

EMPLOYER AWARD FOR APPRENTICESHIP DEVELOPMENT

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.

Nominations will **not** be accepted from:

- branch offices of larger enterprises (NB: franchisees may nominate if their training activities are organised independently of the franchise group) **and/or**
- organisations whose core business is the delivery of vocational education and training (these organisations may consider nominating for either the Large or Small Training Provider of the Year Award.)

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.

This is a Victorian-only Award and **does not** articulate to the Australian Training Awards.

2019 Key Timeline

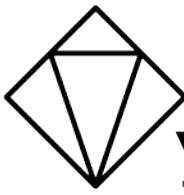
February	Nominations open
17 May, midnight	Nominations close
May	Eligibility and evaluation commences
June	Judging
July	Successful and unsuccessful nominees notified
July	Finalist interviews
early September	Victorian Training Awards
November	Australian Training Awards

PREPARING YOUR NOMINATION

SECTION A: OVERVIEW

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

THE OVERVIEW IS LIMITED TO 500 WORDS



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SECTION B: SELECTION CRITERIA

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).

The considerations provided are not additional criteria, but can be used to help you clarify what relevant information to include.

EACH CRITERION IS LIMITED TO 800 WORDS

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.

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

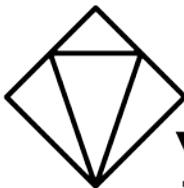
Consider:

- 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.



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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.

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.

Contact us

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T: 1800 290 657



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