This entry kit is supplied to help you prepare your MFAA Excellence Awards entry prior to submitting.

You can draft, review and finalise your awards question responses based on the information supplied in this document before copying and pasting them into the MFAA Excellence Awards online entry portal.

**Please note:** You cannot use this form to submit your answers. No email submissions will be accepted. You can only enter the MFAA Excellence Awards by using the **online submission portal accessible from Thursday 2 January 2025** via the following url: <https://mfaa.eventsair.com/2025-mfaa-excellence-awards/enter>

**Category: Professional Development Award**

**Entry criteria**

Open to aggregator businesses and broker groups that provide professional development programs.

To be eligible for the award, the qualifying criteria is as follows:

* The organisation must have either an individual or business MFAA membership.
* You must have held an MFAA membership for the duration of the qualifying period (1 January 2024 – 31 December 2024).

**OTHER THINGS TO NOTE about your submission**

* All answers and testimonials should refer to the qualifying period (1 January 2024 – 31 December 2024).
* You are encouraged to include examples in your answers.
* You should adhere to the word limit. Judges will mark down answers that exceed the word limit.
* You may only enter each category once.
* If you are looking for tips on writing a submission, visit the Awards website [here](https://mfaa.eventsair.com/2025-mfaa-excellence-awards/submission-tips)

**Business overview**

*Word limit: 100 words*

Provide a brief overview of your organisation.

*The business overview is for context only, to help judges understand your business’ unique circumstances. It will not be scored by the judges.*

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| *Draft your answer here.* |

**Education**

*Word limit: 300 words*

Outline your overall learning and development program and the design thinking that was utilised.

Describe how your programs capture adult learning principles and how they support differing learning styles.

Describe how regional participants were considered in the design so they could take advantage of the program.

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| *Draft your answer here.* |

**Professionalism**

*Word limit: 300 words*

Provide an example of where you identified a learning gap/s and what action you undertook to improve professionalism, skill and competence.

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| *Draft your answer here.* |

**Innovation & Technology**

*Word limit: 300 words*

Provide an example of how you embraced innovation that resulted in a change in learning strategies, new learning systems, process or delivery that had positive impact on your peoples’ professional development.

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|  *Draft your answer here.* |

**Achievements and Success**

*Word limit: 300 words*

Provide an example of a key achievement you are most proud of in the area of professional development. Detail what results were achieved.

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| *Draft your answer here.* |

**Additional information for judge’s consideration**

*Word limit: 150 words*

Please inform the judges as to why you believe you are deserving of this award. This is your opportunity to summarise why you feel you deserve to win this category, and/or to include any additional information not noted in your entry so far.

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| *Draft your answer here.* |

**NOW YOU ARE READY TO SUBMIT.**

Have the following ready when you submit your entry online.

1. Your MFAA membership number
2. A high-resolution headshot photo (for individual awards) or business logo image (for business awards), recommended size 2-3MB, in either .jpeg or .png format

**If you are submitting on behalf of another person**: ensure you create a new submission account for them and enter their contact details. Do not submit entries for multiple people using the same account.

**Personal declaration**

When entering the MFAA Excellence Awards, you will be required to agree to the following personal declaration in order to proceed.

* The information given in this application is complete, true and correct;
* I am not or have not been subject to any disciplinary proceedings by the MFAA, my aggregator, sub-aggregator or by AFCA (or any EDR scheme I am a member of) currently and/or within the qualifying period;
* I have adhered to and continue to adhere to the [MFAA Code of Practice](https://www.mfaa.com.au/about-us/membership-framework/code-of-practice) and [MFAA Disciplinary Rules](https://www.mfaa.com.au/about-us/membership-framework/disciplinary-rules);
* I have read, understood and agree to the [MFAA Awards Terms and Conditions.](https://mfaa.eventsair.com/2025-mfaa-excellence-awards/awards-tcs)