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

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 2019.

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
* 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.

How to apply

1. Check that you meet the eligibility requirements and selection criteria above and read the Conditions of Entry to enter the awards.
2. Go to the nomination portal: <https://vta.awardsplatform.com/> Register to nominate and follow the step by step process. **Note:** Nominations may only be made through this portal.
3. Contact the Victorian Training Awards team for advice or for help with obtaining the assistance of our nomination writers, if required.
4. Make sure you submit your nomination by the closing date, **midnight on Friday 3 July.**

Writing assistance

If you need help in preparing your nomination, just contact the VTA team. They can put you in touch with a writer who can review your draft and make sure your application is of the highest possible quality.

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).

Key dates

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| ***26 February*** | ***Nominations open*** |
| ***26 February*** | Nomination writing assistance opens |
| ***19 June*** | Nomination writing assistance closes |
| ***3 July, midnight*** | ***Nominations close*** |
| ***July*** | Eligibility review |
| ***Mid July*** | Shortlisting |
| ***Late July*** | All nominees notified |
| ***August*** | Finalist interviews |

Key contacts and further information

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

E: [victorian.training.awards@education.vic.gov.au](mailto:victorian.training.awards@education.vic.gov.au)

T:1800 290 657