## 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. 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 2019 – 29 May 2020

🗹 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.

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 VTA team to obtain the advice or 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

|  |  |
| --- | --- |
| ***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