



TASMANIAN TRAINING AWARDS

Small Training Provider of the Year

Eligibility and Selection Criteria

Nominations close 25 May 2026



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

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

Nominees must agree to abide by the [Conditions of Entry](#).

Preparing your application

The overview and selection criteria should be the focus of your application; however, up to ten (10) single-sided A4 pages of relevant evidence may be provided to support your application. Attachments exceeding 10 pages will not be considered.

Your application must be completed online: <https://tta.awardsplatform.com/>

Overview and Selection Criteria

Section A: Overview (limit 500 words)

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.

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

The following details must be provided:

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.

Section B: Selection Criteria (limit 800 words per criterion)

Responses to the selection criteria will be considered and used for shortlisting and judging purposes. 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). 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.

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

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

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

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

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

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).