

ACT TRAINING
AWARDS 2020

**NOMINATION
GUIDE**
ORGANISATIONS



ACT
Government

ABOUT THE AWARDS

The annual ACT Training Awards showcase the commitment, innovation and outstanding achievements of all those involved in the ACT vocational education and training (VET) sector.

The awards recognise, reward and promote the training efforts and success of apprentices, trainees, vocational students, teachers/ trainers, registered training organisations (RTOs), industry associations and employers in the ACT.

Nominating for the ACT Training Awards is an opportunity to be recognised for your organisation's achievements. It can also increase your organisation's profile in the ACT.

Winners of organisation categories automatically enter a short-listing process for the Australian Training Awards where they will have the opportunity to represent the ACT as finalists.

Award categories listed on page 23 under Australian Training Awards - Direct Entry Categories are open to eligible ACT nominees, however, they are not presented at the ACT Training Awards.

2020 Key Dates

Tuesday 3 March 2020	Nominations open
Thursday 28 May 2020	Nominations close
Late June/early July 2020	Finalists notified
20 July - 24 July 2020	Finalists interviews conducted
Thursday 10 September 2020	ACT Training Awards Presentation Evening
Friday 20 November 2020	Australian Training Awards Presentation Evening (Melbourne)

Organisation Categories

ACT Small Employer of the Year
ACT Medium Employer of the Year
ACT Large Employer of the Year
ACT Small Training Provider of the Year
ACT Large Training Provider of the Year
ACT Industry Collaboration

Presentation Dinner

The ACT Training Awards program culminates in a presentation dinner with over 400 guests expected to attend on Thursday 10 September 2020.

Each finalist will receive two complimentary tickets to the presentation dinner. Additional tickets will be available for purchase. It is a requirement that all finalists be present on the night.

More information can be found on our website www.skills.act.gov.au

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Further information

For more information on the ACT Training Awards visit skills.act.gov.au
If you need assistance with completing your nomination please contact skills@act.gov.au or call (02) 6205 8555.

HOW TO ENTER THE 2020 ACT TRAINING AWARDS

Preparing your nomination

1. Review the eligibility criteria
2. Ensure you are nominating in the correct category
3. Read and agree to the conditions of entry
4. Register on the [Award Force homepage](#) to create an account
5. Gather relevant details and start building your nomination
6. Address the assessment criteria. Prepare your nomination addressing Section A: Overview and Section B: Criteria. Nominees must submit an overview and respond to each criteria, within the word limit with the option to include attachments.

Completing and submitting your nomination

You must submit your nomination electronically via the online Award Force nomination portal. Please ensure your computer is JavaScript enabled to take full advantage of the nomination portal. The instructions on how to complete and submit your nomination are available in the nomination portal.

The nomination portal allows organisation nominees to submit an overview of up to 500 words and responses of up to 800 words per criterion.

Attachments

You can attach evidence supporting the claims made in your nomination. Up to ten (10) single A4 page attachments are permitted. Total file size per attachment must not exceed 15mb.

Any material exceeding the maximum number of attachments and size will not be provided to the judging panel.

Before submitting your nomination, ensure you have reviewed the ACT Training Awards Nomination Submission Checklist provided in this guide.

Ensure you have read and understood the conditions of entry before submitting your nomination.

CONDITIONS OF ENTRY

By submitting a nomination for the ACT Training Awards, your organisation agrees:

- > to not accept any nomination for any similar award in another State or Territory in the nominating year
- > that failure to follow any lawful direction of the ACT Training Awards shall mean instant disqualification and instant forfeiture of any award
- > to promoting and being involved with ongoing promotion of the awards into the following year. This may be through commitments such as judging panels and speaking opportunities
- > that the information provided in its nomination may be used in a range of publications and promotional activities for both the ACT Government and the Australian Training Awards
- > to be available for finalist interviews in late June/early July 2020.
- > to be filmed or photographed while participating in the ACT Training Awards and/or Australian Training Awards
- > to be involved in promotional events and activities as required by the ACT Government and its official associates
- > if it is selected as a finalist for the Australian Training Awards, it must be available to represent the ACT at the Australian Training Awards being held in Melbourne in November 2020.
- > to be available to attend the finalist activities in Melbourne for the full five days of the week of the Australian Training Awards (16 November 2020 – 21 November 2020)
- > all content and claims in your nomination are true and correct.
- > that any decisions relating to the ACT Training Awards process are final and the ACT Training Awards will not enter into justification for the selection of successful nominees and will not debate the evaluation process

By agreeing to have information and/or photos published on a website, you need to be aware that:

- > the information can be copied and used by any web user
- > once information has been published on the web, the ACT Government or its official associates have no control over subsequent use and disclosure
- > it will be accessible to users worldwide
- > photographs will be published on the website for the purpose of promoting the ACT Training Awards, Australian Training Awards and other VET initiatives.

Privacy

Only authorised ACT Government and Australian Training Awards officers and appointed judging panel members have access to nominee's information. The ACT Government may give information to other relevant bodies, sponsors and media. Personal information will not be disclosed to any other party without the nominee's consent, unless authorised or required by law. All ACT Training Awards judges are required to sign confidentiality and conflict of interest statements.

TIPS FOR PREPARING A NOMINATION

A successful nomination stands out from the crowd.

Local and national judges are experienced at identifying organisations that stand out and demonstrate their ability to be ambassadors for VET. A quality nomination is clear and concise and addresses all assessment criteria.

Remember the judges don't know your organisation. Your task is to convince them that your organisation is a worthy winner.

WHAT MAKES A GOOD NOMINATION?

Here are a few tips to writing a stand out nomination:

1. Start today

Give yourself enough time to write the nomination and don't leave it until the last minute. A rushed nomination will not show the best you have to offer.

Nominations close at 5:00pm on Thursday 28 May 2020 so ensure you allocate enough time to write your response to each criterion and get your nomination submitted by this date.

2. Tell your story

Read the general conditions of entry and the assessment criteria carefully and make sure you address all of the assessment criteria for the relevant category. The criteria are designed for you to tell the story of your organisation's success and achievements.

After you have read the conditions of entry and assessment criteria, identify the points that you want to highlight and outline what you want to cover under each criterion.

Before you complete the nomination, provide it to someone to review. Once you have done that, review each criterion and add any additional information or details. Pay attention to the word and attachment limit and don't exceed it. Check the specific conditions of entry to see how many words you can use for each criteria and the total size of supporting documents you can submit. Keep your answers concise—use bullet points if it helps but don't use them to replace sentences in every assessment criteria.

For example:

- > What has your organisation achieved?
- > How did you achieved it?
- > What practical examples/evidence do you have to support it?
- > What other achievements can you refer to?
- > What gives your organisation the edge over other nominees?
- > What kind of contribution has your organisation made?

3. Language

Keep your language simple and clear. Use plain everyday language and don't use slang or too many acronyms.

4. Proof Read

Show the first draft of the full nomination to someone who will provide you with critical and honest feedback. Ask someone to check the final draft for spelling and grammatical errors. It makes a difference and is a worthwhile investment of time. Ensure you do a final check for spelling and grammatical errors yourself, before you submit the nomination.

Choose documents that support the claims in your nomination. Make sure any attachments are high quality, particularly if you scan any documents. Check your nomination to make sure you have answered the questions without repeating the same information.

5. Think big

Remember that winning one of the ACT Training Awards organisation categories means your organisation will automatically enter a short listing process for the Australian Training Awards. The nomination you submit for the ACT Training Awards will be used in the national judging and you won't be able to make changes or amendments to your nomination. So when you write your nomination, remember it will compete with other state/territory finalists.

Please note: organisations may be contacted by the Australian Training Awards to provide additional content for national judging.

ASSESSMENT PROCESS

STAGE 1: COMPLIANCE CHECKING

All nominations will be checked to ensure they meet the eligibility criteria.

Eligible nominations will be provided to the judging panel for short listing.

STAGE 2: SHORTLISTING

Each written nomination will be assessed against the assessment criteria to determine the short-listed Nominees.

All Nominees will be advised whether they have been short-listed.

STAGE 3: FINAL JUDGING

Each of the short-listed Nominees will need to attend an interview (in person) with the judging panel. Interviews will be conducted in late June/early July 2020.

The judging panel may select up to six finalists, and from these finalists, one winner for each award category.

All Nominees will be advised whether they are a finalist.

SUBMISSION CHECKLIST

- I have not submitted a nomination for more than one award
- I have ensured I meet the eligibility criteria for the award
- I have addressed all assessment criteria
- I have completed all mandatory sections and questions
- I have read and understood the conditions of entry and privacy requirements
- I have checked the nomination for spelling and grammatical errors
- I have not exceeded the word limit
- I have not exceeded the attachment limit

GLOSSARY OF TERMS

ACT Australian Apprentice	<p>Term used to describe both apprentices and trainees, who have entered into an ACT Australian Apprenticeships Training Contract.</p> <p>a) Combination of practical work on-the-job, with structured training to achieve a nationally recognised qualification under an Australian Apprenticeships Training Contract. More information is available at the Australian Apprenticeships website.</p> <p>b) Involves a student and employer.</p>
Apprentice	<p>Person contracted to an employer through an Australian Apprenticeships Training Contract who is undergoing training for a recognised trade occupation.</p>
Nationally recognised training	<p>An accredited program of study that leads to VET qualifications and credentials that are recognised across Australia. Only RTOs that meet government quality standards can provide nationally recognised training. It includes accredited courses, endorsed training package qualifications and associated subjects.</p>
Australian Apprenticeship Training Contract (training contract)	<p>Legally binding agreement between an Australian Apprentice and their employer which defines the rights and responsibilities of each party and allows the individual to undertake an Australian Apprenticeship with that employer.</p>
Registered training organisation	<p>Training organisation registered by the Australian Skills Quality Authority (ASQA) or in some cases, a state or territory registering and accrediting body to provide VET and/or assessment services and issue nationally recognised qualifications. All RTOs are required to meet the Standards for Registered Training Organisations (RTOs) 2015. The nationally recognised qualifications an RTO can issue are defined by its scope of registration as listed on training.gov.au.</p>
Trainee	<p>Person employed in a recognised traineeship vocation and who has entered into an Australian Apprenticeships Training Contract with their employer.</p>



ORGANISATION AWARDS



ACT SMALL EMPLOYER OF THE YEAR

The ACT Small Employer of the Year Award recognises a small enterprise which has achieved excellence in the provision of 'nationally recognised training' to its employees.

'Nationally recognised training' refers to training that is based on a national training package or accredited course which results in a person receiving a formal qualification or Statement of Attainment issued by a Registered Training Organisation. This includes Australian Apprenticeships.

ELIGIBILITY

To nominate, an organisation must:

- > meet the Conditions of Entry requirements;
- > be a registered business with a current ABN;
- > employ 19 or fewer full-time equivalent employees; and
- > have its primary business in the ACT with a workplace address in the ACT.

Joint nominations will be accepted from:

- > a Group Training Organisation who partners with a Host Employer; and
- > a Host Employer who partners with a Group Training Organisation.

Nominations will **not** be accepted from:

- > branch offices of larger enterprises (NB: franchisees may nominate if their training activities are organised independently of the franchise group) **and/or**

- > organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small Training Provider of the Year Award).

The 2020 ACT winner of this category will enter a short listing process for the Australian Training Awards.

The original nomination from the ACT winner of this category will be automatically submitted to the Australian Training Awards.

PREPARING YOUR NOMINATION

Section A: Overview

This information will not be considered or used for short listing or judging purposes. This information may be used as a summary of your organisation throughout the awards process, for example, on the ACT Training Awards website or presentation evening program.

Organisational Details

- > Industry sector
- > Main business location
- > Number of employees
- > Business structure (e.g. sole trader, partnership, trust, company)
- > Length of time in operation
- > Your organisation's training expenditure as a percentage of annual payroll

Organisational Summary

Provide a brief description of your business, including the products/ services that it offers and any major milestones it has achieved.

Section B: Assessment Criteria

Criterion 1: Extent and quality of training for employees

Criterion 2: Employee Outcomes

Criterion 3: Business Outcomes

ADDRESSING THE CRITERIA

This information will be considered and used for short listing and judging purposes. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation).

Note: The considerations listed under each criterion are provided to clarify what to include when writing against the criteria.

Criterion 1: Extent and quality of training for employees*

Describe the training that your small business is involved in. Include the following:

- > the qualifications or courses that your employees are undertaking
- > number of employees actively engaged in training
- > the training organisations that are delivering the training
- > briefly tell the story of an innovative training approach you are using (e.g. mentoring, e-learning, collaborative learning).

*Your training organisations could assist you with this criterion.

Criterion 2: Employee outcomes

How has training benefited your employees? Include the following:

- > how training has improved the well-being of your employees
- > how training has improved the productivity of your employees
- > briefly tell the story of an employee who has benefited the most from training.

Criterion 3: Business outcomes

How has training benefited your business? Include the following:

- > how training has improved your relationships with clients
- > how training has improved the productivity and profitability of your business
- > briefly tell the story of how your business has grown as a result of training

ACT MEDIUM EMPLOYER OF THE YEAR

The ACT Medium Employer of the Year Award recognises a medium enterprise which has achieved excellence in the provision of 'nationally recognised training' to its employees.

'Nationally recognised training' refers to training that is based on a national training package or accredited course which results in a person receiving a formal qualification or Statement of Attainment issued by a Registered Training Organisation. This includes Australian Apprenticeships.

ELIGIBILITY

To nominate, an organisation must:

- > be a registered business with a current ABN
- > employ 20 or more, but fewer than 200, full-time equivalent employees; and
- > have its primary business in the ACT with a workplace address in the ACT.

Joint nominations will be accepted from:

- > a Group Training Organisation who partners with a Host Employer; and
- > a Host Employer who partners with a Group Training Organisation.

Nominations will not be accepted from:

- > organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small Training Provider of the Year Award).

The 2020 ACT winner of this category will enter a short listing process for the Australian Training Awards.

The original nomination from the ACT winner of this category will be automatically submitted to the Australian Training Awards.

PREPARING YOUR NOMINATION

Section A: Overview

This information will not be considered or used for short listing or judging purposes. This information may be used as a summary of your organisation throughout the awards process, for example, on the ACT Training Awards website or presentation evening program.

Organisational Details

- > Industry sector
- > Main business locations
- > Number of employees
- > Business structure (e.g. sole trader, partnership, trust, company)
- > Length of time in operation
- > Your training expenditure as a percentage of annual payroll

Organisational Summary

Provide a brief description of your business, including the products/ services that it offers and any major milestones it has achieved.

Section B: Assessment Criteria

Criterion 1: Extent and quality of training for employees

Criterion 2: Achievements of the business and its employees that can be attributed to training

Criterion 3: Integration of training into business planning

Criterion 4: Innovation and excellence in design and delivery of training

Criterion 5: Commitment to equity in training

ADDRESSING THE CRITERIA

This information will be considered and used for short listing and judging purposes. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation).

Note: The considerations listed under each criterion are provided to clarify what to include when writing against the criteria.

Criterion 1: Extent and quality of training for employees

Consider:

- > Your involvement in designing training specifically for your business, either alone or in partnership with training organisations
- > The qualifications or courses that your employees are undertaking
- > The percentage of your employees who are actively engaged in training
- > Hours per month (average) that your employees spend in training
- > How you integrate on-the-job and off-the-job training.

Criterion 2: Achievements of the business and its employees that can be attributed to training

Consider:

- > How training has improved the productivity and well-being of your employees (briefly describe the personal training achievements of a few of your staff)
- > How training has improved your relationships with clients
- > How training has improved the productivity and profitability of your business
- > How you measure the benefits of training
- > How training will improve your business in the future.

Criterion 3: Business outcomes

How has training benefited your business? Include the following:

- > how training has improved your relationships with clients

- > how training has improved the productivity and profitability of your business
- > briefly tell the story of how your business has grown as a result of training

Criterion 4: Innovation and excellence in design and delivery of training

Consider:

- > Details of creativity, innovation and excellence in the design, development and delivery of training for your employees
- > Innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training
- > Innovative approaches that you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).

Criterion 5: Commitment to equity in training

Consider:

- > The training you have made available to employees who are from groups under-represented in employment, education and training (such as people with disabilities, indigenous people, people from non-English speaking backgrounds, people in older age groups, people living in remote areas)
- > The number of these employees who have actively engaged in training
- > The number of these employees who have actively trained for managerial or supervisory jobs
- > The training programs that have been specifically designed for these employees.

ACT LARGE EMPLOYER OF THE YEAR

The ACT Large Employer of the Year Award recognises a large enterprise which has achieved excellence in the provision of 'nationally recognised training' to its employees.

'Nationally recognised training' refers to training that is based on a national training package or accredited course which results in a person receiving a formal qualification or Statement of Attainment issued by a Registered Training Organisation. This includes Australian Apprenticeships.

ELIGIBILITY

The nominee must:

- > be a registered business with a current ABN;
- > have 200 or more full time equivalent employees; and
- > have its primary business in the ACT with a workplace address in the ACT.

Joint nominations will be accepted from:

- > a Group Training Organisation that partners with a host employer; and
- > a host employer that partners with a Group Training Organisation.

Nominations will not be accepted from:

- > organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small Training Provider of the Year Award).

The 2020 ACT winner of this category will enter a short listing process for the Australian Training Awards.

The original nomination from the ACT winner of this category will be automatically submitted to the Australian Training Awards.

PREPARING YOUR NOMINATION

Section A: Overview

This information will not be considered or used for short listing or judging purposes. This information may be used as a summary of your organisation throughout the awards process, for example, on the ACT Training Awards website or presentation evening program.

Organisational Details

- > Industry sector
- > Main business location
- > Number of full-time employees
- > Number of part-time employees
- > Number of casual employees
- > Number of contractors
- > Business structure (e.g. sole trader, partnership, trust, company)
- > Length of time in operation
- > Your training expenditure as a percentage of annual payroll

Organisational Summary

Provide a brief description of your business, including the products/ services that it offers and any major milestones it has achieved.

Section B: Assessment Criteria

Criterion 1: Extent and quality of training for employees

Criterion 2: Achievements of the business and its employees that can be attributed to training

Criterion 3: Integration of training into business planning

Criterion 4: Innovation and excellence in the design and delivery of training

Criterion 5: Commitment to equity in training

ADDRESSING THE CRITERIA

This information will be considered and used for short listing and judging purposes. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation).

Note: The considerations listed under each criterion are provided to clarify what to include when writing against the criteria.

Criterion 1: Extent and quality of training for employees.

Consider:

- > Your involvement in designing training specifically for your business, either alone or in partnership with training organisations
- > The qualifications or courses that your employees are undertaking
- > The percentage of your employees who are actively engaged in training
- > Hours per month (average) that your employees spend in training
- > How you integrate on-the-job and off-the-job training.

Criterion 2: Achievements of the business and its employees that can be attributed to training

Consider:

- > How training has improved the productivity and well-being of your employees (briefly describe the personal training achievements of a few of your staff)
- > How training has improved your relationships with clients
- > How training has improved the productivity and profitability of your business
- > How you measure the benefits of training
- > How training will improve your business in the future.

Criterion 3: Integration of training into business planning.

Consider:

- > The training aims of your business
- > The 'training culture' that you have established within your business
- > How training fits into your workforce development and business planning
- > How you have formalised an ongoing commitment to training
- > How you find out about the training needs of your employees.

Criterion 4: Innovation and excellence in the design and delivery of training

Consider:

- > Details of creativity, innovation and excellence in the design, development and delivery of training for your employees
- > Innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training
- > Innovative approaches that you use to encourage access to training for your employees (e.g. mentoring, e-learning, collaborative learning).

Criterion 5: Commitment to equity in training

Consider:

- > The training you have made available to employees who are from groups under-represented in employment, education and training (such as people with disabilities, indigenous people, people from non-English speaking backgrounds, people in older age groups, people living in remote areas)
- > The number of these employees who have actively engaged in training
- > The number of these employees who have actively trained for managerial or supervisory jobs
- > The training programs that have been specifically designed for these employees.

ACT SMALL TRAINING PROVIDER OF THE YEAR

The ACT Small Training Provider of the Year award recognises a registered training organisation (RTO) that offers a specific range of training products and services and demonstrates excellence and high level performance in all aspects of vocational education and training.

ELIGIBILITY

To nominate for this award, an organisation must:

- > be a registered training organisation for which the delivery of vocational education and training is the core business;
- > be delivering less than 50 qualifications which are listed on its scope of registration for ACT delivery as per training.gov.au at the time of nomination;
- > have an RTO status of 'current' on training.gov.au at time of nomination and up to 20 November 2020
- > have no outstanding sanctions applied by the Australian Skills Quality Authority (ASQA); and
- > nominate in the state or territory where the majority of the training is being delivered. The nomination must focus on the training delivered in that state or territory.

Please note: RTO compliance outcomes including any sanctions applied at both a state/territory and national level may be considered as part of the eligibility assessment.

The 2020 ACT winner of this category will enter a short listing process for the Australian Training Awards.

The original nomination from the ACT winner of this category will be automatically submitted to the Australian Training Awards.

PREPARING YOUR NOMINATION

Section A: Overview

This information will not be considered or used for short listing or judging purposes. This information may be used as a summary of your organisation throughout the awards process, for example, on the ACT Training Awards website or presentation evening program.

Organisational Details

- > Number of currently enrolled students
- > Number of narrow ASCED fields of education that you offer*
- > Number of qualifications listed on your scope of registration currently being delivered
- > Number of units of competency listed on your scope of registration currently being delivered
- > Number of skill sets listed on your scope of registration currently being delivered
- > Number of accredited courses listed on your scope of registration currently being delivered
- > Completion rate for qualifications (in the year previous to this award)
- > Completion rate for units of competency (in the year previous to this award)
- > Completion rate for skill sets (in the year previous to this award)
- > Completion rate for accredited courses (in the year previous to this award)
- > Number of employees including full-time equivalent, casual and contracting staff
- > Length of time in operation
- > Percentage of annual turnover attributed to Australian Government funding
- > Percentage of annual turnover attributed to state/territory government funding
- > Percentage of annual turnover attributed to fee-for-service funding.

*Qualifications and accredited courses are each assigned a 4-digit Australian Standard Classification of Education (ASCED) 'narrow' field of education code. There are 71 narrow fields of education, and they identify the subject matter relating to a program of study.

Organisational Summary

Provide a brief description of your organisation, including the reasons why you are nominating for this award.

Section B: Assessment Criteria

Criterion 1: Leading practice in vocational education and training

Criterion 2: Strategic planning processes

Criterion 3: Student, employer and market focus

Criterion 4: Human resource capability

Criterion 5: Partnerships and links

ADDRESSING THE CRITERIA

This information will be considered and used for short listing and judging purposes. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable and verifiable indicators (including student outcome data, client satisfaction data and external validation data).

Note: The considerations listed under each criterion are provided to clarify what to include when writing against the criteria.

Criterion 1: Leading practice in vocational education and training

How you provide exceptional vocational education and training? For example, you may consider:

- > How you demonstrate excellence and high level performance in national training arrangements
- > How you demonstrate creativity and innovation in the design and development of your processes and techniques (operational or educational)
- > How you provide creative and innovative solutions to emerging training needs
- > The systems you have in place to manage, evaluate and enhance your VET products and services
- > How you undertake continuous improvement and apply quality controls within your organisation.

Criterion 2: Strategic planning processes

How you plan and coordinate vocational education and training? For example, you may consider:

- > Details of the external environment in which your organisation operates and its relationship to state/territory and national policies and priorities
- > The systems you have in place for planning and communicating purpose, vision, goals, values and core business strategies (and for creating alignment across your whole organisation)
- > The role of your leadership team in strategic planning
- > How your planning processes embrace innovation and change, including your capacity to plan for (and adapt to) future changes in vocational education and training
- > How you engage with ongoing VET policy reforms, including your capacity to implement change as a consequence of reform initiatives
- > How you ensure the sustainability of your operations, including your understanding of risk and risk management.

Criterion 3: Student, employer and market focus

How you monitor client and market needs? For example, you may consider:

- > Your knowledge of – and how you respond to – students, employers and markets, including the systems you have in place for collecting and analysing data on client needs and expectations
- > How you identify and attract new clients and new markets, and how you address these without impacting the sustainability of your operations
- > How you collect and analyse data on student outcomes and completions
- > How you measure success (e.g. outcome and completion data, satisfaction surveys, independent validations and evaluations, industry recognition, business outcomes from training activity)
- > How you encourage access to your VET products and services, and the success you have achieved in meeting the needs of equity groups.

Criterion 4: Human resource capability

How you build the capacity of your workforce? For example, you may consider:

- > The strategies you have in place to build staff capability (e.g. job design, personnel selection, staff training and development, performance management systems, two way feedback systems)
- > Your capacity and flexibility to meet changing training needs and new training markets, including your response times for upskilling staff
- > How you ensure constructive management/employee relations, including the emphasis you place on teamwork, participation and communication
- > How your organisation recognises the well-being of staff as critical to business success.

Criterion 5: Partnerships and links

How you establish genuine partnerships to support vocational education and training? For example, you may consider:

- > The strategies you have in place to identify local/regional issues (e.g. social, economic, industrial or environmental issues) and how you incorporate these into your service delivery
- > How you establish and monitor positive relationships with individuals, enterprises, industries and community groups
- > How you build new, innovative and effective partnerships in the local or wider community
- > How you ensure your partnerships are reciprocal (i.e. where each partner brings resources to the partnership and shares in outputs from the partnership).

ACT LARGE TRAINING PROVIDER OF THE YEAR

The ACT Large Training Provider of the Year Award recognises a registered training organisation (RTO) that offers a broad range of training products and services and demonstrates excellence and high level performance in all aspects of vocational education and training.

ELIGIBILITY

The nominee must:

- > be an RTO for which the delivery of VET is its core business;
- > be delivering 50 or more qualifications which are listed on its scope of registration for ACT delivery as per training.gov.au at the time of nomination;
- > have the majority of its training delivered in the ACT (nominations must focus on the training delivered in the ACT);
- > have an RTO status of 'current' on training.gov.au at time of nomination and up to 20 November 2020; and
- > have no outstanding sanctions applied by the Australian Skills Quality Authority (ASQA).

Please note: RTO compliance outcomes including any sanctions applied at both a state/territory and national level may be considered as part of the eligibility assessment.

The 2020 ACT winner of this category will enter a short listing process for the Australian Training Awards. The original nomination from the ACT winner of this category will be automatically submitted to the Australian Training Awards.

PREPARING YOUR NOMINATION

Section A: Overview

This information will not be considered or used for short listing or judging purposes. This information may be used as a summary of your organisation throughout the awards process, for example, on the ACT Training Awards website or presentation evening program.

Organisational Details

- > Number of currently enrolled students
- > Number of narrow ASCED fields of education that you offer*
- > Number of qualifications listed on your scope of registration currently being delivered
- > Number of units of competency listed on your scope of registration currently being delivered
- > Number of skill sets listed on your scope of registration currently being delivered
- > Number of accredited courses listed on your scope of registration currently being delivered
- > Completion rate for qualifications (in the year previous to this award)
- > Completion rate for units of competency (in the year previous to this award)
- > Completion rate for skill sets (in the year previous to this award)
- > Completion rate for accredited courses (in the year previous to this award)
- > Number of employees including full-time equivalent, casual and contracting staff
- > Length of time in operation
- > Percentage of annual turnover attributed to Australian Government funding
- > Percentage of annual turnover attributed to state/territory government funding
- > Percentage of annual turnover attributed to fee-for-service funding.

*Qualifications and accredited courses are each assigned a 4-digit Australian Standard Classification of Education (ASCED) 'narrow' field of education code. There are 71 narrow fields of education, and they identify the subject matter relating to a program of study.

Organisational Summary

Provide a brief description of your organisation, including the reasons why you are nominating for this award.

Section B: Assessment Criteria

Criterion 1: Leading practice in vocational education and training

Criterion 2: Strategic planning processes

Criterion 3: Student, employer and market focus

Criterion 4: Human resource capability

Criterion 5: Partnerships and links

ADDRESSING THE CRITERIA

This information will be considered and used for short listing and judging purposes. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable and verifiable indicators (including student outcome data, client satisfaction data and external validation data).

Note: The considerations listed under each criterion are provided to clarify what to include when writing against the criteria.

Criterion 1: Leading practice in vocational education and training

How you provide exceptional vocational education and training? For example, you may consider:

- > How you demonstrate excellence and high level performance in national training arrangements
- > How you demonstrate creativity and innovation in the design and development of your processes and techniques (operational or educational)
- > How you provide creative and innovative solutions to emerging training needs
- > The systems you have in place to manage, evaluate and enhance your VET products and services
- > How you undertake continuous improvement and apply quality controls within your organisation.

Criterion 2: Strategic planning processes

How you plan and coordinate vocational education and training? For example, you may consider:

- > Details of the external environment in which your organisation operates and its relationship to state/territory and national policies and priorities
- > The systems you have in place for planning and communicating purpose, vision, goals, values and core business strategies (and for creating alignment across your whole organisation)
- > The role of your leadership team in strategic planning
- > How your planning processes embrace innovation and change, including your capacity to plan for (and adapt to) future changes in vocational education and training
- > How you engage with ongoing VET policy reforms, including your capacity to implement change as a consequence of reform initiatives
- > How you ensure the sustainability of your operations, including your understanding of risk and risk management.

Criterion 3: Student, employer and market focus

How you monitor client and market needs? For example, you may consider:

- > Your knowledge of – and how you respond to – students, employers and markets, including the systems you have in place for collecting and analysing data on client needs and expectations
- > How you identify and attract new clients and new markets, and how you address these without impacting the sustainability of your operations
- > How you collect and analyse data on student outcomes and completions
- > How you measure success (e.g. outcome and completion data, satisfaction surveys, independent validations and evaluations, industry recognition, business outcomes from training activity)
- > How you encourage access to your VET products and services, and the success you have achieved in meeting the needs of equity groups.

Criterion 4: Human resource capability

How you build the capacity of your workforce? For example, you may consider:

- > The strategies you have in place to build staff capability (e.g. job design, personnel selection, staff training and development, performance management systems, two way feedback systems)
- > Your capacity and flexibility to meet changing training needs and new training markets, including your response times for upskilling staff
- > How you ensure constructive management/employee relations, including the emphasis you place on teamwork, participation and communication
- > How your organisation recognises the well-being of staff as critical to business success.

Criterion 5: Partnerships and links

How you establish genuine partnerships to support vocational education and training? For example, you may consider:

- > The strategies you have in place to identify local/regional issues (e.g. social, economic, industrial or environmental issues) and how you incorporate these into your service delivery
- > How you establish and monitor positive relationships with individuals, enterprises, industries and community groups
- > How you build new, innovative and effective partnerships in the local or wider community
- > How you ensure your partnerships are reciprocal (i.e. where each partner brings resources to the partnership and shares in outputs from the partnership).

ACT INDUSTRY COLLABORATION

The Industry Collaboration Award recognises an exemplary skills development collaboration between at least one employer/industry body and at least one organisation delivering nationally recognised training.

ELIGIBILITY

To nominate for the Industry Collaboration Award:

- > at least one party must be an industry organisation (e.g. employer, enterprise, group of enterprises, industry association, industry advisory body, trade union or professional association); and
- > at least one party must be delivering nationally recognised training or directly contributing to the outcomes of nationally recognised training which leads to formal qualifications or Statements of Attainment under the Australian Qualifications Framework

The RTO nominee must:

- > have the majority of its training delivered in the ACT (nominations must focus on the training delivered in the ACT);
- > have scope to deliver the qualification/s (listed on the RTO's scope of registration for ACT delivery as per training.gov.au) delivered as part of the industry collaboration at time of nomination;
- > have an RTO status of 'current' on training.gov.au at time of nomination and up to 20 November 2020; and
- > have no outstanding sanctions applied by the Australian Skills Quality Authority (ASQA).

Please note: RTO compliance outcomes including any sanctions applied at both a state/territory and national level may be considered as part of the eligibility assessment.

Nominations will not be accepted from:

- > organisations operating under contractual 'partnership' agreements

The 2020 ACT winner of this category will enter a short listing process for the Australian Training Awards.

The original nomination from the ACT winner of this category will be automatically submitted to the Australian Training Awards.

PREPARING YOUR NOMINATION

Section A: Overview

Provide an overview of the collaboration, including:

- > name of the collaboration,
- > lead organisation and each of the parties to the collaboration.
- > purpose and objectives of the collaboration.
- > origin of the collaboration (how the parties came together).
- > details of the environment in which the collaboration operates.
- > how the collaboration functions in practice, including lines of communication between the parties to the collaboration.

This information will not be considered or used for short listing or judging purposes. This information may be used as a summary of your organisation throughout the awards process, for example, on the ACT Training Awards website or presentation evening program.

Section B: Assessment Criteria

Criterion 1: Outstanding practice of the collaboration

Criterion 2: Achievements of the collaboration for training

Criterion 3: Training impacts of the collaboration

Criterion 4: Sustainability and future of the collaboration

ADDRESSING THE ASSESSMENT CRITERIA

This award category requires the nominee to address the following award criteria. Please be aware that your responses to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including customer satisfaction data and other types of external validation).

Note: The considerations listed under each criterion are provided to clarify what to include when writing against the criteria.

Criterion 1: Outstanding practice of the collaboration

Describe the extent to which the collaboration goes above and beyond standard practice in training and skills development. For example, you may consider:

- > Excellence in training
- > unique, exemplary or innovative practice
- > e-learning initiatives
- > transformation in the lives of participants
- > contribution to the advancement of the industry/ community in which it operates

Criterion 2: Achievements of the collaboration for training

Consider:

- > training outcomes achieved [including qualifications and skill sets awarded]
- > improvements in the quality of learning and assessment

- > creation of new or improved career pathways and opportunities
- > contribution to social equity, especially increasing the participation of people from groups under-represented in the industry or workplaces generally
- > can the outcomes of the collaboration be replicated or modelled for other industries

Criterion 3: Training impacts of the collaboration

Consider benefits to the:

- > employer/industry body and its employees
- > organisation delivering nationally recognised training
- > individuals involved in the collaboration
- > community and/or region
- > industry and/or industry sector
- > the relevant Training Authority and the broader training system.
- > improvements in the processes/procedures of all collaborating organisations

Criterion 4: Sustainability and future of the collaboration

Consider:

- > potential for the collaboration to be sustained in the future
- > systems of quality improvement that are being utilised by the collaboration
- > performance evaluations of the collaboration that are in place and planned
- > the collaboration's contribution to environmental sustainability
- > capacity for the collaboration to be replicated
- > plans for expansion or adoption in other settings

AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak, national awards for the vocational education and training sector, recognising individuals, businesses and registered training organisations for their contribution to skilling Australia.

A majority of the awards are the culmination of the state and territory awards with winners from each state and territory eligible to compete at the national level in aligned categories.

Winners of the national awards will be announced at the Australian Training Awards presentation dinner being held in Melbourne, Victoria on Friday 20 November 2020.



DIRECT ENTRY CATEGORIES

The Australian Training Awards also have additional award categories now open for direct entry, closing 31 May 2020. For award criteria visit www.australiantrainingawards.gov.au

Australian Apprenticeships - Employer Award

The Australian Apprenticeships - Employer Award recognises those employers who have made innovative improvements in training which provide beneficial outcomes for their apprentices and/or trainees in Australia and to their local community.

International Training Provider of the Year Award

The International Training Provider of the Year Award recognises a registered training organisation that has demonstrated outstanding achievement in all aspects of vocational education and training to full-fee paying international students in Australia and overseas.

School Pathways to VET Award

The School Pathways to VET Award recognises eligible organisations including schools, registered training organisations (RTOs), group training organisations, industry bodies and employers that have collaboratively delivered one (or more) excellent vocational education and training (VET) programs to secondary school students.

FURTHER INFORMATION

For more information on the Australian Training Awards visit www.australiantrainingawards.gov.au



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