



**VICTORIAN
TRAINING AWARDS**

Nomination Guide

2021

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About the Victorian Training Awards

The Victorian Training Awards recognise and celebrate the outstanding achievements of individuals, employers and training providers in Victoria's TAFE and training sector. There are 15 general award categories, People's Choice Awards, and a special individual award, the Lynne Kosky Memorial Award for Lifetime Achievement.

Now in their 67th year, the prestigious Victorian Training Awards bring together apprentices, trainees, students, teachers, training providers, employers and industry representatives, sharing in a high-quality training system that meets the needs of all Victorians.

Each year, the awards highlight the incredible talent in the state's vocational education and training sector. Although the coronavirus pandemic meant that a physical gala event could not take place in 2020, we were able to highlight and share the stories of the finalists and winners through the VTA2020 Virtual Events Series across our social media channels.

To learn more about previous winners and finalists of the Victorian Training Awards, please visit: www.education.vic.gov.au/vtas.

The following Nomination Guide provides information on each of the award categories, including eligibility requirements and information on how to apply.



The Victorian Training Awards also offers a Writing Assistance Program to assist with your application – so we encourage you to take advantage of this opportunity and make your nomination stand out!



Award categories

Individual categories

Apprentice of the Year

Trainee of the Year

Vocational Student of the Year

School-based Apprentice
or Trainee of the Year

Koorie Student of the Year

Teacher/Trainer of the Year

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

Industry collaboration category

Industry Collaboration Award

Employer categories

Small Employer of the Year

Medium Employer of the Year

Large Employer of the Year

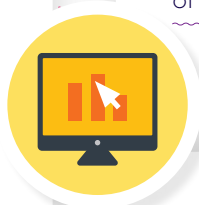
Employer Award for
Apprenticeship Development

People's Choice Awards

The People's Choice Awards are open to finalists from individual sponsored categories and are decided in the lead up to the prizewinning ceremony by online public voting.

Lynne Kosky Memorial Award for Lifetime Achievement

The Lynne Kosky Memorial Award for Lifetime Achievement is presented in recognition of an individual's outstanding leadership and contribution to the Victorian TAFE and training sector for more than 25 years.



Prize money and presentation

Winners will be announced at the TAFE and training sector's most prestigious event of the year, the Victorian Training Awards' gala dinner on Friday 3 September.

Category award winners will receive \$5,000 in prize money and a 2021 Victorian Training Award trophy.

Winners of the People's Choice Awards will receive an Apple MacBook laptop valued at more than \$2,000 (in sponsored categories only).

Key dates – nominations

| | |
|---|---|
| Monday 1 March | Nominations open |
| Monday 8 March | Nomination writing assistance opens |
| Friday 28 May | Nomination writing assistance closes |
| Friday 4 June | Nominations close |
| Early – mid June | Eligibility review |
| Early – mid July | Shortlisting |
| Late July | Unsuccessful nominees notified; finalists notified and invited to interview |
| Monday 26 July – Friday 6 August | Finalist interviews |

Key dates – events

| | |
|-----------------------------|--|
| Friday 3 September | Welcome reception for finalists and sponsors – presentation of certificates |
| Friday 3 September | VTA Gala Ceremony – announcement of winners |
| Saturday 4 September | VTA winners' brunch |
| November | Professional development workshops for individual winners prior to the Australian Training Awards (two days) |
| November | Australian Training Awards finalist week activities and gala ceremony |

Key contacts and further information

W: www.education.vic.gov.au/vtas

E: victorian.training.awards@education.vic.gov.au

T: 1800 290 657

Nominating for an award

Why nominate?

Victorian Training Award winners are recognised as the best in the state in their category.

Previous individual winners have benefited from unique career opportunities and accelerated career progression. The professional and personal benefits that result from being involved in the awards cannot be overstated, with many winners describing their experience as 'life changing'. Organisational winners benefit from enhanced brand recognition and reputation and a heightened industry profile. All previous VTA winners and finalists become ambassadors for the Awards, providing them with opportunities to continue sharing their training journey through promotional activities, speaking engagements, events and more.

Winners in aligned categories will represent Victoria at the Australian Training Awards in November 2021.

For further information on the Australian Training Awards, visit www.australiantrainingawards.gov.au

Free Writing Assistance Program

We understand that completing an application for an awards program can be time-consuming and requires clear communication and writing skills to ensure it is of a good standard that can be appraised by the judges.

To assist with your application, we have engaged a professional writer who can review your draft and make sure your nomination is of the highest possible quality. **This is a free service available to all applicants.**

The VTA team is also planning to host some virtual Q&A sessions to help us answer any questions and provide some helpful tips to help you put your best foot forward.

For more information on the free writing assistance program, please contact the VTA team at: victorian.training.awards@education.vic.gov.au.

How to nominate

01.

Make sure you carefully read this nomination guide to ensure you have noted the conditions of entry and eligibility requirements and selection criteria for your chosen category.

Visit www.education.vic.gov.au/vtas to make sure you are able to meet the eligibility requirements for your chosen award.

02.

Go to the nomination portal: vta.awardsplatform.com. Register to nominate and follow the step by step process. **Note: Nominations may only be made through this portal.**

03.

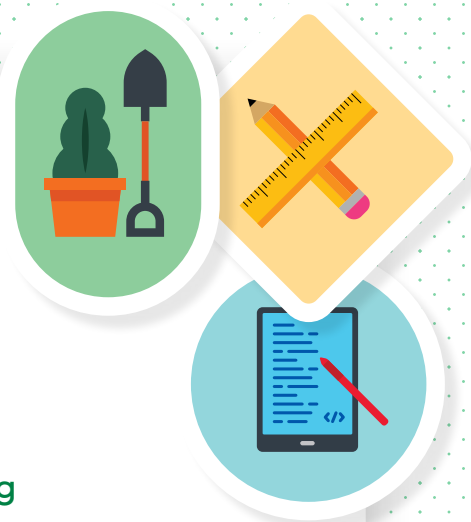
Contact the Victorian Training Awards team for advice or for help with obtaining the assistance of our nomination writer, if required.

04.

Make sure you submit your nomination by the closing date, **midnight on Friday 4 June.**

Nomination tips

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



01. Start today

Don't wait until the last minute to nominate.



02. Cover your bases – read the nomination guide!

Make sure you read this nomination guide carefully to ensure you have met all of the eligibility requirements.



03. Tell us a story

What has been achieved and how? Give good clear examples that relate to your study and work. Make sure you provide evidence.



04. Keep it simple

Avoid using slang words, jargon or too many acronyms. Keep your language simple, clear and concise!

05. Think big

Make the nomination stand out!



06. Ask for help

If you need assistance in writing the nomination, contact the Victorian Training Awards team at: victorian.training.awards@education.vic.gov.au.



07. Final checks

Don't forget to proof-read the nomination.



08. Don't be late

Submit your nomination before **nominations close at midnight on Friday 4 June**.

Eligibility Requirements

Individual Categories

APPRENTICE OF THE YEAR

The Apprentice of the Year Award is presented to a Victorian apprentice who has displayed outstanding achievement in all aspects of their trade. The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

The winner of the 2020 Apprentice of the Year Award was Shona McGuigan, who undertook a Certificate III in Plumbing at South West TAFE. Learn more about Shona and the other Apprentice finalists here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

You must:

- Be a permanent resident of Australia
- Have completed or be due to complete your training course in the period 1 July 2020 – 31 December 2021
- Be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- Have completed or be due to complete your training in the state of Victoria
- Have a contract of training registered with the Victorian Registration and Qualifications Authority (VRQA) (*note: this is an important part of the eligibility for this award. This contract will be reviewed by the VRQA to ensure that it is valid*)
- Not be enrolled at school.

Selection Criteria

Criterion 1: Career and study achievements

Consider:

- why you chose your course
- how it has changed or impacted on you
- what you have gained from completing your course
- what you have been able to bring to your workplace.

Criterion 2: Team and communication skills

Consider:

- what you have been able to tell others – workmates, employers, friends or family, about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3: Ability to be an ambassador for training

Tell us about:

- examples where you have taken a leadership role inside or outside of work
- other activities where you have been a representative
- how you would describe the quality of your training.



2020 Winner
Shona McGuigan



Criterion 4:

Other qualities and pursuits

Consider:

- if you have had to address any challenges that have impacted on your training
- if you have been required to use initiative either in your training, your personal life or your workplace
- the qualities or activities you feel would be useful in your role as Apprentice of the Year
- your involvement in other community or industry pursuits.

What the judges are looking for

The judges are looking for clear and relevant examples of your achievements in your training. You should be able to describe the challenges you have faced and overcome and what you are hoping to achieve through your training journey. Qualities such as teamwork, leadership, communication and showing initiative in your training and work are all attributes that will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"[The applicant] demonstrates a deep understanding of team and communication skills and provides an excellent example of taking a leadership role in mentoring other apprentices..."

"The application is good, but there need to be more clear examples of specific achievements in training."

"... shows great leadership and the ability to inspire others to follow their passion."

Application components

There are three parts to the application:

Overview – 300-word limit. (Includes a brief introduction – who you are, your course and where you studied). The Overview does not form part of the judging process.

Responses to the Selection Criteria – 400-word limit for each response.

Supporting Evidence (references, certificates, etc).

Video pitch (optional)

Individual student nominees are invited to provide a video pitch as a complement to their written application. This is an **optional extra** – it will help to give the judges an insight into your personality but **will not** be part of the judging process. The video can be shot on a mobile phone and should be no more than 90 seconds in duration. It should tell your story – for example, why you nominated, what you have to contribute, what sets you apart from others, and what you hope to get out of the experience.



See www.vta.awardsplatform.com to nominate and www.education.vic.gov.au/vtas for further information.

Eligibility Requirements

Individual Categories continued

TRAINEE OF THE YEAR

The Trainee of the Year Award is presented to a Victorian individual who is undertaking a traineeship and has been outstanding in all aspects of their training. The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

The winner of the 2020 Trainee of the Year Award was Nicole Barrow, who undertook a Certificate IV in Veterinary Nursing at the Box Hill Institute. Learn more about Nicole and the other Trainee finalists here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

You must:

- Be a permanent resident of Australia
- Have completed or be due to complete your training course in the period 1 July 2020 – 31 December 2021
- Be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for
- Have completed or be due to complete your training in the state of Victoria
- Have a contract of training registered with the Victorian Registration and Qualifications Authority (VRQA) (*note: this is an important part of the eligibility for this award. This contract will be reviewed by the VRQA to ensure that it is valid*)
- Not be enrolled at school.

Selection Criteria

Criterion 1:

Career and study achievements

Consider:

- why you chose your course
- how it has changed or impacted on you
- what you have gained from completing your course
- what you have been able to bring to your workplace.

Criterion 2:

Team and communication skills

Consider:

- what you have been able to tell others – workmates, employers, friends or family, about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3:

Ability to be an ambassador for training

Tell us about:

- examples where you have taken a leadership role inside or outside of work
- other activities where you have been a representative
- how you would describe the quality of your training.



2020 Winner
Nicole Barrow



Criterion 4:

Other qualities and pursuits

Consider:

- if you have had to address any challenges that have impacted on your training
- if you have been required to use initiative either in your training, your personal life or your workplace
- the qualities or activities you feel would be useful in your role as Trainee of the Year
- your involvement in other community or industry pursuits.

What the judges are looking for

The judges are looking for clear and relevant examples of your achievements in your training. You should be able to describe the challenges you have faced and overcome and what you are hoping to achieve through your training journey. Qualities such as teamwork, leadership, communication and showing initiative in your training and work are all attributes that will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"A compelling story with mature self-reflection."

"...has mentioned that the course directly aligned with their studies and prepared them well for the workplace. They have highlighted the importance of teamwork in the work environment and why good communication skills are crucial."

"The applicant has demonstrated many practical skills and is highly active in the community."

Application components

There are three parts to the application:

Overview – 300-word limit. (Includes a brief introduction – who you are, your course and where you studied). The Overview does not form part of the judging process.

Responses to the Selection Criteria – 400-word limit for each response.

Supporting Evidence (references, certificates, etc).

Video pitch (optional)

Individual student nominees are invited to provide a video pitch as a complement to their written application. This is an **optional extra** – it will help to give the judges an insight into your personality but **will not** be part of the judging process. The video can be shot on a mobile phone and should be no more than 90 seconds in duration. It should tell your story – for example, why you nominated, what you have to contribute, what sets you apart from others, and what you hope to get out of the experience.



See www.vta.awardsplatform.com to nominate and www.education.vic.gov.au/vtas for further information.

Eligibility Requirements

Individual Categories continued

VOCATIONAL STUDENT OF THE YEAR

The Vocational Student of the Year Award is presented to a student whose outstanding achievement in a course of study led to a nationally recognised qualification. The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

The winner of the 2020 Trainee of the Year Award was Simon Watts, who undertook a Diploma of Community Services at Wodonga Institute of TAFE. Learn more about Simon and the other Vocational Student finalists here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

You must:

- Be a permanent resident of Australia
- Be enrolled as a full-time or part-time student at a vocational education institution (TAFE or Registered Training Organisation, but not as an apprentice or trainee).
- Have completed or be due to complete your training course in the period 1 July 2020 – 31 December 2021
- Have completed or be due to complete your training in the state of Victoria.
- Be registered in a training course that leads to a nationally recognised outcome or qualification relevant to the award you are applying for

Selection Criteria

Criterion 1:

Career and study achievements

Consider:

- why you chose your course
- how it has changed or impacted on you
- what you have gained from completing your course
- what you have been able to bring to your workplace.

Criterion 2:

Team and communication skills

Consider:

- what you have been able to tell others – workmates, employers, friends or family, about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3:

Ability to be an ambassador for training

Tell us about:

- examples where you have taken a leadership role inside or outside of work
- other activities where you have been a representative
- how you would describe the quality of your training.



2020 Winner
Simon Watts



Criterion 4:

Other qualities and pursuits

Consider:

- if you have had to address any challenges that have impacted on your training
- if you have been required to use initiative either in your training, your personal life or your workplace
- the qualities or activities you feel would be useful in your role as Vocational Student of the Year
- your involvement in other community or industry pursuits.

What the judges are looking for

The judges are looking for clear and relevant examples of your achievements in your training. You should be able to describe the challenges you have faced and overcome and what you are hoping to achieve through your training journey. Qualities such as teamwork, leadership, communication and showing initiative in your training and work are all attributes that will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"... a strong candidate who is using training to pursue a deeper understanding of working with young people"

"Good academic results and clear examples of the application of knowledge gained through the course in work setting."

"... engagement in related employment during study confirmed the relevance of the training material."

Application components

There are three parts to the application:

Overview – 300-word limit. (Includes a brief introduction – who you are, your course and where you studied). The Overview does not form part of the judging process.

Responses to the Selection Criteria – 400-word limit for each response.

Supporting Evidence (references, certificates, etc).

Video pitch (optional)

Individual student nominees are invited to provide a video pitch as a complement to their written application. This is an **optional extra** – it will help to give the judges an insight into your personality but **will not** be part of the judging process. The video can be shot on a mobile phone and should be no more than 90 seconds in duration. It should tell your story – for example, why you nominated, what you have to contribute, what sets you apart from others, and what you hope to get out of the experience.



See www.vta.awardsplatform.com to nominate and www.education.vic.gov.au/vtas for further information.

Eligibility Requirements

Individual Categories continued

SCHOOL-BASED APPRENTICE OR TRAINEE OF THE YEAR

The School-based Apprentice or Trainee of the Year Award is presented to a student who is undertaking a Certificate II or above qualification as a part-time Victorian School-based Apprentice or Trainee.

The award recognises the student's commitment to their formal studies at school and in the workplace. The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

The winner of the 2020 School-based apprentice or trainee of the year Award was Van Sui Thawng, who studied a Certificate III in Electrotechnology Electrician at the Box Hill Institute. Learn more about Van and the other School-based apprentice or trainee finalists here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

You must:

- Be a permanent resident of Australia
- Be enrolled at school.
- Have completed or be due to complete your training in the state of Victoria
- Be undertaking or completing a Certificate II or above qualification, through a Victorian School-based Apprenticeship or Traineeship
- Have a contract of training registered with the Victorian Registration and Qualifications Authority (VRQA) (*note: this is an important part of the eligibility for this award. This contract will be reviewed by the VRQA to ensure that it is valid*)

Selection Criteria

Criterion 1: Career and study achievements

Consider:

- why you chose your course
- how it has changed or impacted on you
- what you have gained from completing your course
- what you have been able to bring to your workplace.

Criterion 2: Team and communication skills

Consider:

- what you have been able to tell others – workmates, employers, friends or family, about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3: Ability to be an ambassador for training

Tell us about:

- examples where you have taken a leadership role inside or outside of work
- other activities where you have been a representative
- how you would describe the quality of your training.



2020 Winner
Van Sui Thawng



Criterion 4:

Other qualities and pursuits

Consider:

- if you have had to address any challenges that have impacted on your training
- if you have been required to use initiative either in your training, your personal life or your workplace
- the qualities or activities you feel would be useful in your role as School-based Apprentice or Trainee of the Year
- your involvement in other community or industry pursuits.

What the judges are looking for

The judges are looking for clear and relevant examples of your achievements in your training. You should be able to describe the challenges you have faced and overcome and what you are hoping to achieve through your training journey. Qualities such as teamwork, leadership, communication and showing initiative in your training and work are all attributes that will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"... story encompasses everything that VET sector is supposed to represent - opportunities. Young students would benefit from hearing how he has overcome and thrived through this course."

"Confident in community and self and supportive of the skills acquired. He encourages others and could be a role model."

"... has shown experience of working in a team environment and extracurricular activities. The applicant shows a real commitment to working hard."

Application components

There are three parts to the application:

Overview – 300-word limit. (Includes a brief introduction – who you are, your course and where you studied). The Overview does not form part of the judging process.

Responses to the Selection Criteria – 400-word limit for each response.

Supporting Evidence (references, certificates, etc).

Video pitch (optional)

Individual student nominees are invited to provide a video pitch as a complement to their written application. This is an **optional extra** – it will help to give the judges an insight into your personality but **will not** be part of the judging process. The video can be shot on a mobile phone and should be no more than 90 seconds in duration. It should tell your story – for example, why you nominated, what you have to contribute, what sets you apart from others, and what you hope to get out of the experience.



See www.vta.awardsplatform.com to nominate and www.education.vic.gov.au/vtas for further information.

Eligibility Requirements

Individual Categories continued

KOORIE STUDENT OF THE YEAR

The Koorie Student of the Year Award recognises the achievements of a Koorie student who demonstrates the relevance of lifelong learning for themselves and their community. The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

The winner of the 2020 Koorie Student of the Year Award was Matthew Atkinson, who studied a Certificate IV in Community Services at the Victorian Aboriginal Community Services Association. Learn more about Matthew and the other Koorie student finalists here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

You must:

- Be a permanent resident of Australia
- Identify as Aboriginal/Torres Strait Islander
- Meet the eligibility requirements for any of the individual student categories:
 - Apprentice of the Year
 - Trainee of the Year
 - Vocational Student of the Year
 - School-based Apprentice or Trainee of the Year.

Selection Criteria

Criterion 1: Excellence and initiatives

Consider:

- why you chose your course
- how it has changed or impacted on you
- what you have gained from completing your course
- what you have been able to bring to your workplace.

Criterion 2: Team and communication skills

Consider:

- what you have been able to tell others – workmates, employers, friends or family, about your training
- what you like about working in a team setting
- what traits you think are important to positively influence others.

Criterion 3: Ability to be an ambassador for training

Tell us about:

- examples where you have taken a leadership role inside or outside of work
- other activities where you have been a representative
- how you would describe the quality of your training.



2020 Winner
Matthew Atkinson



Criterion 4: **Community engagement**

Tell us about:

- how you are connected with your community or extended family
- how the training has impacted on your community
- what qualities or activities you have been involved in that you feel would be useful in your role as the Koorie Student of the Year
- what you have been able to bring to your community.

What the judges are looking for

The judges are looking for clear and relevant examples of your achievements in your training. You should be able to describe the challenges you have faced and overcome and what you are hoping to achieve through your training journey. Qualities such as teamwork, leadership, communication and showing initiative in your training and work are all attributes that will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"... a passionate advocate who is recognised by his community as being a leader."

"...engages strongly with the community and is putting experience into passion through strong cultural links that allow further community engagements and collaboration."

Application components

There are three parts to the application:

Overview – 300-word limit. (Includes a brief introduction – who you are, your course and where you studied). The Overview does not form part of the judging process.

Responses to the Selection Criteria – 400-word limit for each response.

Supporting Evidence (references, certificates, etc).

Video pitch (optional)

Individual student nominees are invited to provide a video pitch as a complement to their written application. This is an **optional extra** – it will help to give the judges an insight into your personality but **will not** be part of the judging process. The video can be shot on a mobile phone and should be no more than 90 seconds in duration. It should tell your story – for example, why you nominated, what you have to contribute, what sets you apart from others, and what you hope to get out of the experience.



See www.vta.awardsplatform.com to nominate and www.education.vic.gov.au/vtas for further information.

Eligibility Requirements

Individual Categories continued

TEACHER/TRAINER OF THE YEAR

The Teacher/Trainer of the Year Award recognises innovation and excellence by a teacher/trainer providing nationally recognised training to students in the TAFE and training sector. The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

The winner of the 2020 Teacher/trainer of the Year was Kevin Nunn of TAFE Gippsland. Learn more about Kevin and the other Teacher/trainer finalists here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

You must:

- Be a permanent resident of Australia
- Have qualified (as determined by the Australian Qualifications Framework) as a teacher/trainer
- Be employed (or regularly contracted) by a registered training provider
- Have delivered training in Victoria (from 1 January 2020 - 31 December 2021) which will lead / has led to nationally recognised qualifications or Statements of Attainment under the Australian Qualifications Framework national training system.

All applicants must be endorsed by the RTO and evidence of the teacher/trainer's qualification must be submitted with the application.

Selection Criteria

Criterion 1: Excellence and initiatives

Consider:

- what involvement you have had in the development of new learning methodologies and training delivery
- an initiative you have implemented which has led to innovation or improvement in your delivery and/or assessment practice
- how you have shared the outcomes of your innovation or improvement with your colleagues
- the impact of these initiatives or improvements on your learners, your colleagues and your industry partners.

Criterion 2: Learner needs and focus

Consider:

- how you support your learners' diverse needs and ensure they continue to be engaged in their learning journey
- what evidence there is of the effectiveness of the design and delivery methodologies of your training program
- examples where you have initiated a new idea or activity etc. in response to feedback
- what learner, industry and/or community feedback mechanisms you have utilised.



2020 Winner

Kevin Nunn –
TAFE Gippsland



Criterion 3:

Commitment to VET teaching and learning

Consider:

- how you maintain and grow your own skills and knowledge
- how others are supported by you to develop skills and knowledge
- examples of your engagement with other VET professionals.

Criterion 4:

Links with industry and the community

Consider:

- how active links with industry and the community are implemented in practice
- the major issues confronting the industry/ industries your program engages with
- how VET practices can help address these issues
- what level of engagement you have with industry and professional bodies
- how you promote VET in industry and the community.

What the judges are looking for

The judges are looking for clear and relevant examples of your commitment to VET teaching and learning. This includes a demonstration of how you respond to and support diverse students needs. Include examples of how your training and career has interacted with industry, including your responses to some of the challenges facing your industry. Attributes including teamwork, innovation, and engagement with industry and professional bodies will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"A strong application that shows significant industry engagement and collaboration as well as a high regard for staff and student development to provide high quality training."

"Strong evidence of supporting others with knowledge and skills, maintaining his own skills and engagement with professional bodies."

"...has clearly identified his learner's profiles and best way to meet their needs."

Application components

There are three parts to the application:

Overview – 300-word limit. (Includes a brief introduction – who you are, your course and where you studied). The Overview does not form part of the judging process.

Responses to the Selection Criteria – 600-word limit for each response.

Supporting Evidence (references, certificates, etc).

2020 Victorian Training Award Winners

Visit www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx to find out more about previous VTA winners.



Geraldine Atkinson
& Lionel Bamblett

Lynne Kosky Memorial Award
for Lifetime Achievement



Shona McGuigan

Apprentice
of the Year

Van Sui
Thawng

School-based
Apprentice or
Trainee of the Year

Nicole Barrow

Trainee
of the Year

Matthew
Atkinson

Koorie Student
of the Year

Simon Watts

Vocational Student
of the Year

Kevin Nunn –
TAFE Gippsland

Teacher/Trainer
of the Year



**South West
Institute of TAFE**

**Large Training
Provider of the Year**

GOTAFE

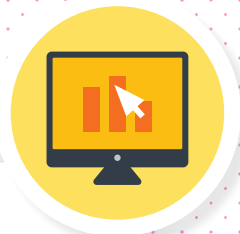
**Inclusive Training
Provider of the Year**

**The Centre for
Continuing
Education**

**Community
Training Provider
of the Year**

**Builders Academy
Australia**

**Small Training
Provider of the Year**



Mambourin

**Medium Employer
of the Year**

**SuniTAFE Aged Care
Leadership Development
Collaboration**

Industry Collaboration Award

**Swan Plumbing
Supplies**

**Large Employer
of the Year**

Nellie Baker

**People's Choice
Award – Apprentice
of the Year**



Testimonials from past winners

Throughout their long history, the Victorian Training Awards have celebrated the outstanding achievements of a wealth of individuals, teachers, employers and training providers.

Previous winners have noted that the awards have contributed to their career successes and enhanced their confidence and skills in

public speaking, stakeholder engagement and more.

Here are a few testimonials from previous winners of the Victorian Training Awards. Their stories are truly inspiring, and you can learn more about them at www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.



Miranda Edwards

2014 Koorie Student of the Year



[Winning the award] ...got me noticed and it's a big part of my story which I share when I speak at conferences.

I've done some big talks, including when I spoke in front of 1,000 people at the World Indigenous People's Conference in Canada 2017 to talk about local Indigenous curriculum for schools. The training I received as part of the award was a huge help in this regard.

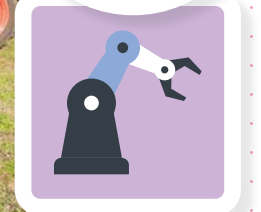


Bret Ryan

2012 Vocational Student of the Year



The Victorian Training Award was a pivotal moment for me. The CEO of the organisation where I worked was so proud when I won. He could see my potential and that opened up conversations with him and others. I became sought after, and could pick and choose what I did next.



Sue Meli

2002 Vocational Student of the Year



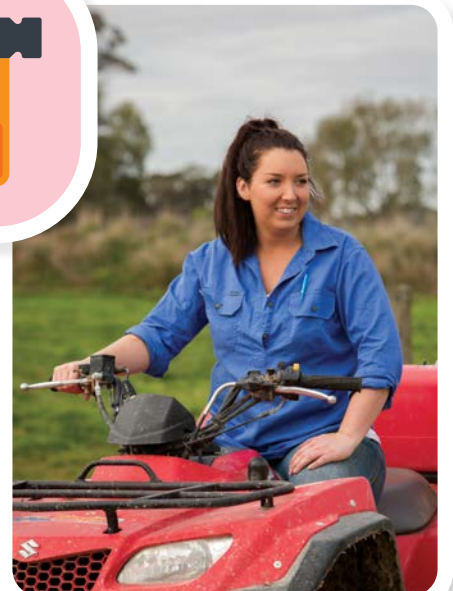
The award is a key part of marketing my landscape and design business. Although I won the award in 2002, it might just as well have been yesterday. It continues to deliver clients to my door and is often the determining factor that leads them to choose my services over those of a competitor's.

Kerrilyn Bassett

2015 Trainee of the Year



Winning the award was the start of a really good journey. It boosted my confidence and opened up many opportunities I wouldn't have had otherwise. Another bonus was that I became a representative for the industry—that was important because it provided the opportunity for a young female voice to be heard in an industry which traditionally has an older profile and tends to be male dominated.



Eligibility Requirements

Employer Categories

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.

The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

Eligibility

To apply for this award, an organisation must:

- Employ less than 20 full-time equivalent employees.

Joint applications will be accepted from:

- A Group Training Organisation that partners with a Host Employer; or
- A Host Employer that partners with a Group Training Organisation.

Applications will not be accepted from organisations whose core business is the delivery of vocational education and training. These organisations may consider nominating for either the Small or Large Training Provider of the Year Award.

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 (for example: 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..

What the judges are looking for

The judges are looking for clear and relevant examples of the ways that your training benefits your business and employees. This can include testimonials from employees, examples where training has resulted in improved productivity or the growth of your business. Identifying innovation in your training approaches is an attribute looked upon favourably by the judges.

Application components

There are three parts to the application:

Overview – 500-word limit (includes a brief description of your organisation, products/services offered, milestones achieved and so on). This information is not used for judging purposes.

Responses to the Selection Criteria – 800-word limit for each response.

Supporting Evidence (photographs, business endorsements, logos and so on).

‘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 Requirements

Employer Categories continued

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. The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

The winner of the 2020 Medium Employer of the Year Award was Mambourin. Learn more about Mambourin here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

To apply for this award, an organisation must:

- Employ between 20 and 199 full-time equivalent employees.

Joint applications will be accepted from:

- A Group Training Organisation that partners with a Host Employer; or
- A Host Employer that partners with a Group Training Organisation.

Applications will not be accepted from organisations whose core business is the delivery of vocational education and training. These organisations may consider nominating for either the Small or Large Training Provider of the Year Award.

Selection Criteria

Criterion 1:

Extent and quality of training for employees

Consider:

- your involvement 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
- 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:

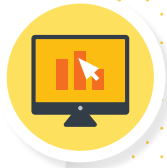
Achievements of the business and its employees that can be attributed to training

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.



2020 Winner
Mambourin



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 (for example, 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.

What the judges are looking for

The judges are looking for clear and relevant examples of the ways that your training benefits your business and employees. This can include testimonials from employees, examples where training has resulted in improved productivity or the growth of your business. A commitment to innovation, excellence in design and delivery and ensuring that training opportunities are available to a diverse group of employees are all attributes that will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"The values of this organisation come across very well through this application."

"They were particularly strong in the under-represented groups including people with disabilities (both intellectual and physical), migrants and refugees."

Application components

There are three parts to the application:

Overview – 500-word limit (includes a brief description of your organisation, products/services offered, milestones achieved and so on). This information is not used for judging purposes.

Responses to the Selection Criteria – 800-word limit for each response.

Supporting Evidence (photographs, business endorsements, logos and so on).

Eligibility Requirements

Employer Categories continued

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. The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

The winner of the 2020 Large Employer of the Year Award was Swan Plumbing Suppliers. Learn more about Swan Plumbing here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

To apply for this award, an organisation must:

- Employ 200 or more full-time equivalent employees.

Joint applications will be accepted from:

- A Group Training Organisation that partners with a Host Employer; or
- A Host Employer that partners with a Group Training Organisation.

Applications will not be accepted from organisations whose core business is the delivery of vocational education and training. These organisations may consider nominating for either the Small or Large Training Provider of the Year Award.

Selection Criteria

Criterion 1:

Extent and quality of training for employees

Consider:

- your involvement 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
- 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.



2020 Winner

Swan Plumbing Supplies



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 (for example, 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.

What the judges are looking for

The judges are looking for clear and relevant examples of the ways that your training benefits your business and employees. This can include testimonials from employees, examples where training has resulted in improved productivity or the growth of your business. A commitment to innovation, excellence in design and delivery and ensuring that training opportunities are available to a diverse group of employees are all attributes that will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"...has displayed a commitment to training and development of staff, promotion from within and supporting gender equality in an industry that is male dominated."

"Contextualised training, relevant, linked to real job tasks, good buddy systems, clear promotional opportunities."

Application components

There are three parts to the application:

Overview – 500-word limit (includes a brief description of your organisation, products/services offered, milestones achieved and so on). This information is not used for judging purposes.

Responses to the Selection Criteria – 800-word limit for each response.

Supporting Evidence (photographs, business endorsements, logos and so on).

Eligibility Requirements

Employer Categories continued

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.

The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. This is a Victorian-only award and does not articulate to the Australian Training Awards.

Eligibility

To apply for this award, an organisation must:

- Be an employer of Victorian apprentices or trainees at some time between 1 January 2020 – 5 June 2021
- Have a formalised contract of training of apprenticeship or traineeship.

Joint applications will be accepted from:

- A Group Training Organisation that partners with a Host Employer; or
- A Host Employer that partners with a Group Training Organisation.

Selection Criteria

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

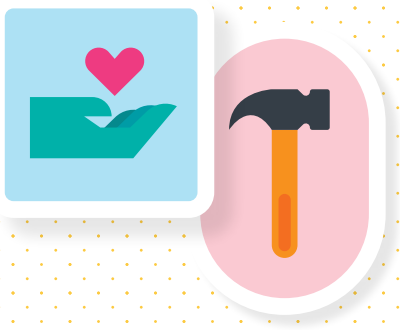
Consider:

- 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 (for example, data relating to their progress, positive work outcomes and retention and completion rates)
- if you have customised training/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 (for example, 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.

What the judges are looking for

This award suits employers who are delivering training specifically to apprentices and trainees. The judges are looking for strong examples where training has impacted positively on the work and lives of individual apprentices or trainees. Evidence of employee progression, partnership and collaboration with training providers and workplace mentoring are all key attributes that will be looked upon favourably by the judges.

Application components

There are three parts to the application:

Overview – 500-word limit (includes a brief description of your organisation, products/services offered, milestones achieved and so on). This information is not used for judging purposes.

Responses to the Selection Criteria – 800-word limit for each response.

Supporting Evidence (photographs, business endorsements, logos and so on).

Eligibility Requirements

Training Provider Categories

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 (for example, colleagues, professional bodies, students, employers, industry or community representatives); or through self-nomination. The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. This is a Victorian-only award and does not articulate to the Australian Training Awards.

The winner of the 2020 Community Training Provider of the Year Award was The Centre for Continuing Education. Learn more about them and the other finalists here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

To apply for this award, an organisation must:

- Deliver training in Victoria
- Have a history of timely compliance with contractual obligations and program requirements
- Be registered with the ACFE Board as a Learn Local organisation
- Have delivered ACFE Board-funded pre-accredited training in 2020.

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 provide pathways to other opportunities, further learning and employment
- what measures of quality you implement to ensure the successful delivery of your programs
- what challenges have been overcome in planning and implementing your training programs
- if the training programs might 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



2020 Winner

The Centre for Continuing Education



- 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 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 (for example, 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.

What the judges are looking for

The judges will be looking for an organisation that delivers training opportunities that benefit the local community. A good application will have clear examples of student success, successful techniques and strategies and collaborations that respond to local needs and help to attract learners facing barriers to training. The development of learner pathways to employment, innovation in service delivery and evidence of partnerships with industry and community stakeholders are key attributes which will be looked upon favourably by the judges.

Here is a judging comment from last year's Awards. These may help you in preparing your application.

"Solid evidence of design and implementation of programs designed to lead to improved social and employment outcomes for learners, focusing on local employment needs and embed practical placement where possible, boosting chances of employment outcomes."

Application components

There are three parts to the application:

Overview – 500-word limit (includes a brief description of your organisation, products/services offered, milestones achieved and so on). This information is not used for judging purposes.

Responses to the Selection Criteria – 800-word limit for each response.

Supporting Evidence (photographs, business endorsements, logos and so on).

Eligibility Requirements

Training Provider Categories continued

INCLUSIVE TRAINING PROVIDER OF THE YEAR

The Inclusive Training Provider of the Year Award recognises exceptional training providers within the Victorian government's vocational education and training sector that have demonstrated outstanding improvements with regard to the achievement, engagement and well-being of students with disability.

This organisation will have demonstrated excellence in implementing innovation and change for students with disability or 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 winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. This is a Victorian-only award and does not articulate to the Australian Training Awards.

The winner of the 2020 Inclusive Training Provider of the Year Award was GOTAFE. Learn more about them and the other finalists here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

To apply for this award, an organisation must:

- Be a training provider whose core business is the delivery of training
- Deliver training in Victoria
- Be a training provider delivering an inclusive curriculum for students with a disability and / or additional needs
- Have an effective Disability Action Plan and inclusive and accessible employment plans in place.

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
- how you ensure reasonable adjustments are made to support students with disability.

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



2020 Winner
GOTAFE



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: **Focus on students**

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.

What the judges are looking for

The judges will be looking for an organisation that provides clear examples of providing innovative and inclusive training opportunities for students with disability or additional needs. A good application will clearly demonstrate the ways in which the provider has provided adjustments to their training in response to diverse learner needs. Evidence of broad engagement with the local community, schools, networks and the Victorian VET system will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"Setting this provider apart was the Social Justice Charter and how that is used to inform all elements of the delivery and design as well as the focus on students, families and carers."

"...has developed a clear inclusion strategies with vulnerable groups, and can demonstrate its work to plan for 'reasonable adjustments', including resources to inform these developments in new contexts."

Application components

There are three parts to the application:

Overview – 500-word limit (includes a brief description of your organisation, products/services offered, milestones achieved and so on). This information is not used for judging purposes.

Responses to the Selection Criteria – 800-word limit for each response.

Supporting Evidence (photographs, business endorsements, logos and so on).

Eligibility Requirements

Training Provider Categories continued

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 winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

The winner of the 2020 Small Training Provider of the Year Award was Builders Academy Australia. Learn more about them and the other finalists here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

To apply for this award, an organisation must:

- Be a training provider whose core business is the delivery of training
- Deliver training in Victoria
- Be delivering less than 50 qualifications (which are listed on the scope of registration).

Selection Criteria

Criterion 1: Leading practice in vocational education and training

Consider:

- how you provide exceptional vocational education and training
- 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

Consider:

- how you plan and coordinate vocational education and training
- 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

Consider:

- how you monitor client and market needs
- 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



2020 Winner

**Builders
Academy Australia**



- 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 (for example, 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

Consider:

- how you build the capacity of your workforce
- the strategies you have in place to build staff capability (for example, 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

Consider:

- how you establish genuine partnerships to support vocational education and training
- the strategies you have in place to identify local or regional issues (for example, social, economic, industrial or environmental) 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).

What the judges are looking for

The judges will be looking for an organisation that creates innovative training solutions based on emerging needs. This means providing evidence of the outcomes of the training delivered, engagement with VET policy and research and a capacity to plan and adapt for future VET changes. Partnerships, collaboration with industry, teamwork, communication and flexibility are all key attributes that will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"Demonstrable outcomes and vision, with a clear plan and direction towards success."

"Exceptional links to employers, professional associations, higher education and peak bodies."

Application components

There are three parts to the application:

Overview – 500-word limit (includes a brief description of your organisation, products/services offered, milestones achieved and so on). This information is not used for judging purposes.

Responses to the Selection Criteria – 800-word limit for each response.

Supporting Evidence (photographs, business endorsements, logos and so on).

Eligibility Requirements

Training Provider Categories continued

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 winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

The winner of the 2020 Large Training Provider of the Year Award was South West TAFE. Learn more about them and the other finalists here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

To apply for this award, an organisation must:

- Be a training provider whose core business is the delivery of training
- Deliver training in Victoria
- Be delivering 50 or more qualifications (which are listed on the scope of registration).

Selection Criteria

Criterion 1: Leading practice in vocational education and training

Consider:

- how you provide exceptional vocational education and training
- 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

Consider:

- how you plan and coordinate vocational education and training
- 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

Consider:

- how you monitor client and market needs
- 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



2020 Winner

South West
Institute of TAFE



- how you collect and analyse data on student outcomes and completions
- how you measure success (for example, 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

Consider:

- how you build the capacity of your workforce
- the strategies you have in place to build staff capability (for example, 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

Consider:

- how you establish genuine partnerships to support vocational education and training
- the strategies you have in place to identify local or regional issues (for example, social, economic, industrial or environmental) 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).

What the judges are looking for

The judges will be looking for an organisation that creates innovative training solutions based on emerging needs. This means providing evidence of the outcomes of the training delivered, engagement with VET policy and research and a capacity to plan and adapt for future VET changes. Partnerships, collaboration with industry, teamwork, communication and flexibility are all key attributes that will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"Focus on trainers with industry currency. Innovations in data analytics, addressing skills shortages and equitable access."

"Strong evidence of student engagement and pathways to local employment through partnerships and engagement with industry to graduate students with skills needed for employment."

Application components

There are three parts to the application:

Overview – 500-word limit (includes a brief description of your organisation, products/services offered, milestones achieved and so on). This information is not used for judging purposes.

Responses to the Selection Criteria – 800-word limit for each response.

Supporting Evidence (photographs, business endorsements, logos and so on).

Eligibility Requirements

Industry Collaboration Category

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.

The winner of this Award receives \$5,000 in prize money and a 2021 Victorian Training Awards trophy. They will also be nominated to represent Victoria at the Australian Training Awards.

The winner of the 2020 Industry Collaboration Award was the SuniTAFE Aged Care Leadership Development Collaboration. Learn more about this collaboration and the other finalists here: www.education.vic.gov.au/about/awards/vta/Pages/2020-VTA-finalists.aspx.

Eligibility

To apply for this award, an organisation must:

- 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 which leads to formal qualifications or Statements of Attainment under the Australian Qualifications Framework.

Applications will not be accepted from organisations operating under contractual 'partnership' arrangements.

Selection Criteria

Criterion 1: **Outstanding practice of the collaboration**

Consider:

- The basis of the collaboration partner's agreement that has been so successful
- The specific training needs being addressed by the collaboration
- The exemplary or innovative aspects that are a feature of the training collaboration.

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

Consider:

- Examples of excellence in the training being delivered
- The training outcomes that have been achieved (including qualifications and skill sets awarded)
- The implementation of improvements in the quality of learning and assessment
- Any new or improved career pathways and opportunities that have been created, if any.

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

Consider:

- How the collaboration has benefited participants, the community, collaborating organisations and the broader training system
- The improvements in the processes or procedures of all collaborating organisations that have been implemented
- The contribution to social equity, especially increasing the participation of underrepresented groups of people in the industry or workplace.



2020 Winner

SuniTAFE Aged Care Leadership Development Collaboration



Criterion 4: Sustainability and future of the collaboration

Consider:

- Dependence on any government funding and the viability of the collaboration should funding cease
- How the outcomes of the collaboration can be replicated to other industries
- The quality improvement or performance evaluations that are in place and planned.

What the judges are looking for

The judges will be looking for clear examples of two or more organisations working together to achieve a shared goal. This means providing evidence of collaboration's achievements and outcomes. The collaboration needs to have also been developed in response to a industry or VET training challenge, and provide evidence that shows how the collaboration has responded to that challenge. Collaborations that are innovative, sustainable and offer equitable access to underrepresented groups will be looked upon favourably by the judges.

Here are some of the judging comments from last year's Awards. These may help you in preparing your application.

"The application shows genuine commitment to collaboration, with multiple partners learning from each other, and good training outcomes for participants."

"Evidence that the training provides multiple benefits for learners and employers."

"...commitment to quality improvement, innovative thinking around future funding opportunities and how the model can be replicated."

Application components

There are three parts to the application:

Overview – 500-word limit (includes a brief description of your organisation, products/services offered, milestones achieved and so on). This information is not used for judging purposes.

Responses to the Selection Criteria – 800-word limit for each response.

Supporting Evidence (photographs, business endorsements, logos and so on).

Additional Information

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.

'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 Requirements

LYNNE KOSKY MEMORIAL AWARD FOR LIFETIME ACHIEVEMENT

The Lynne Kosky Memorial Award for Lifetime Achievement is presented in recognition of an individual's outstanding leadership and contribution to the Victorian TAFE and training sector for more than 25 years.

A contribution 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 within the sector.

For the first time in the awards' history, the Lynne Kosky Memorial Award for Lifetime Achievement was given to two people in 2020, Geraldine Atkinson and Lionel Bamblett, for their work in Koorie education and training.

This award has unique nomination procedures and eligibility:

- Individuals cannot self-nominate for this award category; nominations must be made on behalf of an individual.
- Nominees do not need to be currently employed to be eligible for this award.
- Once an individual has been nominated for the award, they become an enduring nominee and, if not successful initially, are eligible for consideration for this award in subsequent years.
- A posthumous nomination can be made for this award.
- For more information visit: www.education.vic.gov.au/about/awards/vta/Pages/lynnekoskyaward.aspx

Eligibility

The nomination follows the eligibility set by the Australia Training Awards.

The nominated individual must:

- Have an established history of distinguished service to the TAFE and training sector (25 years or more, of sustained service)
- Have made a positive and lasting contribution to the TAFE and training sector
- Be recognised by other industry, training, education or employer groups; and have the respect of professional peers
- Be acknowledged as having reached a pinnacle of their profession or industry
- Have demonstrated, over an extended period of time, a contribution which has included either research, industry achievement, professional leadership and service to the TAFE and training sector
- Have demonstrated high-level personal integrity
- Have exhibited leadership and provided inspiration to others in the TAFE and training sector
- Have positively influenced the TAFE and training sector in Victoria
- Have made significant and fundamental contributions and be able to demonstrate a lifetime commitment to the TAFE and training sector.

**Lionel
Bamblett**

VAEAI – Victorian
Aboriginal Education
Association Inc.



**Geraldine
Atkinson**

VAEAI – Victorian
Aboriginal Education
Association Inc.



**2020 Recipients: Lynne Kosky Memorial
Award for Lifetime Achievement**

Conditions of Entry

By entering the 2021 Victorian Training Awards, you agree to abide by the following Conditions of Entry:

All Categories

01. A nominee must not be nominated for any similar award in another state or territory in the same year.
02. Prospective entrants must be able to meet all the eligibility requirements for the award category being nominated.
03. All nominations must be submitted online via the Award Force portal at: <https://vta.awardsplatform.com>
04. Each award category has specific criteria. All applications **must meet** the criteria and be factually correct for the submission to be considered a valid entry. *Non-compliance* with entry requirements will be sufficient reason for the Victorian Training Awards team to reject the application.
05. The closing date for all nominations is **midnight on Friday 4 June**. Nominations will not be accepted after this date. The Department of Education and Training, Victoria reserves the right to extend the deadline for nominations for any emerging circumstance.
06. It is the responsibility of all nominees and nominators to ensure that they have selected the correct category.
07. The Department of Education and Training reserves the right to re-assign nominations lodged to incorrect categories at its discretion.
08. By applying, all nominees for the Victorian Training Awards agree that all or part of any non-confidential material or details from their nominations, photographs and recordings can and may be used online, in any broadcast and print media and in a range of publicity and promotional materials related to skills and training or the national training awards.
09. All finalists will be required to attend an interview in Melbourne with the judging panel for their category.
10. All finalists are required to attend the Victorian Training Awards' related events and ceremony on **Friday 3 September 2021**.

11. Finalists and winners of the Victorian Training Awards acknowledge that they may be required to participate in media interviews.
12. Finalists and winners of the Victorian Training Awards may be required to participate in media interviews or speaking opportunities arranged by the principal partner or the major sponsors of their categories.

Individual categories

13. Where an entrant is not self-nominated, they must agree to being nominated.
14. Victorian Training Award individual winners will be required to represent the state as finalists at the Australian Training Awards in **November 2021**.
15. All individual winners of the Victorian Training Awards will be required to attend a two-day professional development program to prepare for the Australian Training Awards. Further details for individual finalists attending the professional development will be provided after the Victorian Training Awards.

Employer and Training Provider categories

16. 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.
17. Registered Training Organisations in training provider categories must have their Head Office located in Victoria.
18. To be considered for selection all Registered Training Organisations delivering courses must have Scope of Registration to deliver such courses in Victoria.
19. Organisational winners of the Victorian Training Awards, in aligned categories, will be nominated to represent Victoria as finalists at the Australian Training Awards in **November 2021**.

Judging process

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

01. Eligibility evaluation

Nominations are evaluated by the Victorian Training Awards team and the relevant regulatory bodies. The eligibility requirements and selection criteria will be used to assess and determine whether the nomination is shortlisted as eligible to go through to the next stage.

02. Selection of finalists

Evaluation and judging takes approximately 10 weeks from June 2021. The judging panel will shortlist nominations, determining which nominees go through to the interview stage. The selection criteria will be used as the basis for questions that will be asked at interview.

03. Finalist interviews

Finalist interviews will take place at the Department of Education and Training, Treasury Place, East Melbourne.

04. 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 on Friday 3 September.

All nominees will be notified as to the outcome of their nomination and can request feedback for a period of 15 days after the date of notification.

05. 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.

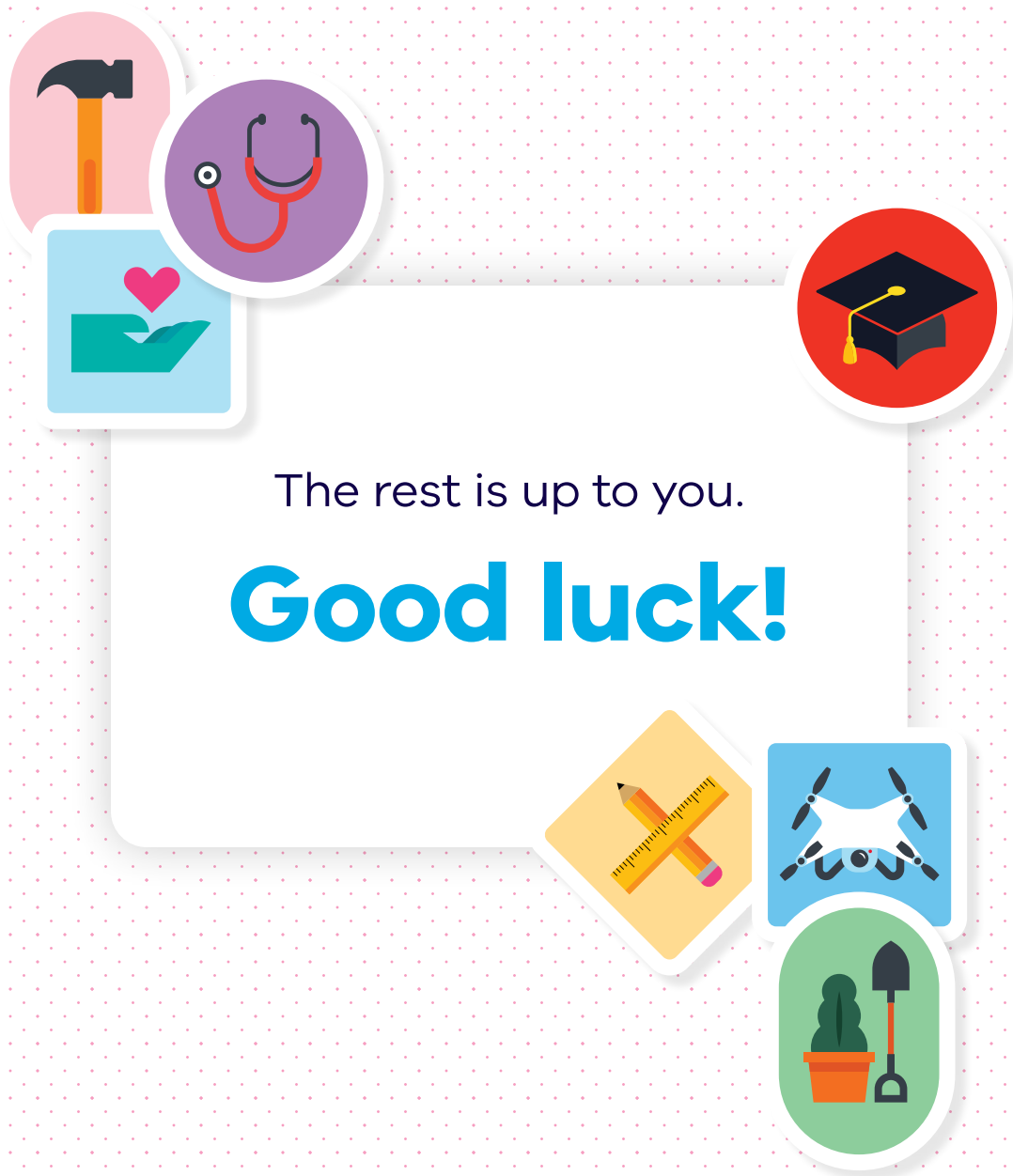
06. Panel Chair

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

Scoring matrix

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

| Score | Score weighting to be used for each selection criterion |
|-------|---|
| 01 | Unsatisfactory – did not meet any of the selection criteria and lacked evidence to support nomination |
| 02 | Satisfactory – met some of the selection criteria and provided evidence to support nomination |
| 03 | Good – met most of the selection criteria and provided evidence to support nomination to a good standard |
| 04 | Very good – met all the selection criteria and provided evidence at a very good standard |
| 05 | Exceeds expectations – met all the selection criteria and went above and beyond to provide strong evidence to a very high standard |





**VICTORIAN
TRAINING AWARDS**

2021 Victorian Training Awards

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