



# TASMANIAN TRAINING AWARDS

Small Training Provider of the Year

**2024 Nomination Guide**

# Small Training Provider of the Year

The Small Training Provider of the Year Award recognises small registered training organisations (RTO) that offer a range of training products and services and that demonstrate excellence and high-level performance in all aspects of vocational education and training.

## Eligibility and conditions of entry

### Eligibility

To nominate for this award, an organisation must:

- be registered in Australia with an Australian Business Number
- have fewer than 500 students enrolled at the time of nomination, as reported by RTOs in the most recent annual National Centre for Vocational Education and Training (NCVER) data collection period
- be an RTO for which the delivery of vocational education and training is their core business
- nominate in the state or territory where the majority of its training is being delivered\*.

*\* Organisations may only nominate for this category in a single state or territory. Only one nomination will be accepted per RTO code.*

### Conditions of entry

- Applications must be submitted by 11:59pm on Monday, 20 May 2024. 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 will be required to attend an interview and, if selected as a finalist, attend a gala presentation dinner in Launceston on Friday, 6 September 2024.
- 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 for the Small Training Provider of the Year Award will be subject to quality assurance checks by the Australian Skills Quality Authority (ASQA). The checks will inform the selection process of applicants to this award category.
- Applicants acknowledge that by entering the Awards, finalists and winners agree that Skills Tasmania (Department of State Growth) and the Commonwealth Government Department of Employment and Workplace Relations, may use non-confidential details, profiles, training details and/or photographs/videos for any publicity or promotional purpose pertaining to vocational education and training and workforce development including, but not limited to, the Tasmanian Training Awards and Australian Training Awards.

# Application and selection process

## How to complete your application

- Applications for the Tasmanian Training Awards are to be completed online using Award Force. <https://tta.awardsplatform.com/>
- When you enter the Award Force platform you will need to register an account and create a password. You will then be directed to the Applications page. If you have entered the awards before you may use your existing registration details.
- First complete the nomination information. You must enter all the required fields before you begin your responses to the overview and selection criteria. A copy of both can be found at the end of this guide.
- The overview and selection criteria should be the focus of your application. Up to ten (10) single A4 pages of relevant evidence may be provided. Attachments exceeding 10 pages will not be considered.
- You can save your application in progress and return to it as often as you need to.
- Should you win the Small Training Provider of the Year Award your original application will be submitted to the Australian Training Awards for consideration. Applicants will not submit a new application or have the opportunity to rewrite it.

## Shortlisting

- Applications will be assessed against the selection criteria to shortlist applicants and all applicants will be advised in writing as to whether they have been shortlisted.
- Shortlisted applicants will be required to attend an interview to determine the finalists and winner of the award.
- Interviews for the Small Training Provider of the Year will be held on Wednesday, 10 July in Hobart. Interviews can be held via Microsoft Teams if a candidate is unable to attend in person.
- Skills Tasmania reserves the right to reject an application, or rescind shortlisting, in the case of any non-compliance.
- The decision of the judging panel is final and no appeals 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 and Australian Training Awards (should you win your category). Provision of this information is essential to determine your eligibility for consideration for an award. The information will be stored securely.

For further information please visit [www.skills.tas.gov.au/trainingawards](http://www.skills.tas.gov.au/trainingawards) or contact Jacqui Maclaine on 03 6165 6008 or [jacqui.maclaine@skills.tas.gov.au](mailto:jacqui.maclaine@skills.tas.gov.au)

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



## Overview and Selection Criteria

Your application must be completed online: <https://tta.awardsplatform.com/>. The portal allows nominees to submit an overview of 500 words and responses to the five criteria of up to 800 words per criterion.

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. Please ensure you give enough information for panel members to make a considered judgement when shortlisting.

### Section A: Overview

This information will **not** be considered or used for judging purposes, but it may be used as a summary of your organisation throughout the Awards process.

**Organisation details – please complete this section and provide a Business Summary.**

Number of currently enrolled students (at the time of nominating for this award)*	
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	%

*\*Please attach evidence of the breakdown of your enrolled students in each state and territory (as provided to NCVER in the most recent annual data collection period). Note that this attachment is not counted towards the attachment limit.*

*\*\*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.*

### Business Summary – limit 500 words

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

## Section B: Selection Criteria – limit 800 words per criterion

Nominees will be judged against the following selection criteria

Criterion 1: High quality and leading practice in vocational education and training

Criterion 2: Meeting student needs

Criterion 3: Meeting industry needs

Criterion 4: High quality business management

Criterion 5: Innovation and excellence in design and delivery of training

### Addressing the selection criteria

This information will be considered and used for shortlisting and judging purposes. Please be aware that your response 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). You are encouraged to include case studies for each of these criteria with students, industry, and/or the community that highlight the impact of your training.

The selection criteria should be the focus of your nomination. Up to ten (10) single A4 pages of relevant evidence may be provided. Attachments exceeding 10 pages will not be considered.

You are encouraged to consider virtual delivery of training to students in your nomination.

In developing your nomination you may wish to take into account the considerations below each criterion.

*Note: the considerations are provided to clarify what may be relevant to include when writing a response for each criterion.*

### **Criterion 1: High quality and leading practice in vocational education and training**

(limit 800 words)

How do you provide high quality vocational education and training? For example, you may consider:

- how you demonstrate excellence and high level performance in national training arrangements
- 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 implement and keep up with best practice
- how your training influences best practice
- 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 undertake continuous improvement and apply quality controls within your organisation.

## **Criterion 2: Meeting student needs**

(limit 800 words)

How do you support students and meet their needs in vocational education and training? For example, you may consider:

- how you encourage access to your VET products and services
- what support services you provide to students during their training
- the systems you have in place to be able to reach different cohorts (e.g. online training)
- how you are inclusive of different students' needs
- how you provide students with the skills they need to be successful in the workplace
- how satisfied students are with their training
- the success you have achieved in meeting the needs of equity groups.

## **Criterion 3: Meeting industry needs**

(limit 800 words)

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

- how you build new, innovative and effective partnerships with industry in the local, or wider community
- how you collect data on and understand industry/business needs and expectations
- your capacity and flexibility to meet changing training needs and new training markets
- how your training reflects changing industry requirements and expectations.

## **Criterion 4: High quality business management**

(limit 800 words)

How do you manage your business to ensure it is operating at a high quality? 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
- the systems you have in place for planning and communicating your purpose, vision, goals, values and core business strategies (and for creating alignment across your whole organisation)
- how you develop the capability and capacity of your workforce
- the strategies you have in place to build a positive workplace culture
- how you support employee wellbeing and positive mental health
- how you incorporate inclusion and diversity into running your business
- how you identify and attract new clients and new markets, and how you address these without impacting the sustainability of your operations
- how you enrol, train and report on online learners
- how you ensure the sustainability of your operations, including your understanding of risk and risk management.

## **Criterion 5: Innovation and excellence in design and delivery of training**

(limit 800 words)

How you demonstrate innovation in your approach to the design and delivery of training for students. For example, you may consider:

- details of creativity, innovation and excellence in the design, development and delivery of training
- how you demonstrate creativity and innovation in the design and development of your processes and techniques (operational or educational)
- 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 students (e.g. mentoring, e-learning, collaborative learning).



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