



TASMANIAN TRAINING AWARDS

Training Provider of the Year
2019 Selection criteria and
nomination form

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2019 Tasmanian Training Awards summary

The Tasmanian Training Awards are conducted annually by Skills Tasmania, Department of State Growth. The Department is committed to the development of a high quality, efficient system of vocational education and training and workforce development. The commitment represents a major contribution to the development of competitive advantage for Tasmanian industry.

The Awards recognise the achievements of apprentices, trainees and vocational students who strive for the highest standards of knowledge and skills within their industry. They also recognise industry, employers and training organisations dedicated to providing high quality training and improving the skills of the workforce in this State. The Awards offer finalists the chance to gain personal satisfaction and the prestige of being part of an elite group who unequivocally represent the State's best in vocational education and training.

Winners from the Tasmanian Training Awards (in aligned categories) have the opportunity to compete with other states and territories to be named the best in Australia at the 2019 Australian Training Awards which will be held in Brisbane, in November.

2019 Award categories and progression to the Australian Training Awards

Business and Training Provider Awards:

Industry Collaboration Award	Australian Training Award
Small Employer	Australian Training Award
Employer	Australian Training Award
Training Provider	Australian Training Award

Individual Awards:

Apprentice	Australian Training Award
Trainee	Australian Training Award
Aboriginal and Torres Strait Islander Student	Australian Training Award
Vocational Student	Australian Training Award
School-based Apprentice/Trainee	Australian Training Award
VET Teacher / Trainer	Australian Training Award
VET in Schools Student	State-only Award*

Equity Awards:

Equity Award – Apprentice or Trainee	State-only Award*
Equity Award – Vocational Student	State-only Award*
Equity Award – Employer	State-only Award*

*There are no national equivalents to the VET in Schools Student of the Year Award or Equity Awards.

Skills Tasmania reserves the right to not present an award in any category for which it considers the standard of entries did not meet the requirements stated in the conditions of entry and selection criteria.

Training Provider

Part I Eligibility and conditions of entry

The Training Provider of the Year Award will be presented to a registered training organisation that 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 that delivers vocational education and training as its core business
- be delivering qualifications which are listed on its scope of registration
- be delivering the majority of its training in Tasmania and focus on outcomes within the state.

The winner of this category will be nominated to enter a shortlisting process for the Australian Training Awards and will be eligible for either the Small Training Provider category or Large Training Provider category, depending on the number of qualifications delivered.

(Small Training Provider – delivering fewer than 50 qualifications listed on its scope of registration, or Large Training Provider – delivering 50 or more qualifications listed on its scope of registration).

Conditions of entry

- Applications must be submitted by 5:00 pm on Friday, 7 June 2019. Late applications will not be accepted.
- Applicants must be eligible for entry according to the specific award category criteria. Non-compliance will be sufficient reason for Skills Tasmania to reject the nomination.
- Applicants for the registered training provider award will undergo quality assurance checks with relevant authorities, such as ASQA.
- Applicants must be prepared to attend interviews as required and, if selected as a finalist, attend the presentation dinner in Hobart on Friday, 6 September 2019.
- Applicants must agree to abide by the decisions of Skills Tasmania whose decision shall be final on all matters pertaining to the award. No correspondence or justification for any decision shall be required of Skills Tasmania.
- Applicants acknowledge that by entering the Awards finalists and winners agree that Skills Tasmania may use non-confidential details, profiles and photographs/videos for any promotion and publicity purpose pertaining to vocational education and training and workforce development, including, but not limited to, Tasmanian Training Awards and Australian Training Awards.

Part 2: Application and selection processes

How to complete your application

- Review the eligibility criteria to ensure you meet the eligibility requirements
- Read the conditions of entry and agree to these conditions.
- Complete the application at Part 4. Your application needs to include the nomination form, overview and responses to all selection criteria.
- Applications are to be in 12 pt font and must be within the word count applicable for the Overview (limit: 500 words) and each criterion (limit: 800 words). Do not include tables or graphs within each criterion – these must be attached and form part of the permitted 10 pages as outlined below. No multimedia items will be accepted with applications.
- Up to ten (10) single A4 page attachments are permitted, one document per page.
- Applications can be submitted via email, post or hand delivered. Keep a copy for your reference. Do not bind or laminate your application.
- If you are submitting your application via email please name the document with your name and the award you are applying for. For example; Smith & Co Training Provider. Once you have completed your nomination form, overview and selection criteria, and collated any supporting documentation, attach all documents in an email to jacqui.maclaine@skills.tas.gov.au
- Should you win the Award your original application will be submitted to the Australian Training Awards for consideration. Make the most of the allowable word limit as you will not have the opportunity to rewrite it.

The overview and selection criteria should be the focus of your application, however any relevant evidence may be provided so long as it does not exceed the word and page limits.

Selection of finalists

- Applications close at 5:00 pm on Friday, 7 June 2019. No late applications will be accepted.
- Applications will be assessed against the selection criteria to determine shortlisted applicants.
- All applicants will be advised in writing as to whether they have been shortlisted.
- Skills Tasmania reserves the right to reject an application, or rescind shortlisting, in the case of any non-compliance.
- Shortlisted applicants will be required to attend an interview.
- The decision of the judging panel is final and no correspondence will be entered into.

Privacy notice

The information provided by you in this application will be used by Skills Tasmania for the purpose of administration, judging and general communication in regard to the Tasmanian Training Awards. Provision of this information is essential to determine your eligibility for consideration for an award. The information will be stored securely.

Key dates:

7 June 2019 (5:00pm)

Applications close (no late applications will be accepted).

11 June – 4 July 2019

Evaluation commences and applications are shortlisted.

July 2019

Finalist interviews

6 September 2019

Finalists attend the Tasmanian Training Awards Presentation Dinner at Wrest Point Hobart.

19-21 November 2019

If your organisation is shortlisted for the Australian Training Awards you will attend an interview, and gala dinner in Brisbane where winners will be announced.

Tasmanian Training Awards gala dinner

The 2019 Tasmanian Training Awards will be announced at a gala dinner on Friday, 6 September in the Tasman Room at Wrest Point Convention Centre in Hobart. Over 500 guests are expected to attend this special evening.

Training Provider of the Year finalists receive one complimentary ticket to attend the dinner. Additional tickets will be available to purchase from July until bookings close on 30 August (unless sold out sooner). It is a requirement that all finalists be present at the dinner.

Australian Training Awards

The Australian Training Awards are the peak, national awards for vocational education and training, recognising innovation and excellence in the training sector. The awards are hosted by the Australian Government and are the culmination of the state and territory awards.

Winners from the Tasmanian Training Awards (in aligned categories) will have the opportunity to compete with other states and territories to be named the best in Australia at the Australian Training Awards. This year's Australian Training Awards will be presented at a dinner in Brisbane on Thursday, 21 November. To find out more, visit: www.australiantrainingawards.gov.au



Part 3: Submitting your application

Checklist

I have:

	selected the correct category and confirmed my organisation's eligibility to enter the 2019 Awards
	written the overview and addressed all the selection criteria
	completed all sections of the nomination form and attached it to the front of the application
	ensured all parties to this application are aware of the application and endorse its content
	enclosed copies of any testimonials, copies of certificates, etc

Ways to submit your application:

By email: jacqui.maclaine@skills.tas.gov.au

By post: Confidential Award Application
Jacqui Maclaine
Skills Tasmania
GPO Box 536
Hobart TAS 7001

Hand-delivered: Confidential Award Application
Jacqui Maclaine
Skills Tasmania
Department of State Growth
Level 4, 4 Salamanca Place, Hobart
(Opposite St David's Park)

Further information

For further information please visit www.skills.tas.gov.au/trainingawards or contact Jacqui Maclaine on 03 6165 6008 or jacqui.maclaine@skills.tas.gov.au

The Department of State Growth acknowledges
the generous support provided by the following organisations



Part 4: Nomination form, overview and selection criteria

Nomination form – Training Provider of the Year

Organisation			
Address			
		Postcode	
ABN			
Contact person			
Position			
Telephone			
Mobile			
Email			
Number of qualifications on your scope of registration <u>being delivered</u>			

It is a condition of these awards that the nominee agrees to comply with the conditions of entry mentioned in this booklet and agrees to any decision made by Skills Tasmania in relation to this nomination and these awards. In signing this form you give permission for Skills Tasmania to use non-confidential details from this nomination and relevant photographs and/or film for any publicity purpose pertaining to vocational education and training.

Signature of nominee: _____

Overview and selection criteria

Please note: The winner of this category will be nominated to enter a shortlisting process for the Australian Training Awards. Your original application will be submitted in the nomination. Therefore, take into account the fact that the panel members will not have in-depth knowledge of your organisation. Ensure you give enough information for national panel members to make a considered judgement when shortlisting.

Section A: Overview - including organisation details and summary

Organisation 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 full-time equivalent staff	
Number of part-time staff	
Number of casual staff	
Number of contracting staff	
Length of time in operation (years)	
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.

Organisation summary (limit 500 words)

Provide a short overview including a description of your business, the products and/or services offered, plus any milestones that have been achieved. The information may be used as part of your profile summary throughout the Awards process but **will not** be used for judging purposes.

Section B: Applicants will be judged against the following 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 shortlisting 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.

In your application you must present your information in a way that clearly addresses the criteria. Therefore, please respond to them in order, under the given heading. 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 (limit 800 words)

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 (limit 800 words)

How do you plan and co-ordinate 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 (limit 800 words)

How do 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 (limit 800 words)

How do 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 (limit 800 words)

How do 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).

Attachments

Up to ten (10) single A4 page attachments are permitted, one document per page.

No multimedia items will be accepted with applications.



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