



COMMUNITY TRAINING PROVIDER OF THE YEAR

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.

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

This is a Victorian-only Award and **does not** articulate to the 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

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



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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: 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.

Contact us

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T: 1800 290 657



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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.

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.

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