**2019 Victorian Training Awards**

**Nomination Guide**

*Employer and training provider categories*

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### Introduction

**We’re turning 65 in 2019!**

**Make our special year your special year.**

For the past 65 years the Victorian Training Awards have shone the spotlight on the best and brightest in the state’s TAFE and training sector, showcasing innovation, best practice and excellence across employers, training providers and students.

Why not make this year your organisation’s turn to shine and get the public recognition you deserve?

The benefits of winning are many, including a heightened industry profile, enhanced brand recognition and reputation and reward for effort and excellence.

Nominating for an Award gives you a unique opportunity to position your organisation ahead of your competitors.

Winners will be announced at a gala ceremony in early September and may also have the opportunity to represent the state at the Australian Training Awards in Brisbane in November.

Through celebrating these successes, the Awards continue to put the state’s top achievers in the spotlight.

Check out the information outlined in the Guide on the award categories, their criteria and how to nominate, the resources available and tips on applying.

**Nominate now!** Nominations close at **midnight on Friday 3 May**.

Find out more at:

**W**: [www.education.vic.gov.au/vta](http://www.education.vic.gov.au/vta)

**E:** victorian.training.awards@edumail.vic.gov.au

**T:** 1800 290 657

### About the Awards

The Victorian Training Awards recognise and honour the outstanding achievements of individuals and organisations in the Victorian TAFE and training sector.

There are 16 Award categories. This booklet outlines the four employer and four training provider categories and the Industry Collaboration Award.

## Employer categories

* Small Employer of the Year
* Medium Employer of the Year
* Large Employer of the Year
* Employer Award for Apprenticeship Development

## Training provider categories

* Small Training Provider of the Year
* Large Training Provider of the Year
* Community Training Provider of the Year
* Inclusive Training Provider of the Year

## Industry Collaboration Award

### Awards ceremony

Be part of history by participating in our special 65th Anniversary Awards ceremony.

Your achievements will be highlighted to your peers, government and industry representatives, exemplifying why you deserve to be in the running to be crowned the best in the state in your category.

The evening creates the perfect opportunity for networking and raising your profile among leaders of the TAFE and training sector.

Tickets will go on sale in June.

Be part of this prestigious event and celebrate Victoria’s vocational education and training successes!

### Prize money

Award winners will receive $5,000 in prize money and a 2019 Victorian Training Award trophy.

### 2019 Key Timeline

February Nominations open

3 May, midnight Nominations close

Early May Eligibility and evaluation commences

Late May Judging – online shortlisting

Mid June Judging – panel shortlisting

July Successful and unsuccessful nominees notified

July Finalist interviews

Early September Victorian Training Awards

November Australian Training Awards

### Why nominate?

This is a unique opportunity for your organisation to gain recognition and exposure for your contribution to, and achievements in, the Victorian TAFE and training sector.

As a finalist in the most prestigious event on the TAFE and training calendar, you will be seen as an employer of choice or a preferred educational destination for staff and students.

As a winner you may also have the opportunity to represent Victoria, in aligned categories, at the Australian Training Awards in Brisbane in November.

## Nomination assistance

We aim to make the nomination process as simple and as streamlined as possible. We are just a phone call or email away and can put you in touch with a writer if you need help in drafting your nomination.

### How to nominate

1. Read through the various categories and check that you meet the eligibility and selection criteria for the award that is most relevant to your organisation.
2. Go to the nomination portal: [www.vta.awardsplatform.com](http://www.vta.awardsplatform.com)
Register to nominate and follow the step by step process. Nominations will only be accepted through this portal.
3. Contact the Victorian Training Awards Team for advice or for help with obtaining the assistance of our nomination writers, if required.
4. Make sure you submit your nomination by the closing date, **midnight** **on Friday, 3 May.**

**Question**

Can previous nominees nominate again?

**YES** – organisations can nominate again provided they meet the eligibility criteria.

**Question**

Can an organisation nominate for multiple award categories?

**YES** – provided they meet the eligibility criteria.

### Nomination portal

## Nomination portal instructions

1. Register your details
2. Select “start new entry”
3. Select Award category from the drop down list

Once you select a category, additional information will appear detailing the eligibility requirements for the award.

1. Enter the nominee’s name, organisation or program
2. Select ‘Save + Next’

Your registration is now saved! Select ‘Save + Close’ at any time to log out. You can log back in to continue working on your nomination.

## Nomination steps

* Nomination information

Read through the information and confirm you agree with the Conditions of Entry

* Nominee details

Complete all the required fields

* Criteria

Complete the overview and respond to the criteria

* Attachments

Upload any relevant documents or video to support your nomination

* Submit your nomination

Once you have submitted your nomination this is your final step and the process is now complete!

Note: You are unable to make any changes to your nomination once it has been submitted.

**Question**

What do I do if I am having trouble uploading my nomination or supporting evidence?

Contact the Victorian Training Awards team prior to the nomination closing date.
**T:** 1800 290 657

**E:** victorian.training.awards@edumail.vic.gov.au

Preparing your nomination

Employer categories

Small Employer of the Year

Medium Employer of the Year

Large Employer of the Year

Employer Award for Apprenticeship Development

### Section A – Overview

(500 word limit)

Provide a short overview including a description of your business or organisation, the products and/or services offered, plus any milestones that have been achieved.

This information may be used as part of your profile summary throughout the Awards process, but will not be used for judging purposes.

When completing the fields in Award Force you will also be asked to provide details relating to your business, for example, your industry sector, ABN, number of full-time staff etc.

### Section B - Selection criteria

(800 word limit for each response)

The information you provide in this section **will be** considered and used for shortlisting and judging purposes. It is recommended that you aim to present information in a way that clearly addresses each criterion.

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 may wish to take into account some of the considerations provided. These considerations are not additional criteria, but should be used for clarification of what may be relevant information to include.

### Supporting evidence

Supporting evidence must include:

* up to five (relevant) photographs showcasing the organisation or initiative
* the organisation’s full colour logo in .png, .jpeg or .eps version
* a signed copy of the Business Endorsement by the Chief Executive Officer or Managing Director of the organisation.

Additional supporting evidence, **up to a maximum of ten pages** may also be attached in support of your nomination. This might include, for example:

* tables, graphs or figures to support your nomination
* recognition or achievement awards.

## Nationally recognised training

‘Nationally recognised training’ refers to training that is based on a national training package or accredited course that results in an individual receiving a formal qualification or statement of attainment issued by a registered training provider. This includes Victorian apprenticeships.

**Note**: nominations **will not** be accepted for the Small, Medium or Large Employer of the Year Award categories if they are:

* Branch offices of larger enterprises
* Franchisees, **unless** their training activities are organised independently of the franchise group
* Organisations whose core business is the delivery of vocational education and training. These employers may consider nominating for either the Large or Small Training Provider of the Year Award categories.

Eligibility and selection criteria

Small Employer of the Year

Medium Employer of the Year

Large Employer of the Year

Employer Award for Apprenticeship Development

## Small Employer of the Year

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

#### Eligibility

To nominate, an organisation must employ 19 or fewer full-time equivalent employees.

The Victorian Training Awards will accept joint nominations from:

* a Group Training Organisation which partners with a Host Employer
* a Host Employer which partners with a Group Training Organisation.

#### Selection 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
* the number of employees actively engaged in training
* the training providers that are delivering the training
* an innovative training approach you are using (e.g. mentoring, e-learning, collaborative learning).

\*Your training providers could assist you with this criterion.

**Criterion 2: Employee outcomes**

How has the training benefited your employees? Include the following:

* how training has improved the well-being of your employees
* how the training has improved the productivity of your employees
* an example of an employee who has benefited from your training.

**Criterion 3: Business outcomes**

How has training benefited your business? Include the following:

* how the training has improved your relationships with clients or customers
* how the training has improved the productivity and profitability of your business
* how your business has grown as a result of your training.

## Medium Employer of the Year

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

#### Eligibility

To nominate, an organisation must employ 20 or more, but less than 200, full-time equivalent employees.

The Victorian Training Awards will accept joint nominations from:

* a Group Training Organisation which partners with a Host Employer
* a Host Employer which partners with a Group Training Organisation.

## Large Employer of the Year

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

#### Eligibility

To nominate, an organisation must employ 200 or more full-time equivalent employees.

The Victorian Training Awards will accept joint nominations from:

* a Group Training Organisation which partners with a Host Employer
* a Host Employer which partners with a Group Training Organisation.

“This is an incredibly prestigious award for us and it certainly represents the hard work and effort that our organisation goes through every day. It’s great external recognition for the really good work that happens inside the business.” – **PACCAR Australian, Winner, 2018 Employer of the Year**

### Selection criteria

**Criterion 1: Extent and quality of training for employees**

Consider:

* what involvement you have had in designing training for your business, either alone or in partnership with training organisations
* any in-house training you have delivered
* the qualifications or courses your employees are undertaking
* your training expenditure as a percentage of annual payroll (Large Employer of the Year only)
* the percentage of your employees that are actively engaged in training
* how many hours per month, on average, your employees spend in training
* examples of training related to a specific work practice
* how you integrate on 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 relationships with clients or customers
* 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
* the training needs of your employees and how you find out about those needs.

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

Consider:

* the creativity, innovation and excellence in your design, development and delivery of training for your employees
* the innovative methods that you use to create positive relationships or partnerships with others to enhance the effectiveness of your training
* any 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 often under-represented in employment, education and training i.e. Aboriginal and/or Torres Strait Islander – Koorie people, non-English speaking people, older age groups, people with disability or 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 you have specifically designed or tailored for the needs of these employees.

## Employer Award for Apprenticeship Development

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

This is a Victorian only Award and does not articulate into the national awards. Nominees for this category are ineligible to nominate for the Australian Apprenticeships – Employer Award at the Australian Training Awards.

#### Eligibility

To nominate, an organisation must:

* Be an employer of Victorian apprentices or trainees at some time between **1 January 2018 – 31 May 2019**
* Have a formalised contract of training of apprenticeship or traineeship

The Victorian Training Awards will accept joint nominations from:

* a Group Training Organisation which partners with a Host Employer
* a Host Employer which partners with a Group Training Organisation.

### Selection criteria

**Criterion 1: Innovation in the delivery of training for apprentices and/or trainees**

Consider:

* how you have demonstrated innovation in your approach to the design and delivery of training for apprentices and/or trainees
* the training programs and initiatives you have implemented and how they have improved outcomes for apprentices and/or trainees
* any processes or new approaches you have adopted for the delivery of the training
* any unique elements of the training program(s)
* the availability of quality training pathways.

**Criterion 2: Links with training providers and the community**

Consider:

* how you have partnered or collaborated with training providers and the broader community to deliver innovative training and skill outcomes
* the partners included in the training of apprentices and/or trainees, including Registered Training Organisations and Australian Apprenticeship Support Network providers
* the extent of participation and the benefits of these partnerships
* how the skills required within the local community have been met
* how the training programs have been promoted externally.

**Criterion 3: Apprentice and/or trainee outcomes**

Consider:

* how your approach to training has impacted positively on individual apprentices and/or trainees
* evidence of successful learning outcomes for apprentices and/or trainees (e.g. data relating to their progress, positive work outcomes and retention and completion rates)
* if you have customised training or developed innovative use of recognition of prior learning and skills acquisition
* if your individual apprentices and/or trainees have increased their foundation skill levels
* any workplace mentoring in place and the resultant benefits.

**Criterion 4: Business outcomes**

Consider:

* how your approach to training has impacted positively on the business
* evidence of successful learning
* evidence that the training has produced measurable improvements in business outcomes (e.g. quality, productivity, profitability)
* other benefits the training programs have delivered
* the evaluations of the training programs in place and what their outcomes are
* the overall impact that the training has on the business
* the sustainability of the training programs
* if the training programs are modelled in other areas of your business.

“The decision to nominate Nazareth Care for a Victorian Training Award started a process that has been highly effective and beneficial to our business; enhancing its profile as a leader in our region in training and staff development, and promoting employment via traineeship within the Health/Aged Care space. Public Relations and Media opportunities have followed which have benefited Nazareth Care.” – **Nazareth Care, Winner, 2018 Employer Award for Apprenticeship Development**

Preparing your nomination

Training provider categories

Community Training Provider of the Year

Inclusive Training Provider of the Year

Small Training Provider of the Year

Large Training Provider of the Year

### Section A – Overview

(500 word limit)

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

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

When completing the fields in Award Force you will also be asked to provide details relating to your business, for example, your industry sector, ABN, number of full-time staff etc.

### Section B – Selection criteria

(800 word limit for each response)

The information you provide **will be** considered and used for shortlisting and judging purposes. It is recommended that you aim to present information in a way that clearly addresses each criterion.

Your response to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including student outcomes, customer satisfaction data and other types of external validation).

You may wish to take into account some of the considerations provided. These considerations are not additional criteria, but should be used for clarification of what may be relevant information to include.

### Supporting evidence

Supporting evidence must include:

* up to five (relevant) photographs showcasing the organisation or initiative
* a signed copy of the Business Endorsement by the Chief Executive Officer or Managing Director of the organisation.
* the organisation’s full colour logo in .png, .jpeg or .eps version

Additional supporting evidence, **up to a maximum of ten pages** may also be attached in support of your nomination. This might include, for example:

* tables, graphs or figures to support your nomination
* recognition or achievement awards.

Eligibility and selection criteria

Community Training Provider of the Year

Inclusive Training Provider of the Year

Small Training Provider of the Year

Large Training Provider of the Year

## Community Training Provider of the Year

The Community Training Provider of the Year Award recognises innovation and excellence by an organisation involved in improving skills in the local community or workplace.

Nominations can be made by relevant individuals or organisations (e.g. colleagues, professional bodies, students, employers, industry or community representatives); or through self-nomination.

The Community Training Provider of the Year winner does not articulate into the Australian Training Awards as a similar category is not available.

# Eligibility

A community training provider must:

* be registered with the ACFE Board as a Learn Local organisation
* have delivered ACFE Board funded pre-accredited training in 2018
* have a history of timely compliance with contractual obligations and program requirements, and
* deliver training in Victoria

### Selection criteria

**Criterion 1: Demonstrated design and implementation of quality training programs (pre-accredited and other) that are highly valued by the local community and are responsive to learner aspirations**

Consider:

* how your programs respond to learner needs
* how your programs provide pathways to other opportunities, further learning and employment
* what measures of quality you implement to ensure the delivery of your programs
* if your organisation has any measures of success in place
* any challenges that have been overcome in planning and implementing your training programs
* if there is a capacity of the training programs to have a positive impact beyond the organisation in the wider community or environment
* what techniques and/or strategies your organisation uses to engage learners in your programs and maintain good learner completion rates
* what ways learners have been supported beyond the formal structures of program delivery
* how you demonstrate creativity, excellence and/or innovation in the design and development of processes or techniques
* your organisation's history – how your services have responded to the changes in your local community.

**Criterion 2: Demonstrated understanding of local community and know-how to attract learners facing barriers to participation and attainment in vocational training**

Consider:

* if your programs benefit and appeal to individuals or groups who are typically under-represented in traditional educational channels (in terms of gender, age, ethnicity, ability, location)
* examples of learners with pathways into local businesses that have addressed local skills shortages
* what your organisation does to encourage access
* what degree of success the organisation has had in meeting the needs of learners facing barriers
* what your organisation does to promote knowledge of clients and markets and how it responds to these
* any systems and processes for collecting and analysing data on client needs and expectations
* what local and learner needs are addressed by your organisation
* the benefits to your local community
* what is unique or creative about your organisation’s approach to addressing local needs
* how you support learners to connect with local community, further education and employment opportunities.

**Criterion 3: Demonstrated partnerships and participation in broader service delivery within the local community**

Consider:

* how learners’ achievements have impacted on others either in the organisation or local community stakeholders
* how your organisation supports staff and volunteers
* how your work environment demonstrates that it recognises the well-being of staff
* how you undertake continuous improvement within the organisation
* how your organisation connects with the work and/or offerings of other organisations or groups in the local or wider community
* how your organisation connects with business or industry (individuals or groups)
* the strategies your organisation has to identify local and/or regional issues (such as social, economic, industrial or environmental issues) and how you incorporate these into service delivery
* the methods your organisation uses to create positive relationships with individuals, enterprises, industries and local community groups (e.g. industry consultation, partnerships, feedback)
* if your organisation has supported learners to engage with their local community
* any types of learner pathways your organisation helped to create
* what partnership or network your organisation has established that has had positive outcomes for learners in your organisation or your local community.

“The award was wonderful recognition of all staff and volunteers at Wyndham Community & Education Centre. It’s been particularly beneficial for raising our profile and allowing us a promotional strategy that encompasses the award.” – **Wyndham Community and Education Centre Inc., Winner, 2018 Community Training Provider of the Year**

## Inclusive Training Provider of the Year

The Inclusive Training Provider of the Year Award recognises exceptional training providers within the Victorian Government’s vocational and education training system who have demonstrated outstanding improvements with regard to the achievement, engagement and well-being of students with additional needs.

This organisation will have demonstrated excellence in implementing innovation and change for students with additional needs; created an impact throughout their organisation, system and community; and, increased employment for people with disability in their community, as well as in their organisation.

The Inclusive Training Provider of the Year winner does not articulate into the Australian Training Awards as a similar category is not available.

### Eligibility

A training provider must:

* be a training provider for which the delivery of training is the core business
* deliver training in Victoria.

#### Selection criteria

**Criterion 1: Focus on students**

Consider:

* a positive impact on the achievement, engagement and well-being of students with additional needs
* how you deliver outstanding improvements to increase understanding about students with disability and additional needs
* how you engage with students with disability, their families and carers, to ensure their needs are considered and addressed, facilitating inclusive practices to deliver strong outcomes.

**Criterion 2: Quality and inclusive teaching and learning**

Consider:

* how you demonstrate excellent curriculum, pedagogy, assessment and reporting practices in response to the needs of students with disability
* innovative uses of technology to deliver an inclusive curriculum for students with a wide range of functional impairments.

**Criterion 3: Community and system engagement**

Consider:

* how you demonstrate working in partnership with schools, networks, regions and the community to develop an understanding of students with additional needs
* how you foster partnerships in local communities to increase employment opportunities for students with disability through the building of pathways from training to employment for students with disability.

**Criterion 4: Implementing improvement, innovation and change**

Consider:

* how you demonstrate leadership and implementation of initiatives or programs that meet the needs of students with additional needs
* how these are developed and delivered in line with best practice principles
* how you demonstrate development and maintenance of positive and purposeful relationships, working in partnership with schools, networks, regions and the community to improve collaborative practices, while positively building the reputation of the Victorian government’s VET system.

**Criterion 5: Inclusive workplace**

Consider:

* the modelling of effective Disability Action Plans and inclusive and accessible employment practices to demonstrate to industry partners and other employers the benefits of a diverse workforce
* how you demonstrate commitment to support current staff with disability and a track record of increasing the numbers of staff with disability
* in particular, your inclusion of people with disability in the teaching and delivery of disability employment qualifications.

“Since winning the award the staff who work directly with students with disabilities have a renewed purpose to continue with their valuable work. Opportunities have also opened up for the institute to be the provider of choice for organisations with workforce capability gaps in relation to the NDIS.” – **Melbourne Polytechnic, Winner, 2018 Inclusive Training Provider of the Year**

## Small Training Provider of the Year

The Small Training Provider of the Year Award recognises a training provider that offers a specific range of training products and services while also demonstrating excellence and high-level performance in all aspects of the TAFE and training sector.

The 2019 Victorian winner of the Small Training Provider category will automatically be nominated for the Australian Training Awards and will compete at the national level.

### Eligibility

A small training provider must:

* be a training provider for which the delivery of training is the core business
* deliver less than 50 qualifications (which are listed on the scope of registration)
* deliver training in Victoria.

“The awards are great recognition for the hard work our trainers and our staff do each day where they really go above and beyond to help our students achieve great outcomes. I’d recommend to anybody to be part of the awards. It’s great recognition and it’s an amazing feeling to win.” – **Builders Academy Australia, 2018 Small Training Provider of the Year**

## Large Training Provider of the Year

The Large Training Provider of the Year Award recognises a training provider that offers a broad range of training products and services and demonstrates excellence and high-level performance in all aspects of the TAFE and training sector.

The 2019 Victorian winner of the Large Training Provider category will automatically be nominated for the Australian Training Awards and will compete at the national level.

### Eligibility

A large training provider must:

* be a training provider for which the delivery of training is the core business
* deliver more than 50 qualifications (which are listed on the scope of registration)
* deliver training in Victoria.

#### Selection criteria

**Criterion 1: Leading practice in vocational education and training**

How do 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 products and services
* how you undertake continuous improvement and apply quality controls within your organisation.

**Criterion 2: Strategic planning processes**

How do 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 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 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**

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 of 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 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 or 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).

“The awards are very important because they re-establish the great work that’s happening every day in the VET sector. Winning means so much to us and it really cements the hard work we’ve done in the community and with our business and our industry partners and the fact that we’re getting our students into jobs.” – **Wodonga Institute of TAFE – Large Training Provider of the Year**

Preparing your nomination

Industry Collaboration Award

### Section A – Overview

(500 word limit)

Provide an overview of the collaboration, including:

* name of the collaboration
* lead organisation and each of the parties involved in 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 in the collaboration.

This information may be used as part of your profile summary throughout the Awards process, but **will not** be used for judging purposes.

### Section B - Selection criteria

(800 word limit for each response)

The information you provide **will be** considered and used for shortlisting and judging purposes. It is recommended that you aim to present information in a way that clearly addresses each criterion.

Your response to the criteria will be strengthened by the inclusion of measurable results and appropriate indicators (including student outcomes, customer satisfaction data and other types of external validation).

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### Supporting evidence

Supporting evidence must include:

* up to five (relevant) photographs showcasing the organisation or initiative
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* the organisation’s full colour logo in .png, .jpeg or .eps version

Additional supporting evidence, **up to a maximum of ten pages** may also be attached in support of your nomination. This might include, for example:

* tables, graphs or figures to support your nomination
* recognition or achievement awards

## Nationally recognised training

‘Nationally recognised training’ refers to training that is based on a national training package or accredited course that results in an individual receiving a formal qualification or statement of attainment issued by a registered training provider. This includes Victorian apprenticeships.

Eligibility and selection criteria

Industry Collaboration Award

### Industry Collaboration Award

The Industry Collaboration Award recognises an exemplary skills development collaboration between at least one employer and/or 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)
* 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.

Please note that nominations will not be accepted from organisations operating under contractual ‘partnership’ agreements.

## Collaboration vs. Partnership

A ‘collaboration’ is where two or more entities work together to achieve shared goals.

A ‘partnership’ is a business structure where two or more parties enter a contractual relationship in which they can legally share profits, risks and losses according to terms set out in their partnership agreement.

The key difference between a collaboration and a partnership is that parties who work collaboratively do not necessarily need to be bound contractually. This award is to recognise outstanding collaborations, not partnerships.

### Selection 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:

* an example of training excellence
* what unique, exemplary or innovative aspects have been implemented
* any e-learning initiatives in your program
* transformation in the lives of participants
* the contribution the training makes to the advancement of the industry and community in which it operates.

**Criterion 2: Achievements of the collaboration for training**

Consider:

* the training outcomes achieved (including qualifications and skill sets awarded)
* improvements in the quality of learning and assessment
* the links in place for the creation of new or improved career pathways and opportunities
* a contribution to social equity, especially increasing the participation of people from groups under-represented in the industry or workplaces generally
* if the outcomes of the collaboration can be replicated or modelled for other industries.

**Criterion 3: Training impacts of the collaboration**

Consider the benefits to the:

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

**Criterion 4: Sustainability and future of the collaboration**

Consider:

* the potential for the collaboration to be sustained in the future
* the systems of quality improvement being utilised by the collaboration
* any performance evaluations of the collaboration that are in place and planned
* what ways the collaboration is contributing to environmental sustainability
* the capacity for the collaboration to be replicated
* any plans for expansion or adoption in other settings.

“The nomination process recognises and celebrates the achievements and success of our students, staff and the institute’s strategic industry partners.  Winning the awards actively acknowledges the work done by individuals and the organisation to innovate, provide unique opportunities and raise the standing of TAFE within our local, state and national communities.” – **Holmesglen Healthscope Industry Collaboration, Winner, 2018 Industry Collaboration Award**

### Conditions of Entry – Employers and training provider categories

By entering the 2019 Victorian Training Awards, you agree to abide by the following conditions of entry:

1. All nominations must be submitted online via the Award Force portal at: [www.vta.awardsplatform.com](http://www.vta.awardsplatform.com)

1. The closing date for all nominations is **midnight on Friday 3 May**. Nominees will be unable to submit nominations after this date.
2. Each award category has specific criteria. All nominations must meet the criteria and be factually correct for the award nomination to be considered a valid entry. Non-compliance with entry criteria will be sufficient reason for the Victorian Training Awards Program Team to reject the nomination.
3. A nominee must not be nominated for any similar award in another State or Territory in the same year.
4. All training initiatives, courses and Registered Training Organisations (RTOs) referenced in nominations must either be registered with the Victorian Registration and Qualifications Authority (VRQA) or Australian Skills Quality Authority (ASQA) for course delivery in Victoria.
5. Registered Training Organisations in training provider categories, **must** have their head office located in Victoria.
6. To be considered for selection all Registered Training Organisations delivering courses must have Scope of Registration to deliver such courses in Victoria.
7. All finalists will be required to attend an interview in Melbourne with the judging panel for their category.
8. The decisions of the judging panels are final.
9. All finalists are required to attend the 2019 Victorian Training Awards ceremony in **early September**.
10. Winners of the 2019 Victorian Training Awards will be nominated by Victoria for the Australian Training Awards (in aligned categories). These nominations will then be considered finalists by the Australian Training Awards.
11. Winners of the Victorian Training Awards, in aligned categories, will be required to attend the Australian Training Awards in Brisbane in November.
12. The Victorian Community Training Provider of the Year and the Inclusive Training Provider of the Year are Victorian only awards and do not articulate to the national awards.
13. The Victorian Employer Award for Apprenticeship Development is a Victorian only award and does not articulate through to the national awards. Nominees for this category are ineligible to nominate for the Australian Apprenticeships – Employer Award at the Australian Training Awards.
14. By applying, all nominees for the Victorian Training Awards agree that all non-confidential details from their nominations, photographs and recordings can be used online, in any broadcast and print media and in a range of publicity and promotional materials by the Victorian Government.
15. The Victorian Government reserves the right to use all or part of any material generated (photographs, film footage, nominations or any detail) for the purpose of the Victorian Training Awards or for publication online, in print or other broadcast media, for publicity, promotional materials or campaigns related to skills and training.
16. Finalists and winners of the Victorian Training Awards may be required to participate in media interviews.
17. When necessary, the Department of Education and Training, Victoria reserves the right to extend the deadline for nominations for any emerging circumstances.
18. It is the responsibility of all nominees and nominators to ensure that they have selected the correct category, and submitted the nomination for that category by **midnight on** **Friday 3 May** to ensure consideration. The Department of Education and Training reserves the right to re-assign nominations lodged to incorrect categories at its discretion.
19. Finalists and winners of the Victorian Training Awards may be required to participate in media interviews or speaking opportunities arranged by the Awards’ principal partner of the major sponsors of their respective categories.

**LODGEMENT**

See www.vta.awardsplatform.com to submit your nomination online. Hard copy nominations or late entries **will not** be accepted.

### Judging process

To determine the finalists and Award winners, all nominations will be judged as follows:

## Eligibility evaluation

Nominations are assessed by the Victorian Training Awards evaluation team and the relevant Regulatory bodies. The selection criteria will be used to evaluate and determine whether the nomination is shortlisted to go through to the next stage.

## Selection of finalists

Evaluation and judging takes approximately 10 weeks from May. The judging panel will evaluate shortlisted nominations and will determine whether the nominee is submitted to go through to the interview stage.

## Finalist interviews and presentations

The shortlisted nominees will then be invited to attend an interview and may be asked to present to the judging panel. The selection criteria will be used as the basis for questions that will be asked during the interview process

## Award winners determined

Once the interview process is complete the judging panel will determine the award winner for each category. Winners will be announced at the gala dinner in September.

All nominees will be notified as to the outcome of their nomination and can request feedback.

## Judging panel

Panel members are made up of representatives from government, industry, category sponsors and previous category award winners. All panel members have relevant experience and expertise to assess each category. Panels usually consist of four members and attention is taken to ensure a balance of genders and backgrounds make up the panel groups.

## Panel Chair

A Panel Chair is appointed from the judging panel and is the only panel member to provide feedback to finalists.

“It’s wonderful to see the pride that the award instils in the organisations, how strongly they feel about winning and how much confidence they gain in the direction that they’re taking. To be successful at this level and to be recognised amongst their peers really means a lot – it’s a huge achievement.” – **Bree Gauci, 2018 VTA judge**

### Scoring matrix

All judges will use the scoring matrix below when scoring each award criterion.

1 – **Unsatisfactory** – did not meet any of the selection criteria and lacked evidence to support nomination

2 – **Satisfactory** – met some of the selection criteria and provided evidence to support nomination

3 – **Good** – met most of the selection criteria and provided evidence to support nomination to a good standard

4 – **Very good** – met all the selection criteria and provided evidence at a very good standard

5 – **Exceeds expectations** – met all the selection criteria and went above and beyond to provide strong evidence to a very high standard.

### Top Tips

Congratulations on choosing to nominate for the 2019 Victorian Training Awards.

Here are our top tips to assist you in submitting your nomination.

1. **Start today** – don’t wait until the last minute to nominate. Contact the VTA if you need help with writing your nomination.
2. **Cover your bases** – read the selection criteria for your category and the Conditions of Entry carefully.
3. **Tell us your story** – what have you done? How have you achieved it? Use practical examples and provide evidence.
4. **Mind your language** – avoid using slang words, jargon or too many acronyms. Keep your language simple, clear and concise!
5. **Final checks** – don’t forget to proof read your nomination. *Ask someone else to read it for you.*
6. **Think big and aim high!** - make your nomination stand out and aim to take your place among the best of the best.
7. **Don’t be late!** – submit your nomination before nominations close at **midnight on Friday 3 May**.
8. **And finally!** – should you have any questions the VTA team are here to help. Just contact us before the closing date.

### Checklist

Have you:

* Checked your eligibility?
* Read and agreed to the Conditions of Entry?
* Provided all the required business details?
* Addressed all the selection criteria?
* Checked your responses to the selection criteria are within the word limits?
* Attached copies of relevant supporting material?
* Attached the organisation’s logo?
* Submitted you nomination via the online portal [www.vta.awardsplatform.com](http://www.vta.awardsplatform.com) by **midnight on 3 May?**

### Australian Training Awards

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

Winners from the Victorian Training Awards (in aligned categories) have the opportunity to compete with other states and territories to be named the best in Australia at the Australian Training Awards each year. The Australian Training Awards will be held in Brisbane in November.

All eligible applicants are encouraged to nominate for the direct entry awards – there are six Australian Training Awards available by direct entry.

## Lifetime Achievement Award

The Lifetime Achievement Award is presented in recognition of an individual’s outstanding leadership and contribution to the VET sector for more than 25 years. This may be a new innovation, new knowledge, or ways to improve professional practice deemed to be above and beyond the everyday with a long-lasting impact in the sector.

## National Achievement Award

This Award is presented in recognition of an individual's outstanding leadership and contribution to the TAFE and training sector for up to 25 years. This may be a new innovation, new knowledge, or ways to improve professional practice deemed to be above and beyond the everyday with a long-lasting positive influence and impact in the sector.

## Excellence in Language, Literacy and Numeracy Practice Award

This Award recognises innovation and excellence by an individual involved in improving English language, literacy and numeracy skills in an educational, community or workplace context.

## Australian Apprenticeships – Employer Award

This 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

This Award recognises a registered training provider 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

This Award recognises eligible organisations including schools, registered training providers, group training organisations, industry bodies and employers that have collaboratively delivered one (or more) excellent vocational education and training programmes to secondary school students.

**Direct entries to the 2019 Australian Training Awards close 31 May. For more information visit** [**www.australiantrainingawards.gov.au**](http://www.australiantrainingawards.gov.au)