## 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 will be nominated to represent Victoria at the Australian Training Awards.

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
* 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).

How to apply

1. Check that you meet the eligibility requirements and selection criteria and read the Conditions of Entry to enter the awards.
2. Go to the nomination portal: [**https://vta.awardsplatform.com**](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

T:1800 290 657