominations will be undertaken in a 3-stage process.

All assessors involved in the judging will be asked to evaluate nominations based on the assessment criteria for each award category.

A weighted scoring model will be used to inform the selection of finalists and winners. This method provides a systematic process for evaluating nominations against a range of criteria, where some criteria are considered to have a higher value than others. The assessment framework and criteria is at **Attachment 2**.

An online judging database will be used to access and score the information provided by the nominees. An induction meeting for the shortlisting panel members will be held to explain the use of the database, assessment criteria and scoring matrix. A step-by-step guide on how to use the database will be supplied to all assessors.

5.1. Round 1 – Shortlisting assessment panel – Victorian Government industry sector experts

A panel of Department of Jobs, Skills, Industry and Regions specialist staff and experts from other departments will undertake the shortlisting process. Each panel member will be randomly assigned nominations to consider for shortlisting, with each nomination considered by 2 or 3 assessors (same panel for each category where possible).

Depending on the number of nominations received, this is likely to require between 12 and 15 assessment personnel per award. Victorian Government executives, managers and VPS5 officers with knowledge and experience of manufacturing sectors and businesses will be identified and participation agreed through their relevant Executive Director for this panel.

Information sessions for all shortlisting assessment panel members will be held prior to being allocated nominations for assessment.

Nominees can be contacted by the Hall of Fame awards team (not the assessor) to clarify information during the assessment process. An assessor will submit a query by email to the Hall of Fame awards team to obtain the information from the nominee.

Assessors will read and score all online entry forms, considering any supporting materials submitted. Assessors will score each question within the online nomination form against the assessment criteria. These scores will automatically be combined to give an overall score for each nomination.

All assessors' scores will then be combined, and the highest scoring nominees will determine the shortlists.

The output from Round 1 is 14 online lists of each award with all nominees ranked by their initial score. A shortlist of the 6 highest ranking nominees per award will be presented to the Round 2 executive review panel for assessment for finalists.

5.2 Round 2 – Executive review panel selects finalists

Results from Round 1 will be presented electronically for consideration by a senior executive officer panel comprised of subject matter experts from across different branches within DJSIR, Department of Transport and Planning and Department of Energy, Environment and Climate Action with experience and expertise in the priority sectors of construction technologies, transport and rail, health technologies, manufacturing, textile, clothing and footwear, and apprenticeships. The results from the Round 1 assessment will be presented to the Round 2 executive panel with nominations ranked by their averaged score.

An online meeting of the executive panel will be convened to recommend finalists (3 per award) after considering scores and rankings determined at Round 1.

The output from Round 2 is 14 lists identifying the recommended 3 finalists for each award.

Due diligence checks of all recommended business finalists are undertaken.

5.3 Round 3 – Industry and senior executive panel decision

The final decision panel will review the recommended finalists for each of the 13 categories endorsed at Round 2. The Round 3 panel may propose a different order of result from the 3 finalists in an award category.

The output from Round 3 is a final list of winners in each of the 14 categories.

6. Final decision and announcement

A noting brief to the Minister for Jobs and Industry will provide the department's recommended finalists and winners for each category. A media release will be published to formally announce finalists.

The winners will be announced at the 2024 Victorian Manufacturing Hall of Fame Awards gala dinner to be held at the Palladium at Crown, Wednesday 9 October 2024.

7. Key dates 2024

April	Stakeholder information sessions
May	Minister's media release announces nominations open
17 June	Nominations close
June-July	Judging
August	Finalists announced
9 October	Gala dinner to announce award winners

Nomination opening and closing dates will be listed on the [Business Victoria](#) website.

8. Confidentiality

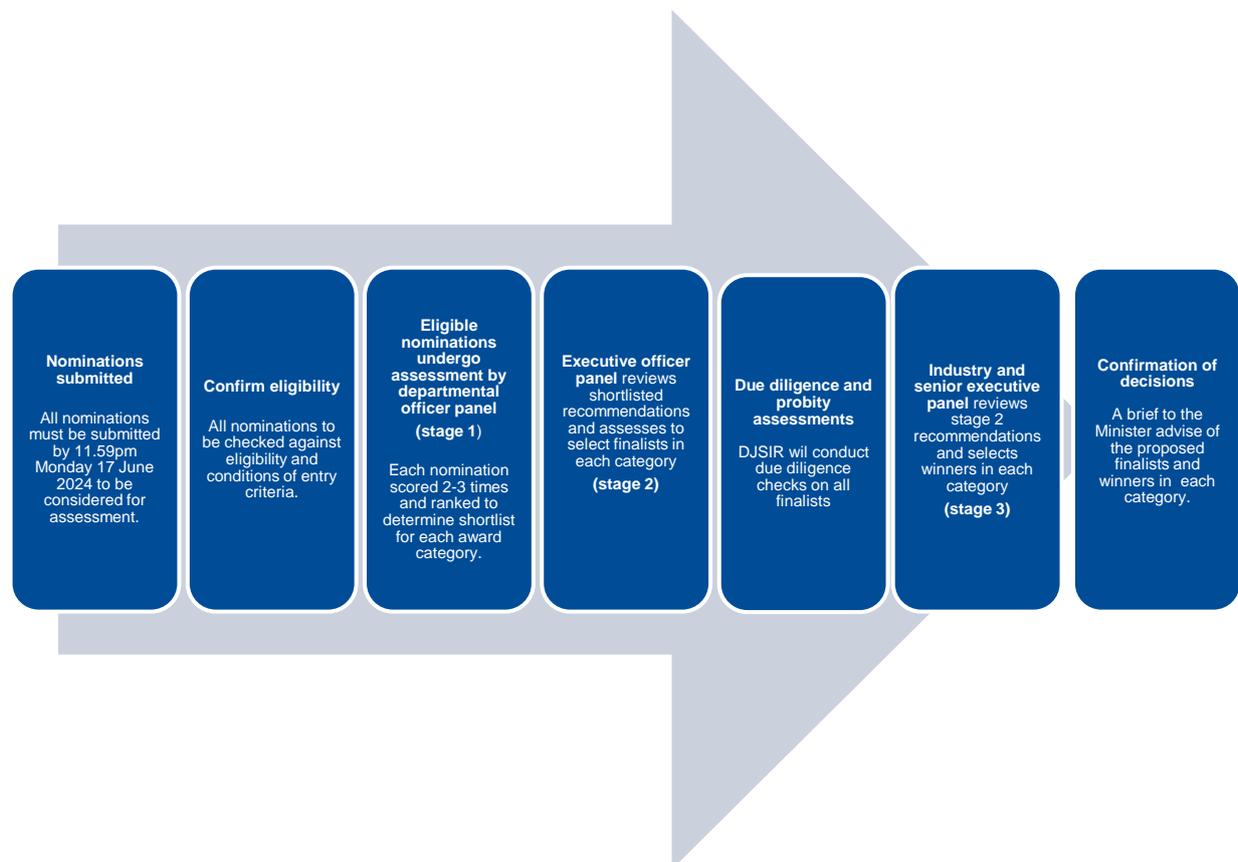
Material contained in the nominations for the Victorian Manufacturing Hall of Fame awards is considered commercial in confidence.

Nominees agree to have their name associated with the Victorian Manufacturing Hall of Fame and promoted within the media, on the Victorian Manufacturing Hall of Fame and DJSIR websites and in other department and Victorian Government communications material.

9. Conflict of Interest

All judging panel members will be required to declare via the Department's Conflict of Interest process, any real or perceived conflicts of interest pertaining to any nominations allocated to them for assessment. If a conflict is deemed material, they will be removed from assessment of the nomination.

10. Nomination and assessment process flow chart



Attachment 1: Conditions of Entry

(Note: this information will be placed online with nomination forms)

Company Awards

1. All businesses nominated for Victorian Manufacturing Hall of Fame recognition must have a manufacturing plant located in Victoria and/or provide specialist services directly connected to Victoria's manufacturing industry and be based in Victoria.
2. Businesses considered for the Manufacturer of the Year – Regional Business category must have a head office and manufacturing plant located in regional or rural Victoria as defined in the [Regional Development Victoria Act 2002](#).
3. Businesses considered for the Leader in Gender Equality and Inclusion category will be assessed on relevant content submitted throughout the business applicant's responses to assessment criteria.
4. Organisations that have been recognised by the Victorian Manufacturing Hall of Fame in 2023 are ineligible to nominate for the same award category.
5. Judging panels will be appointed to assess all nominations.
6. The judging panels reserve the right to transfer a nomination to another applicable category.
7. The Victorian Government is the decision-making authority for the Victorian Manufacturing Hall of Fame Awards. Decisions on eligibility for the manufacturers or individuals being nominated, the entities nominating them, or the provision or revocation of an award certificate, induction or other recognition is final, and no correspondence will be entered into.
8. The awards will be announced at the Victorian Manufacturing Hall of Fame Awards gala dinner, and other approved departmental events or communications.
9. Inductees that cease manufacturing in Victoria or move their manufacturing operations to another state or offshore will have their induction revoked and will be required to remove any display of the Victorian Manufacturing Hall of Fame in all material and may not indicate that it has any Victorian Manufacturing Hall of Fame or Victorian Government recognition.
10. Any manufacturer inducted into the Victorian Manufacturing Hall of Fame or who receives an award who is, after induction or award receipt, convicted of any criminal offence or legislative breach where the penalty imposed is greater than \$10,000 will be asked to show cause as to why it should not have its induction or award revoked, be required to remove any display of the Victorian Manufacturing Hall of Fame in all materials and cease indicating that it has any Victorian Manufacturing Hall of Fame or Victorian Government recognition. The Victorian Government will decide in its absolute discretion whether the manufacturer will have its induction or award revoked.
11. Change of ownership of a manufacturer will not necessarily jeopardise the Victorian Manufacturing Hall of Fame standing of that organisation providing that core manufacturing activities continue to operate in Victoria.
12. Nominees agree to have their name associated with the Victorian Manufacturing Hall of Fame and promoted within the media, on the Victorian Manufacturing Hall of Fame website and in other department and State Government communications material.
13. The State of Victoria will not be liable for any action or claim arising from or in connection with this nomination and its assessment.

Individual Awards

1. Nominated individuals must have demonstrated experience, achievement, and commitment within Victoria in a manufacturing facility or as a service provider to the Victorian manufacturing industry and be based in Victoria.
2. Nominated individuals will only be accepted from:
 - o a Victorian manufacturing business
 - o an incorporated Australian industry association.
3. Individuals who have been recognised by a previous award in 2023 are ineligible to nominate for the same award.
4. Nominees for the Manufacturing Apprentice of the Year award must be an individual who is undertaking an apprenticeship at a Victorian manufacturing business on the 31 October 2024.
5. Nominees for Young Manufacturer of the Year Award must be 35 years or younger on the 31 August 2024.
6. Achievements can relate to any facet of manufacturing, for example design, technology, supply chain management, marketing, or work safety.
7. Judging panels will be appointed to review the nominations.
8. The Victorian Government is the decision-making authority for the Victorian Manufacturing Hall of Fame Awards. Decisions on eligibility for the individuals being nominated, the entities nominating them, or the provision or revocation of an award certificate, induction or other recognition is final, and no correspondence will be entered into.

9. Nominees agree to have their name associated with the Victorian Manufacturing Hall of Fame and promoted within the media, on the Victorian Manufacturing Hall of Fame website and in other department and State Government communications material.
10. The awards will be announced at the Victorian Manufacturing Hall of Fame Awards gala dinner and other approved departmental events or communications.
11. Any individual recognised by the Victorian Manufacturing Hall of Fame who is, after recognition, convicted of any criminal offence or legislative breach may be asked to show cause as to why they should not have their recognition revoked and be required to remove any reference to Victorian Manufacturing Hall of Fame recognition by the Victorian Government. The Victorian Government will then decide in its absolute discretion whether the award to the individual will be revoked.
12. The State of Victoria will not be liable for any action or claim arising from or in connection with this nomination and its assessment.

Attachment 2: 2024 Victorian Manufacturing Hall of Fame Awards Assessment Framework

Process:

1. Businesses nominate by self-selecting their business size category (small, medium, or large), then self-select their sector:
 - **Small business**
 - Construction technologies
 - Health technologies
 - Textile, clothing, and footwear
 - Transport and rail
 - Other manufacturing
 - **Medium business**
 - Construction technologies
 - Health technologies
 - Textile, clothing, and footwear
 - Transport and rail
 - Other manufacturing
 - **Large business**
 - Construction technologies
 - Health technologies
 - Textile, clothing, and footwear
 - Transport and rail
 - Other manufacturing
2. Individuals nominate for the categories of:
 - **Manufacturing apprentice** (female and male awards)
 - **Young manufacturer**
 - **Woman manufacturer**
 - **Service to Industry**
3. The shortlisting panel will score all nominations.
 - a. Each nomination is scored by 2-3 separate assessors.
4. The shortlisting panel provides the Awards team with a list of all categories with nominations ranked by score.
5. Executive panel will review scores and recommend 3 finalists per award category.
6. The industry and senior executive panel will review finalist recommendations and select the winners in each category.
7. The department's decision will be final.
8. Manufacturer of the Year - Regional Business will be the best performing regional business assessed.
9. Leader in Gender Equality and Inclusion will be assessed on the relevant content submitted throughout the business applicant's responses to assessment criteria.

Weightings:

All business categories

Assessment Criteria	Description	Weighting	
		Individual	Total
All categories assessed on this criterion (30% of score)	Relates to Q1 in the Nominee business details section		30%
	Assess the history of the business, including its key milestones, expansions, and achievements	5%	
	Assess the business's revenue for the past 3 years for indications of growth and profitability	5%	
	Assess the number of Victorian-based employees during the past 3 years for jobs growth	5%	
Business operations and financial performance			

Assessment Criteria	Description	Weighting	
		Individual	Total
	Assess the business's investment into capital equipment, site upgrades, expansion, and reinvestment	5%	
	Assess the business's credibility as a recognised leader as demonstrated through recent achievements, including awards and any Australian/international quality standards/accreditations	10%	
All categories assessed on this criterion (20% of score) Workforce skills development	Relates to Q2 Workforce skills development		20%
	Demonstration of training, development and/or upskilling initiatives that improve workforce capability, employee satisfaction, and contribution to Victoria's manufacturing industry growth and future high skilled jobs, including: <ul style="list-style-type: none"> ○ extent to which the business invests in workforce training and upskilling ○ demonstrated commitment to apprenticeship, traineeship, or internship programs ○ availability of training to upskill workers to new technologies, processes, and systems ○ innovative approaches and/or collaborations with other organisations or programs to engage employees and foster a positive and productive work environment ○ demonstrated commitment to developing future manufacturing business leaders ○ policies and programs in place that promote diversity and inclusion. 	20%	

Manufacturing sector category assessment frameworks			
Self-selected category (50% of score) Construction technologies	Relates to Q1-5 in Construction technologies section		50%
	1. Assess extent of commitment to innovation in materials, end products (including consumer or industrial products), and processes (such as adopting innovative new business models, technologies, or manufacturing techniques), including: <ul style="list-style-type: none"> ○ demonstrated success in commercialising innovative products/services/processes during the past 3 years ○ demonstration of digitalisation projects/Industry 4.0 during the past 3 years where the business has successfully implemented smart factory, smart product, or smart service initiatives to enhance the value of its manufacturing operations ○ the percentage of operating costs that go towards research and development (R&D) ○ extent of engagement with external partnerships in R&D, and associated outcomes. 	10%	
	2. Assess the business's commitment to quality and consistency of its manufacturing products/services, including: <ul style="list-style-type: none"> ○ quality management process in place to ensure consistent manufacture of high-quality products that meet industry standards and comply with regulations related to product quality ○ strong market position and high levels of customer satisfaction and feedback for their products and few recalls ○ demonstrated commitment to continuous improvement of end products and/or improvement in manufacturing processes that result in improvements to product quality over time 	15%	

	<p>3. Assess the business's record in growing exports and building participation in global supply chains, including through:</p> <ul style="list-style-type: none"> ○ engagement and partnerships developed with global supply chains and international markets (including capturing opportunities in high value-add activities such as design, manufacture of complex components, marketing, and post-sale services) ○ quality of export strategy (including any innovative approaches adopted) ○ export revenue as a percentage of total revenue ○ export growth over the past 3 years ○ degree of diversification in export markets <p>(NOTE: Judging panel to be aware that some businesses may be unfairly penalised in the scoring if they do not export due to their sub-sector or circumstances - and may wish to adjust rankings).</p>	5%	
	<p>4. Assess the business's efforts to minimise environmental impact, in particular commitment to reducing greenhouse gas emissions. This may include:</p> <ul style="list-style-type: none"> ○ investment in relevant technologies and efficiencies ○ a track record of implementing changes to ensure sustainable sourcing of input materials 	10%	
	<p>5. Demonstration of the business's industry leadership. This includes:</p> <ul style="list-style-type: none"> ○ commitment to industry development by participating in organisations and initiatives such as trade associations, industry governance/standards bodies, research programs, industry committees. 	10%	
Self-selected category (50% of score)	Relates to Q1-5 in Health technologies section	50%	
Health technologies	<p>1. Assess extent of commitment to innovation in materials, end products (including consumer or industrial products), and processes (such as adopting innovative new business models, technologies, or manufacturing techniques), including:</p> <ul style="list-style-type: none"> ○ demonstrated success in commercialising innovative products/services/processes during the past 3 years ○ demonstration of digitalisation projects/Industry 4.0 during the past 3 years where the business has successfully implemented smart factory, smart product, or smart service initiatives to enhance the value of its manufacturing operations ○ the percentage of operating costs that go towards research and development (R&D) ○ extent of engagement with external partnerships in R&D, and associated outcomes. 	10%	
	<p>2. Assess the business's commitment to quality and consistency of its manufacturing products/services, including:</p> <ul style="list-style-type: none"> ○ quality management process in place to ensure consistent manufacture of high-quality products that meet industry standards and comply with regulations related to product quality ○ strong market position and high levels of customer satisfaction and feedback for their products and few recalls ○ demonstrated commitment to continuous improvement of end products and/or improvement in manufacturing processes that result in improvements to product quality over time 	15%	
	<p>3. Assess the business's record in growing exports and building participation in global supply chains, including through:</p> <ul style="list-style-type: none"> ○ engagement and partnerships developed with global supply chains and international markets (including capturing opportunities in high value-add activities such as design, manufacture of complex components, marketing, and post-sale services) 	5%	

	<ul style="list-style-type: none"> o quality of export strategy (including any innovative approaches adopted) o export revenue as a percentage of total revenue o export growth over the past 3 years o degree of diversification in export markets <p>(NOTE: Judging panel to be aware that some businesses may be unfairly penalised in the scoring if they do not export due to their sub-sector or circumstances - and may wish to adjust rankings).</p>		
	<p>4. Assess the business's efforts to minimise environmental impact, in particular commitment to reducing greenhouse gas emissions. This may include:</p> <ul style="list-style-type: none"> o investment in relevant technologies and efficiencies o a track record of implementing changes to ensure sustainable sourcing of input materials 	10%	
	<p>5. Demonstration of the business's industry leadership. This includes:</p> <ul style="list-style-type: none"> o commitment to industry development by participating in organisations and initiatives such as trade associations, industry governance/standards bodies, research programs, industry committees. 	10%	
Self-selected category (50% of score)	Relates to Q1-5 in Transport and rail section		50%
Transport and rail	<p>1. Assess extent of commitment to innovation in materials, end products (including consumer or industrial products), and processes (such as adopting innovative new business models, technologies, or manufacturing techniques), including:</p> <ul style="list-style-type: none"> o demonstrated success in commercialising innovative products/services/processes during the past 3 years o demonstration of digitalisation projects/Industry 4.0 during the past 3 years where the business has successfully implemented smart factory, smart product, or smart service initiatives to enhance the value of its manufacturing operations o the percentage of operating costs that go towards research and development (R&D) <p>extent of engagement with external partnerships in R&D, and associated outcomes.</p>	10%	
	<p>2. Assess the business's commitment to quality and consistency of its manufacturing products/services, including:</p> <ul style="list-style-type: none"> o quality management process in place to ensure consistent manufacture of high-quality products that meet industry standards and comply with regulations related to product quality o strong market position and high levels of customer satisfaction and feedback for their products and few recalls o demonstrated commitment to continuous improvement of end products and/or improvement in manufacturing processes that result in improvements to product quality over time 	15%	
	<p>3. Assess the business's record in growing exports and building participation in global supply chains, including through:</p> <ul style="list-style-type: none"> o engagement and partnerships developed with global supply chains and international markets (including capturing opportunities in high value-add activities such as design, manufacture of complex components, marketing, and post-sale services) o quality of export strategy (including any innovative approaches adopted) o export revenue as a percentage of total revenue o export growth over the past 3 years o degree of diversification in export markets 	5%	

	(NOTE: Judging panel to be aware that some businesses may be unfairly penalised in the scoring if they do not export due to their sub-sector or circumstances - and may wish to adjust rankings).		
	<p>1. Assess the business's efforts to minimise environmental impact, in particular commitment to reducing greenhouse gas emissions. This may include:</p> <ul style="list-style-type: none"> o investment in relevant technologies and efficiencies o a track record of implementing changes to ensure sustainable sourcing of input materials 	10%	
	<p>2. Demonstration of the business's industry leadership. This includes:</p> <ul style="list-style-type: none"> o commitment to industry development by participating in organisations and initiatives such as trade associations, industry governance/standards bodies, research programs, industry committees. 	10%	
Self-selected category (50% of score)	Relates to Q1-5 in Textile, clothing and footwear section		50%
Textile, clothing and footwear	<p>1. Assess extent of commitment to innovation in materials, end products (including consumer or industrial products), and processes (such as adopting innovative new business models, technologies, or manufacturing techniques), including:</p> <ul style="list-style-type: none"> o demonstrated success in commercialising innovative products/services/processes during the past 3 years o demonstration of digitalisation projects/Industry 4.0 during the past 3 years where the business has successfully implemented smart factory, smart product, or smart service initiatives to enhance the value of its manufacturing operations o the percentage of operating costs that go towards research and development (R&D) o extent of engagement with external partnerships in R&D, and associated outcomes. 	10%	
	<p>2. Assess the business's commitment to quality and consistency of its manufacturing products/services, including:</p> <ul style="list-style-type: none"> o quality management process in place to ensure consistent manufacture of high-quality products that meet industry standards and comply with regulations related to product quality o strong market position and high levels of customer satisfaction and feedback for their products and few recalls o demonstrated commitment to continuous improvement of end products and/or improvement in manufacturing processes that result in improvements to product quality over time 	15%	
	<p>3. Assess the business's record in growing exports and building participation in global supply chains, including through:</p> <ul style="list-style-type: none"> o engagement and partnerships developed with global supply chains and international markets (including capturing opportunities in high value-add activities such as design, manufacture of complex components, marketing, and post-sale services) o quality of export strategy (including any innovative approaches adopted) o export revenue as a percentage of total revenue o export growth over the past 3 years o degree of diversification in export markets <p>(NOTE: Judging panel to be aware that some businesses may be unfairly penalised in the scoring if they do not export due to their sub-sector or circumstances - and may wish to adjust rankings).</p>	5%	
	<p>4. Assess the business's efforts to minimise environmental impact, in particular commitment to reducing greenhouse gas emissions. This may include:</p>	10%	

	<ul style="list-style-type: none"> ○ investment in relevant technologies and efficiencies ○ a track record of implementing changes to ensure sustainable sourcing of input materials 		
	<p>5. Demonstration of the business's industry leadership. This includes:</p> <ul style="list-style-type: none"> ○ commitment to industry development by participating in organisations and initiatives such as trade associations, industry governance/standards bodies, research programs, industry committees. 	10%	
<p>Self-selected category (50% of score)</p> <p>Other manufacturing</p>	<p>Relates to Q1-5 in Other manufacturing section</p>		50%
	<p>1. Assess extent of commitment to innovation in materials, end products (including consumer or industrial products), and processes (such as adopting innovative new business models, technologies, or manufacturing techniques), including:</p> <ul style="list-style-type: none"> ○ demonstrated success in commercialising innovative products/services/processes during the past 3 years ○ demonstration of digitalisation projects/Industry 4.0 during the past 3 years where the business has successfully implemented smart factory, smart product, or smart service initiatives to enhance the value of its manufacturing operations ○ the percentage of operating costs that go towards research and development (R&D) ○ extent of engagement with external partnerships in R&D, and associated outcomes. 	10%	
	<p>2. Assess the business's commitment to quality and consistency of its manufacturing products/services, including:</p> <ul style="list-style-type: none"> ○ quality management process in place to ensure consistent manufacture of high-quality products that meet industry standards and comply with regulations related to product quality ○ strong market position and high levels of customer satisfaction and feedback for their products and few recalls ○ demonstrated commitment to continuous improvement of end products and/or improvement in manufacturing processes that result in improvements to product quality over time 	15%	
	<p>3. Assess the business's record in growing exports and building participation in global supply chains, including through:</p> <ul style="list-style-type: none"> ○ engagement and partnerships developed with global supply chains and international markets (including capturing opportunities in high value-add activities such as design, manufacture of complex components, marketing, and post-sale services) ○ quality of export strategy (including any innovative approaches adopted) ○ export revenue as a percentage of total revenue ○ export growth over the past 3 years ○ degree of diversification in export markets <p>(NOTE: Judging panel to be aware that some businesses may be unfairly penalised in the scoring if they do not export due to their sub-sector or circumstances - and may wish to adjust rankings).</p>	5%	
	<p>4. Assess the business's efforts to minimise environmental impact, in particular commitment to reducing greenhouse gas emissions. This may include:</p> <ul style="list-style-type: none"> ○ investment in relevant technologies and efficiencies ○ a track record of implementing changes to ensure sustainable sourcing of input materials 	10%	
	<p>5. Demonstration of the business's industry leadership. This includes:</p> <ul style="list-style-type: none"> ○ commitment to industry development by participating in organisations and initiatives such as trade associations, 	10%	

	industry governance/standards bodies, research programs, industry committees.		
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Individual (Honour Roll for Service to Industry)

Assessment Criteria	Description	Weighting
Relates to Q1 and Q2. Business acumen and professional achievements	<p>Nominee has demonstrated strong business skills and has contributed significantly to the growth and success of their business.</p> <p>Examples of contribution include leadership, mentorship, workplace changes, new ideas and introduction of innovative products/processes into the market, development of new markets and trade opportunities, proven success in encouraging uptake of advanced manufacturing and innovative processes.</p>	30%
Relates to Q3, Q4 & Q5. Impact on Victorian manufacturing industry and broader community	<p>Nominee has made a significant impact on the manufacturing industry through their contributions and leadership, including:</p> <ul style="list-style-type: none"> • initiatives undertaken for industry-wide changes, alliances, mentorship • recognition and awards from peers and industry organisations • current or previous Board positions/memberships of industry and research and development organisations, expert panels, advisory councils or other relevant groups • promotion of diversity • commitment to sustainability and positive impact on the environment and community through their manufacturing practices • commitment to giving back to the community through philanthropic activities 	30%
Relates to Q6. Collaborations and partnerships	<p>Nominee has demonstrated a commitment to collaboration and building partnerships (locally and internationally) to achieve common goals, drive progress and grow Victoria's manufacturing industry.</p>	20%
Relates to Q7. Legacy	<p>Nominee has created a legacy of leadership and/or innovation efforts, including standing within the industry and advancement of the industry through their work. Nominee has demonstrated a strong commitment to innovation and pushed the boundaries of what is possible in manufacturing.</p>	20%

Individual (Woman Manufacturer of the Year)

Assessment Criteria	Description	Weighting
Relates to Q1 and Q2. Business acumen and professional achievements	<p>Nominee has demonstrated strong business skills and has contributed significantly to the growth and success of the business.</p> <p>Examples of contribution include leadership, mentorship, workplace changes, new ideas and introduction of innovative products/processes into the market, development of new markets and trade opportunities, proven success in encouraging uptake of advanced manufacturing and innovative processes.</p>	30%
Relates to Q3, Q4 & Q5. Impact on Victorian manufacturing industry and broader community	<p>Nominee has made a significant impact on the manufacturing industry through their contributions and leadership, including:</p> <ul style="list-style-type: none"> • initiatives undertaken for industry-wide changes, alliances, mentorship • recognition and awards from peers and industry organisations • current or previous board positions/memberships of industry and research and development organisations, expert panels, advisory councils or other relevant groups • promotion of diversity • commitment to sustainability and positive impact on the environment and community through their manufacturing practices commitment to giving back to the community through philanthropic activities. 	30%
Relates to Q6. Collaborations and partnerships	<p>Nominee has demonstrated a commitment to collaboration and building partnerships (locally and internationally) to achieve common goals, drive progress and grow Victoria's manufacturing industry</p>	20%
Relates to Q7. Leadership/Innovation efforts	<p>Nominee has demonstrated exceptional leadership and/or innovation qualities and has contributed to the advancement of the manufacturing industry through their work thereby inspiring women to pursue careers in manufacturing.</p>	20%

Individual (Young Manufacturer of the Year)

Assessment Criteria	Description	Weighting
Relates to Q1 and Q2. Business acumen and professional achievements	<p>Nominee has demonstrated strong business skills and has contributed significantly to the growth and success of the business.</p> <ul style="list-style-type: none"> ○ Examples of contribution include leadership, mentorship, workplace changes, new ideas and introduction of innovative products/processes into the market, development of new markets and trade opportunities, 	40%

	proven success in encouraging uptake of advanced manufacturing and innovative processes	
Relates to Q3, Q4 & Q5. Contribution to Victorian manufacturing, to broader industry and community	Nominee has made a significant impact on the manufacturing industry through their contributions and leadership, including: <ul style="list-style-type: none"> ○ initiatives undertaken for industry-wide changes, alliances, mentorship ○ recognition and awards from peers and industry organisations ○ current or previous memberships of industry and research and development organisations, expert panels, advisory councils, or other relevant groups ○ promotion of diversity ○ commitment to sustainability and positive impact on the environment and community through their manufacturing practices 	40%
Relates to Q6. Collaborations and partnerships	Nominee has demonstrated collaboration and partnership building (locally and internationally) to grow Victoria's manufacturing industry.	20%

Individual (Manufacturing Apprentice of the Year – female and male)

Assessment Criteria	Description	Weighting
Relates to Q1. Technical ability	Nominee has demonstrated a high level of technical ability in manufacturing skills, knowledge and performance, including: <ul style="list-style-type: none"> ○ Examples to demonstrate a high level of technical skill ○ Good literacy and numeracy skills 	30%
Relates to Q2. Enthusiastic attitude to learning manufacturing skills	Nominee displays an enthusiastic attitude to learning, including: <ul style="list-style-type: none"> ○ being prepared for work and learning, bringing tools and equipment ○ listening to instructors and team members ○ being responsible in the workplace 	30%
Relates to Q3. Career goals and ambitions	Nominee has demonstrated manufacturing career goals and ambitions <ul style="list-style-type: none"> ○ driven and motivated to succeed ○ looking to progress in their chosen manufacturing sector 	20%
Relates to Q4. Relationships with others	Nominee displays the right attitude in the workplace, including: <ul style="list-style-type: none"> ○ enthusiasm to be at work ○ listening to others ○ being punctual, respectful, responsible and reliable 	20%



	<p>Nominee is supported by the business. The nomination must be endorsed by a senior manager of the Victorian business supporting the apprenticeship.</p>	
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