



SMALL TRAINING PROVIDER OF THE YEAR

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.

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

The winner of this category will represent Victoria at the Australian Training Awards in Brisbane in November.

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

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.



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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.

Contact us

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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).

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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